



**SAN LUIS OBISPO COUNTY
OFFICE OF EDUCATION**

LEADERSHIP ■ COMMUNITY ■ SERVICE
JAMES J. BRESCIA, ED. D., SUPERINTENDENT

**Student/Parent Handbook
2019– 2020**

Loma Vista School

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SLOCOE Shared Mission

To promote student success by supporting the work of local school districts, delivering specialized student services, and providing countywide leadership and advocacy for the needs of all children.

SLOCOE Vision

San Luis Obispo County will be an educational community dedicated to preparing all children and youth for responsible citizenship, meaningful work, and lifelong learning.

SLOCOE Core Purposes

Support for Districts – SLOCOE has more than 34,000 students enrolled in over 75 schools in 10 school districts.. Our schools stretch from Nipomo to Parkfield and from the Lucia Mar Unified School District with over 10,000 students to the Pleasant Valley Joint Union Elementary School District with 125 students. The County Office of Education provides academic and financial support and assistance regardless of district size. We serve as a source of information and we provide a variety of professional development and training opportunities for both the teaching and non-teaching staff in the county. We also provide assistance to all districts to maintain fiscal solvency and have statutory authority to exercise fiscal oversight for districts.

Specialized Student Services – We provide instruction to students in a variety of classrooms and centers for high need students. The needs of these students range from students with severe educational disabilities to students who are at high risk of dropping out of school. We also operate California State Preschool classes, as well as the Rancho El Chorro Environmental Education Center and Outdoor School.

Countywide Leadership and Advocacy – Our office serves as a focal point for community education about our schools. We are able to provide a county-wide perspective on educational issues that might arise locally or at the state and national level. Our office is also in a position to mobilize local interests on behalf of providing a quality education for all students.

SLOCOE Student Programs and Services

Student Programs & Services is committed to...

- Providing quality educational programs and services to at-risk and special needs students.
- Promoting excellence in our educational programs through training and professional growth opportunities for all staff members.
- Developing and enhancing a positive organizational climate.
- Providing leadership and expertise to the school districts, agencies and community organizations within San Luis Obispo County in support of success for all students, including at-risk and special needs students.
- Fostering positive relationships with families and care providers and the interagency collaboratives which assist families and the educational community in this important partnership.
- Implementing legislative mandates focused upon positive school attendance, high academic expectations and accountability for all students.

School Goals and SLOs--Student Learner Outcomes

1. Increase academic rigor and learning for all students
2. Increase student engagement
3. Support transitions for all students, including foster and homeless youth
4. Increase family/caregiver involvement

Bell Schedule

9: 00 a.m.	School Begins
1:00 p.m.	School Ends
1:00-1:15 p.m.	Lunch
1:15 p.m.	Buses depart



#schooleveryday

Staff Roster

Katherine Aaron, Assistant Superintendent, Student Programs and Services 782-7321			
Karen Donaghe, Director of Alternative Education	782-7310	Deborah Johnson, School Psychologist	782-7237
Emily Johnson, Executive Assistant	782-7321	Levi Henry, School Psychologist	782-7277
Lenette Costa, Registrar	597-7872	Wendy Johnson, Data/Student Info. Spec	782-7325
Holly Phillips, Director of Special Education	593-3186	Holly Lynch, School Nurse	782-7327
Molly Lawrence Shattuck, Program Specialist	782-7314	Lindsey Tompkins, Behavior Intervention Services Manager	782-7308
Marilyn Horne, Food Services	782-7340		
Homeless/Foster Youth			
8005 Morro Road, Atascadero, CA93422			
Jessica Thomas, Coordinator	782-7268	Linda Borza, Admin. Assistant II	782-7207
Robin Kirby, Counselor	782-7270		
Loma Vista Community School			
2494 Pennington Creek Rd., San Luis Obispo, CA 93405			
782-7340			
Lara Mattson, Site Administrator (L-Z) John Taylor, Site Administrator (A-K)		Kristin Edrington, Student Data Specialist Jacob Marshall, CTE Teacher	
Stacy Byrd, Teacher		Shirley Marshall, Cook	
Gina Cobin, Teacher		Levi Henry, School Psychologist	
Melissa Diedrich, Teacher		Justin Olmos, Probation Officer	
Carrie Hansen, Jaime Christensen, Drug and Alcohol Counselors		Cheryl Vonderahe, Behavior Intervention Services Specialist	
Lauren Lederer, Mental Health Therapist		Amy Peterson, Behavior Health Specialist	
Christina Borsos, Mental Health Therapist		Aracely Enriquez, Behavior Health Specialist	

Calendar of Events

First Day of School	August 26, 2019
NWEA/MAP Assessment	August 26-Sept. 6, 2019
Labor Day-No School	September 2, 2019
Progress Reports Due	October 4, 2019
Parent Conferences	October 7-11, 2019
Veterans Day - No School	November 11, 2019
Thanksgiving Break	November 25-29, 2019
NWEA/MAP Assessment	December 2-Dec. 13, 2019
End of First Semester	December 20, 2019
Winter Break	December 23, 2019-Jan. 6, 2020
First Semester Grades Due	January 6, 2020
Second Semester Begins	January 7, 2020
Martin Luther King-No School	January 20, 2020
President's Day-No School	February 10, 2020
President's Day-No School	February 17, 2020
Progress Reports Due	March 6, 2020
Parent Conferences	March 9-13, 2020
NWEA/MAP Assessment	March 23-April 3, 2020
Spring Break	April 10-17, 2020
SBAC State Testing Window	April 27-May 29, 2020
Memorial Day-No School	May 25, 2020
End of Second Semester	June 10, 2020
Last Day of School/Graduation	June 10, 2020
Second Semester Grades Due	June 10, 2020

PBIS Behavior Matrix

The following behaviors have been taught to all students. They are continually reviewed at the school site. When students follow these behavioral expectations it creates a consistent positive learning environment for all students.

	<u>Safe</u>	<u>Responsible</u>	<u>Considerate</u>
<u>All Areas</u>	<ul style="list-style-type: none"> -Be Sober -Keep your feet and hands to yourself 	<ul style="list-style-type: none"> -Be Present -Use school supplies appropriately -Allow others to focus 	<ul style="list-style-type: none"> -Follow adult directions the first time given -Treat people with respect
<u>Classroom</u>	<ul style="list-style-type: none"> -Remain seated -Maintain personal boundaries 	<ul style="list-style-type: none"> -Work attentively -Participate in your education -Ask for Help -Do your own school work 	<ul style="list-style-type: none"> -Use a low voice -Use appropriate words and gestures -Listen while others are speaking
<u>Eating Areas</u>	<ul style="list-style-type: none"> -Wait in line patiently -Ask permission to leave area 	<ul style="list-style-type: none"> -Clean up your trash 	<ul style="list-style-type: none"> -Ask permission to be begin sports/ games
<u>Outside Areas</u>	<ul style="list-style-type: none"> -Walk at all times 	<ul style="list-style-type: none"> -Stay in assigned areas -Move directly to class -Keep outside areas quiet 	<ul style="list-style-type: none"> -Use a low voice -Use appropriate words and gestures -Be kind and wait in line to enter class
<u>Bathroom</u>	<ul style="list-style-type: none"> -Wait in line -Wash your hands 	<ul style="list-style-type: none"> -Flush toilet -Inform staff of vandalism 	<ul style="list-style-type: none"> -Use bathrooms during assigned breaks
<u>Bus</u>	<ul style="list-style-type: none"> -Choose your seat and remain seated -Face forward in seat -Cross carefully in front of bus -Conversations stay on bus 	<ul style="list-style-type: none"> -Use appropriate language and volume -Use ear buds to listen to music -Allow driver to be without distraction 	<ul style="list-style-type: none"> -Be are your stop 5 minutes early -Keep seat clean and belongings with you -Throw away trash -Exit only at your correct stop

GRADUATION REQUIREMENTS

The following graduation requirements are for students who will be issued a diploma through the San Luis Obispo County Office of Education. Students who are issued a diploma from a local school district must meet the graduation requirements set forth by that local district.

COURSE REQUIREMENTS

ENGLISH	30 semester units	
MATHEMATICS*	20 semester units	
SOCIAL STUDIES	30 semester units	
	World History	10
	U.S. History	10
	Political Science	5
	Economics	5
SCIENCE	20 semester units	
	Physical Science	10
	Life Science	10
PHYSICAL EDUCATION	20 semester units	
FINE ARTS/CTE	10 semester units	
ELECTIVES	70 semester units	
TOTAL	200 semester units	

**Students must pass a course or series of courses that contain the Algebra 1 standards*

COMPETENCY REQUIREMENT

Students must show positive progress on local benchmark assessments. Students must also meet any competency requirement set forth by the California Department of Education.

EARNING SCHOOL CREDIT FOR GRADUATION

Partial credit is earned for every productive class period or hour of work a student completes. Total credits earned throughout the semester depend upon the student's effort and work completed.

CREDIT RECOVERY "MENU WORK"

Each teacher offers a menu to choose from of additional assignments for every class. As long as students are maintaining positive progress within the class, they have the opportunity to turn in additional assignments to accelerate their credits. *It is important for students to realize they are responsible for the pace of their learning.*

GRADE and CREDIT REPORTING

Students are issued grades on the work they complete. It is important for students and parents to understand that a student who completes half of the work with 100% accuracy will receive half of the credit, plus an "A" for the work completed.

Please monitor not only the grades received but the credit issued. This will provide a true picture of a student's progress. We are on a semester system. Final grades and credits are issued at the completion of the semester, or the completion of a course, whichever occurs first.

Grades and Credit Summary Reports are available on Aeries. Please provide your email to front office staff to receive a log in.

GRADUATION CEREMONY REQUIREMENTS

The County Superintendent of School, County School Board, and school administration are interested in celebrating graduation with students and their families. However, the school administrator has the right to prohibit students who are not in good behavioral standing from attending the graduation ceremony.

General School Rules

Staff, students, and parents need to work together as a team, in order for all students to be successful. As a staff, we have established a set of rules that will create a successful learning environment. We commit to enforcing all rules consistently and fairly. Our interactions with students will promote and model positive interpersonal communications.

Students are expected to follow school rules, show courtesy to school personnel and other students, and be personally responsible for their behavior. They are expected to contribute to an environment that supports the learning of all students, and allows the staff to perform their duties. We ask that parents reinforce this concept and communicate with school personnel when necessary.

Please take this opportunity to review a few of the basic rules:

1. Be respectful of others and their property.
2. Bring to school only those items needed to do schoolwork.
3. Use appropriate language.
4. Hats, hoods, and headgear of any kind are not allowed inside classrooms or other buildings.
5. Personal electronic devices/phones must be checked-in with site staff prior to the start of the school day.
6. If you are not legally allowed to possess an item, or it is not allowed on campus – you cannot display or advertise it ~ and we don't want to hear about it either.
7. Food and drinks are prohibited in the classroom, except during breakfast.
8. Students are not allowed in the parking lot without staff permission.
9. Once a student is on campus, they may not leave without being properly checked out through the office.

School Policies

Absences

Being at school on time and prepared to learn are important aspects to a successful school experience. Punctuality and personal responsibility are qualities that are necessary for success as adults in the job market. Therefore, these qualities are strongly encouraged.

If on that rare occasion your child is unable to attend school (illness or emergency), please call the school office or send a note. When verifying an absence either by phone or note, be sure to include the following information: **Date, child's name, your name, and reason for absence.** You may leave a voicemail, if you call after hours. **Please remember to verify all absences.**

California Education Code 48200 ~ “Each person between the ages of 6 and 18 years old is subject to compulsory full-time education.”

California Education Code 48260.a ~ “Any pupil subject to compulsory full-time 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 days on three occasions in one school year, or any combination thereof, is a TRUANT.”

If we see a continued pattern of absences and/or tardiness we will attempt to help solve the situation before it reaches the required referral to the School Attendance and Review Board (SARB) and/or County District Attorney's Office (DA).

Animals

Animals are not allowed on campus, with the exception of a service animal. If your child has the need for a service animal, please contact the site administrator. There are policies and procedures that need to be adhered to for service animals.

Breakfast

Breakfast is served daily when students arrive to school. Breakfast can be purchased or students who qualify for the free and reduced meal program can take advantage of this service at this time. If you are interested in finding out more about this program, please check with staff in the school office.

Bullying

The definition of “bullying” is as follows: “Bullying is persistent and intentional behavior that is physically, emotionally or socially hurtful resulting in an unsafe school environment for one or more students.” The act of bullying creates an extremely uncomfortable and unsafe school environment. Students creating an environment in which others do not feel safe at school will be subject to disciplinary action. **Intimidation, harassment, persecution, antagonism, and threats will not be tolerated in any form.** All students feeling “bullied” are advised to speak to a teacher, staff member, or administrator immediately. All students have the right to feel safe at school.

Buses/Transportation

The school bus is an extension of the campus. Once you step onto the bus, all campus rules apply. Riding a School Bus is a PRIVILEGE to qualified students of the San Luis Obispo County Office of Education. Therefore, it is important that all students are aware of the bus riding rules so they may keep their bus riding privileges. Please refer to transportation policies later in this handbook.

Cell phones

Students are required to turn in cell phones on arrival to campus. Phones will be locked up during the school day and returned at the end of the day before lunch.

Civility Policy

SLOCOE is committed to providing an educational experience for each child that models appropriate behavior. There are designated policies to ensure that all stakeholders adhere to civil guidelines. Any act by students or adults, which violates these policies, will be referred to the County Office of Education or local police department.

Closing School

On occasion it may become necessary to close school due to extreme weather conditions or an emergency situation. Radio and TV stations, as early in the morning as possible, will make announcements of an emergency closure. The Superintendent of Schools, however, may announce an emergency closure during the day. Make sure that arrangements have been made with relatives or neighbors in the event of a closure so your student knows where to go or who to contact. (Also see **Emergency Card Updates**.)

Computerized Phone Call (Robocalls)

Families that have provided the school with a phone number, may receive phone messages delivered by a computer. These messages are to be closely related to school activities or attendance. Your permission to receive these messages is given when providing your phone number to the school, and can be revoked at any time.

Concurrent Enrollment

When appropriate, students are encouraged to enroll in classes at Cuesta College or Hancock College. Please see the site administrator for details and enrollment forms.

Discipline - General Rules Governing Student Conduct and Discipline

As a staff we are committed to creating an environment that is supportive of all students' learning. We will enforce all rules consistently and fairly. Our interactions with students will promote and model positive interpersonal communications. Students are expected to follow school rules, show courtesy to school personnel and other students, and be personally responsible for their behavior. They are expected to contribute to an environment that supports the learning of all students, and allows the staff to perform their duties.

You are responsible for your own actions. You will be held responsible only for the things you do or fail to do. What others do or do not do is of little importance in determining whether or not you have accepted your responsibility as a student/citizen. The decision will be yours and so will the consequences. Your first responsibility is to decide how you should conduct yourself while you are at school. All students shall have the right to attend school and participate in all school-related activities whether on or off school grounds without fear of or subjection to disruptions, intimidation, violence, or crime. We have set up some rules and guidelines to help ensure that this happens.

FAMILY ENGAGEMENT

Research tells us that family engagement in school makes a big difference. When schools, families and communities work together, student achievement increases. SLOCOE schools welcome and encourage family participation in a variety of ways. SLOCOE has aligned parent involvement in the LCAP and SPSA stakeholder engagement processes by streamlining the two into a single coherent system of parent and family engagement activities that reflect and represent both the LCAP and SPSA requirements. This will promote a more comprehensible, unified, and understandable system for parents to more easily and meaningfully engage in their child's educational process. To review the Family Engagement Policy, please see the school office or the SLOCOE website.

FOSTER/HOMELESS STUDENTS

The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all homeless school-aged children to the same free and appropriate public education that is provided to non-homeless students. Every school district must appoint a liaison to assist these students.

A homeless student is defined as a person between the ages of birth (Early Head Start and Head Start Programs) and twenty-two (special education students) who lacks a *fixed, regular, and adequate* nighttime residence and may temporarily:

- Live in an emergency or transitional shelter; abandoned building, parked car, or other facility not designed as a regular sleeping accommodation for human beings;
- Live “doubled-up” with another family, due to loss of housing stemming from financial problems (e.g., loss of job, eviction or natural disaster);
- Live in a hotel or motel;
- Live in a trailer park or campsite with their family;
- Have been abandoned at a hospital;
- Be awaiting foster placement in limited circumstances;
- Reside in a home for school-aged, unwed mothers or mothers-to-be if there are no other available living accommodations; or
- Be abandoned, runaway, or pushed out youth or migrant youth that qualifies as homeless because he/she is living in circumstances described above.

A homeless student has the right to attend either the *school of origin, defined as the school that the student was last enrolled or attended when last housed or any school attended in the past fifteen (15) months*; or the *current school of residence*. If a dispute arises over school selection or enrollment, the parent/guardian has the right to dispute the school’s decision by contacting the district’s homeless liaison and following the district’s dispute resolution policy.

The law requires the immediate enrollment of homeless students, which is defined as “attending class and participating fully in school activities”. Schools cannot delay or prevent the enrollment of a student due to the lack of school or immunization records *or other documentation usually required for enrollment*. It is the responsibility of the district homeless liaison to refer parents to all programs and services for which the student is eligible. Referrals may include, but is not limited to: free nutrition, special education services, tutoring, English Language Learners programs, Gifted and Talented Education program, preschool, before and after school services or any other program offered by the school or district. The district shall ensure that transportation is provided, at the request of the parent/guardian/unaccompanied homeless youth, to and from the school of origin, if feasible.

Unaccompanied youth; such as teen parents not living with their parent or guardian or students that have run away or have been pushed out of their homes, have access to these same rights.

A foster/homeless student that transfers schools after the second year of high school, and is greatly deficient in credits may be able to graduate within four years with reduced state requirements. School districts are required to issue and accept partial credit for courses that have been satisfactorily completed.

Foster and homeless youth are allowed educational rights, such as: immediate enrollment, remain in school of origin, enrollment in local comprehensive school, partial credits, graduation with state minimum requirements with possible fifth year/exemption from local graduation requirements, and access to academic resources, services and extracurricular activities. A local educational agency must provide a remedy to the affected pupil following the Uniform Complaint Procedures, including information regarding exemption from local graduation requirements, if educational rights are not allowed at the public high school.

GROUNDINGS FOR SUSPENSION &/OR EXPULSION

EC 48900. Grounds for Suspension and Expulsion

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) Stolen 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)(1) 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.
(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.
- (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 preinitiation 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. For purposes of this subdivision, the following terms have the following meanings:
 - (1) "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 as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "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, including, but not limited to, any of the following:

(i) A message, text, sound, or image.

(ii) A post on a social network Internet Web site, including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

(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:

(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 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) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's misbehavior as specified in Section 48900.5.

(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.

MANDATORY SUSPENSION / EXPULSION

EC 48915. Circumstances for Recommending Expulsion

(a)(1) 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 determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

(A) Causing serious physical injury to another person, except in self-defense.

(B) Possession of any knife or other dangerous object of no reasonable use to the pupil.

(C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following:

(i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.

(ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.

(D) Robbery or extortion.

(E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

(a)(2) If the principal or the superintendent of schools makes a determination as described in paragraph (1), he or she is encouraged to do so as quickly as possible to ensure that the pupil does not lose instructional time.

(b) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in paragraph (1) of subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:

(1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

(2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

(1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.

(2) Brandishing a knife at another person.

(3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

(4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

(5) Possession of an explosive.

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

(1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.

(2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.

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

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

- (1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- (2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (f) The governing board shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study which meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.
- (g) As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.
- (h) As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.

Dress Code

Cleanliness, appropriate grooming, and proper dress are important in setting the pattern of school and social conduct. The standards of dress for school should not be inconsistent with the academic atmosphere at the school nor should an individual's attire be disruptive to the learning processes of his/her fellow students. Any student who comes to school without proper attention having been given to personal cleanliness, neatness or improper attire, may be sent home to be properly prepared for school, or provided alternative clothing to use for the remainder of the school day. Policy 5132 prohibits the presence of any apparel, jewelry, accessory, notebook, or manner of grooming by virtue of its color, arrangement, trademark or any other attribute which demonstrates membership in gangs, advocates drugs, advocates hate, violence, or disruptive behavior. Examples of prohibited dress or appearance include, but are not limited to:

- Exposed undergarments
- Excessively sagging pants
- Excessively short or tight garments
- Bare midriff shirts/pants
- Strapless shirts
- Attire with messages or illustrations that are lewd, indecent or vulgar
- Attire that advertises products or services not permitted by law to minors
- See-through clothing
- Attire that exposes cleavage
- Any adornment such as chains or spikes that could reasonably be perceived as a weapon
- Any symbol, style or attire frequently associated with intimidation, violence or violent groups
- Headgear of any kind may not be worn in buildings

Students whose dress and/or grooming is found to be in violation of the dress code or considered disruptive to the educational process will be sent to the assistant principal's office. The student will remain there until appropriate clothing is brought from home. Multiple dress code violations may result in community service or parent notification. These standards apply at all school functions.

If you are not legally allowed to possess an item, or it is not allowed on campus – you can't advertise it.

DUE PROCESS PROTECTIONS & COMPLAINTS

DISCRIMINATION

Discrimination against any protected group as identified under Education Code section 200 and 220 and Government Code section 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race,

ancestry, national origin, religion, color, or mental or physical disability, or age, 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 adult education, consolidated categorical aide programs, vocational education, and special education is prohibited in any program which receives state or federal financial assistance. Complaints may be filed under the County Office's Uniform Complaint Procedure process.

FILING A COMPLAINT - UNIFORM COMPLAINT PROCEDURES

The County Office of Education is 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. It is unlawful to discriminate against any protected group as identified under Education Code section 200 and 220 and Government Code section 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, 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 a local agency, which is funded directly by, or that receives or benefits from any state financial assistance. If you wish further details in this regard, or wish to file a complaint, please contact the County Office's Uniform Complaint Officer. 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 become known. Staff has been trained to deal with these types of complaints.

COMPLAINTS REGARDING DISCRIMINATION & THE EDUCATION OF HANDICAPPED STUDENTS

The County Office is committed to equal opportunity for all individuals in education. The County Office programs and activities shall be free from discrimination based on age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability, lack of English skills, marital or parental status, or any other unlawful consideration. The County Office of Education shall promote programs which ensure that these discriminatory practices are eliminated in all activities. (EC56501)

You have certain rights under the law, including Title VI of the Civil Rights Act of 1974, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act (IDEA). A handicap or limited English language skills will not be a barrier to any programs. The California Department of Education and the Office for Civil Rights of the U.S. Department of Education have authority to enforce these laws and all programs and activities that receive Federal funds. (EC260, et. seq., above cited Federal statutes). If you wish further details in this regard, or wish to file a complaint, please contact the County Office of Education's Uniform Complaint Officer.

UNIFORM COMPLAINT PROCESS

The County Superintendent has designated the following compliance officers to receive and investigate all complaints and ensure compliance with the law:

Title IX Officer
Katherine Aaron, Assistant Superintendent Student Programs & Services
3350 Education Drive San Luis Obispo, CA 93405
(805)782-7321

Uniform Complaint Officer (UCO)
Thomas Alvarez, Chief Human Resources Officer
3350 Education Drive San Luis Obispo, CA 93405
(805)782-7233

You may contact your school's office or the County Office to obtain a copy of the complaint procedures.

1. Complaints made under this procedure shall be directed to the Uniform Complaint Officer (UCO), who is responsible for processing the claims. A complaint should be completed within sixty (60) days of the incident, unless otherwise indicated.
2. You may contact the UCO 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 UCO shall send a written report about the investigation and decision. There are then five (5) days to appeal the decision to the Board of Trustees.
6. If the decision is unsatisfactory to the complainant, the complainant has fifteen (15) days to appeal to the California Department of Education (CDE).
7. You may forward your complaint directly to CDE and they may choose to intervene immediately, based upon established criteria.
8. There is no allocation in this process to preclude a complainant from pursuing available legal remedies outside of the County's complaint process. 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, sixty (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 the appropriate state or federal agencies in the following cases:

American Civil Liberties Act 504 - Office of Civil Rights

Child Abuse -San Luis Obispo County 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

Health & Safety/Child Development -San Luis Obispo County Department of Social Services

Student Records - Family Policy Compliance Office (FPCO), U.S. Department of Education 20 USC 11138, 34 CFR 300.510-1, 300.513; EC 232.262.3, 33031, 33032, 33381, 48985, 56000-56885, 59000 59300, 64000(a); 5 CCR 4620-4632

Earthquake and Disaster Drills

Earthquake and/or disaster drills (including lock-down drills) will be scheduled as mandated by the State and must be taken very seriously. It is vital that all students understand the importance of these drills. Inappropriate behavior during this time will result in disciplinary action.

Emergencies/Evacuations

In the event of a disaster, we insist that students stay at school under the supervision of school personnel until they are signed out by the parent or adult listed on their emergency card.

Emergency Card Updates

Any changes to the emergency card should be reported to the office as soon as possible (including address, home/cell phone number, work phone, pick up information, etc...). Changes should be made in person or by sending in a signed note. No one is allowed to pick up your child unless listed on the emergency card. If your child resides in two households, make every attempt to consolidate information onto one emergency card.

Extended Travel

Parents who are planning to take their student(s) out of school for **five (5) or more** school days should contact the school as soon as possible prior to the student leaving to arrange for an extended travel contract. Student assignments will be

developed and the student is responsible for picking up their assignments before departure. Failure to complete this paperwork may cause your student to lose credit for work missed during the absence.

Family Advocates

Our Family Advocates are available to work with students and families to help ensure that students come to school and are prepared to learn. They will focus on the strengths of the community to keep students: Safe, Healthy, At Home, In School and Out of Trouble.

Field Trip Information

Students are invited to participate in various field trips during the year. All students are required to have a signed permission slip prior to going on a field trip. Students must be in good standing to participate in a field trip. Demonstrating inappropriate behavior prior to the field trip (i.e. office referrals, in-house suspension, or suspension) may cause the student to be ineligible for field trip activities.

Financial Aid

College financial aid counseling is available to all students. Please make an appointment with the school counselor.

Fire Drills

Fire Drills are designed as a safety measure to help our students, staff and school community to prepare for an emergency situation. Fire Drills are taken very seriously and are mandated by the State. Students should be reminded that they must follow the directions of their teacher, staff, and site administration at all times. Their cooperation during the drills will ensure safety in the event of a real fire. Disciplinary action will occur if any student(s) significantly disrupt this activity.

Gang Related Apparel, Signs, and Symbols

Gang related apparel, signs, and symbols are prohibited. Because the definition of gang related apparel, signs, and symbols is constantly changing, California Education Code 35183 requires school administration to continually review the definition, and update the application of it. Behavior consistent with affiliation will not be tolerated.

Home / Hospital

The Home/Hospital Instruction Program is available to students who are not able to attend school for two weeks or longer due to illness or other disabilities. If, for some reason, your child develops a medical condition that requires that they be out of school for an extended time, please notify the office immediately so Home/Hospital can be arranged. A doctor's verification will be requested at the time of application.

Injuries

The office staff cares for students with minor injuries. Wounds are treated by cleansing them with soap and water and by applying bandages. In addition, ice packs are used for bruises and swelling. Parents are notified of any serious injuries.

Integrity Policy

SLOCOE believes that personal integrity is basic to all solid achievement. Students will reach their full potential only by being honest with themselves and with others. SLOCOE expects students to respect the educational purpose underlying all school activities. All students need to prove to themselves that they can do successful work as a result of their own efforts. SLOCOE expects that students will not cheat, lie, or plagiarize. SLOCOE recognizes that students are more inclined to cheat when there is little likelihood of getting caught. Each school shall provide an environment that encourages honesty. Students must know that their teachers will not ignore or condone cheating and that anyone discovered cheating will be penalized **(B.P. 5131.9)**.

Insurance

SLOCOE does not carry accident or injury insurance on any students. The responsibility for such protection lies with the parents or guardians. Low cost insurance information is given to each student. Information regarding Medi-Cal or Covered California can be obtained at www.coveredca.com or by calling 800-300-1506.

Missed Assignments

It is the responsibility of the student to get his/her makeup work. Teachers are required to provide makeup assignments to students with excused absences. Teachers are not required to give makeup work to students for unexcused absences, suspension, and truancy (**B.P. 5131.6 and E.C. 48913**).

Medication

SLOCOE staff are prohibited from providing or administering any medication, including aspirin, to any student, unless proper procedures are followed. Students needing occasional medications for colds, earaches, and/or sore throats, are to take these medications at home if possible. However, if medication **MUST** be given at school, it must be personally delivered by the parent and accompanied by a written authorization from a parent/guardian that includes the name of the medication and instructions for its administration (time and dosage), **as well as a medical release from the physician.** Forms are available from the school. All medication must be in its original container.

Mental Health Services

Your student has access to our mental health therapists daily on campus. Please contact a staff member if you wish to know more about the availability of a wide range of mental health services provided for our students.

Newspaper Photo Release

The Annual Notification to Parent Booklet provides parents with a description of their rights with regard to release of information. This booklet was provided to you with the 1st-day packet. If you do not wish to have your child's picture or name in the newspaper, please notify the school office in writing.

NON-DISCRIMINATION/HARASSMENT

County Office of Education programs and activities shall be free from discrimination, including, harassment, with respect to actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, 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 a local agency, which is funded directly by, or that receives or benefits from any state financial assistance. [Education Code section 200 and 220 and Government Code section 11135]

SLOCOE shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, testing procedures, and other activities. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision. In physical education, when objective standards have an adverse effect on students because of their gender, race, ethnic group or disability, other standards shall be used to measure achievement and create comparable educational opportunities.

SLOCOE prohibits intimidation or harassment of any student by any employee, student or other person in our programs. Staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies and be alert and immediately responsive to student conduct, which may interfere with another student's ability to participate in or benefit from school services, activities or privileges. Parents/guardians and students also shall be provided with similar information.

Students who harass other students shall be subject to appropriate counseling, and discipline, up to and including expulsion. An employee who permits or engages in harassment may be subject to disciplinary action up to and including dismissal.

Any student who feels that they are being harassed should immediately contact the Principal, if the Principal or designee does not promptly remedy a situation involving harassment, a complaint can be filed in accordance with administrative regulations.

SLOCOE recognizes that the County Office of Education has primary responsibility for ensuring that it complies with state and federal laws and regulations governing educational programs. The County Office of Education shall investigate and seek to resolve complaints at the local level. The County Office of Education shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination or failure to comply with state or federal law for all relevant programs and civil rights protections.

GENERAL INFORMATION

Policy 1350 for Uniform Complaint Procedures was developed by the SLOCOE Board under the direction of the California Department of Education (Title 5, California Code of Regulation, Sections 4600-4671) as a system for the filing, investigation, and resolution of complaints against the County Office of Education which allege violations of federal or state laws or regulations governing educational programs. These same uniform complaint procedures may be used to file complaints or to appeal County Office of Education decisions regarding such complaints which allege that the County Office of Education has violated the laws and regulations that specifically come under Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA), or Title IX of the Education amendments of 1972 or Title VI of the Civil Rights Act of 1964.

The Uniform Complaint Procedures may be used for complaints involving the following educational programs, and complaints alleging violations of the following nondiscrimination protections:

1. Adult basic education, Education Code sections 8500 through 8538 and 52500 through 52616.24
2. Consolidated categorical aid programs, Education Code sections 64000(a)
3. Migrant education, Education Code sections 54440 through 54445
4. Vocational education, Education Code sections 52300 through 52480
5. Child care and development programs, Education Code sections 8200 through 8493
6. Child nutrition programs, Education Code sections 49490 through 49560
7. Special education program, Education Code sections 56000 through 56885 and 59000 through 59300
8. Title II, Part B, Teacher Quality
9. Safe and Drug Free Schools Program, Improving America's Schools Act, Title IV
10. Allegations of unlawful discrimination on the basis of sex, ethnic group identification, race, national origin [Title 5, C.C.R. section 4900(a)] ethnicity, religion, age (40 and above), gender, color, sexual orientation, physical or mental disability (including AIDS), medical condition (cancer related), marital status, ancestry, or political belief or affiliation by a local agency that is funded directly or receives any state financial assistance. Likewise, allegations of unlawful discrimination on the basis of sex (under Title IX, and including sexual harassment) by a local agency which is funded directly or receives any federal financial assistance.

SLOCOE designates the same compliance officers to receive and investigate complaints to ensure compliance as listed in the DUE PROCESS PROTECTIONS & COMPLAINTS section above.

FORMAL COMPLAINT PROCEDURES

Any individual, public agency, or organization may file a written complaint using the Uniform Complaint Procedure, alleging a matter which, if true, would constitute a violation by the County Office of Education, federal or state laws or

regulations governing the programs identified in General Information. The County Office of Education prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to all complaints shall be confidential.

A complaint may not pursue civil law remedies until 60 days after filing an appeal to the California Department of Education. Civil law remedies include but are not limited to injunctions, restraining orders, or other remedies or orders that may also be available to complainant. However, an exhaustion of the administrative complaint process is not required before civil law remedies may be pursued.

The complaint will be processed using the Uniform Complaint Procedure in the following manner: 1.) The written complaint should be submitted to the designated compliance officer. 2.) The written complaint will be referred to the appropriate County Office of Education staff within five days. 3.) Within five (5) days of receipt, the appropriate County Office of Education staff will acknowledge the receipt of the complaint to the complainant and will review the complaint to determine whether it meets the criteria for filing under the procedures. The designated County Office of Education official will determine whether the complaint has been filed within six months of the alleged violation that is the basis of the complaint. Unlawful discrimination complaints shall be initiated not later than six (6) months from the date the alleged discrimination occurred, or the date the complainant first obtained knowledge of the facts of the alleged discrimination. (5 CCR 4630)

RESOLUTION OF THE COMPLAINT

Each complaint shall be investigated by the appropriate County Office of Education official and shall be concluded by the County Office of Education within sixty days of the initial receipt of the written complaint unless an extension of the timelines has been agreed to in writing by the complainant. The County Office of Education shall provide an opportunity for the complainant and/or the complainant's representative and County Office of Education representatives to present information that is relevant to the complaint.

APPEALS, CIVIL LAW REMEDIES & ASSISTANCE

1. Appeals of the decisions regarding discrimination or complaints filed under Section 504, the ADA, and Title IX should be sent within five days after receiving the County Office of Education decision to County Superintendent of Schools 3500 Education Drive, San Luis Obispo, CA 93405 A hearing may be requested.
2. Appeals of the decisions regarding programs listed in General Information in this document should be sent within 15 days after receiving the County Office of Education decision to: State of California, Department of Education, State Superintendent of Public Instruction, P.O. Box 944272, Sacramento, CA 94244-2720.

TIMELINE FOR UNIFORM COMPLAINT PROCEDURES*

Within the first 60 days after the complaint is filed with the County Office of Education, the County Office of Education will investigate and produce a written report and inform the complainant of the right to appeal to the California Department of Education (CDE). A hearing may be requested. Within 15 days after the complainant receives the County Office of Education report, the complainant may appeal to the CDE. Within 60 days after the CDE receives the appeal, the CDE will mediate between the District and the complainant, investigate further, submit a report to the District, and/or schedule a hearing to review the complaint. If the complainant or District makes an appeal to the CDE within 35 days after the CDE response, the Office of the Superintendent or the State Office of Administrative Hearings will respond to the complainant and the District within 15 days. Additional appeals may be made to the U.S. Department of Education, Office of Civil Rights, Department of Fair Employment and Housing, and the Equal Employment Opportunity Commission. Adopted April 18, 2000/Revised March 10, 2005

*(Timelines do not apply to sexual harassment complaints)

SEXUAL HARASSMENT

SLOCOE is committed to maintaining a learning environment that is free of harassment. SLOCOE prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or at any school-related activity. The Superintendent or designee shall ensure that students receive age-appropriate information related to sexual harassment. Students shall be assured that they need not endure any form of sexual behavior or communication, including harassment because of sexual orientation. They shall further be assured that they need not endure, for any reason, any harassment which impairs the educational environment or a student's emotional well-being at school.

Any student who engages in the sexual harassment of anyone at school or at a school-related activity shall be subject to disciplinary action. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 - 12, the disciplinary action may include suspension and/or expulsion.

Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

Students shall be informed that they should immediately contact a staff member if they feel that are being harassed. Within 24 hours, staff shall report complaints of sexual harassment to the principal or designee or to another Dis County Office of Education Administrator. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

The principal or designee shall immediately investigate any report of the sexual harassment of a student. Upon verifying that sexual harassment occurred, he/she shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of the harassment. In addition, the student may file a formal complaint with the Superintendent/designee in accordance with the District's Uniform Complaint Procedures.

The County Office of Education prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

REPORTING HARASSMENT OR DISCRIMINATION

The procedure for complaints regarding all issues of harassment, discrimination or abuse should be reported to a counselor or an administrator. SLOCOE designates the same compliance officers to receive and investigate complaints to ensure compliance as listed in the DUE PROCESS PROTECTIONS & COMPLAINTS section above.

Anonymous complaints may be reported through the "We Tip" number – 1-800-782-7463

Off Campus

Students are not allowed to leave campus during the school day without an authorized person to sign them out of school. After students have been signed out, the office staff will call the student from class. No student will be released to anyone except those people listed on the emergency card. No exceptions! **Please keep your emergency cards up to date.**

If a child becomes ill during the school day, he/she will be evaluated by the office staff. Arrangements will be made to have them picked up by a parent or person listed on the emergency card.

Parking

Every student who drives to school must have a parking permit. Parking permits are available in the office. Students must provide verification of a valid CA Driver's License, current vehicle registration, and current insurance coverage. For the safety of all students and staff, reckless driving by students will not be tolerated and may result in suspension or the loss of parking on campus.

Vehicles are to be parked in designated parking areas only. Students who choose to park illegally, park in non-designated parking areas, risk having their vehicles towed at their own expense. In addition, parking citations may be issued to those vehicles that are in violation of the parking policy such as parking in a fire lane and/or red zone area. SLOCOE assumes no responsibility or liability associated with a student driving/operating a personally owned vehicle.

Pesticides

When spraying pesticides is deemed the last viable option for pest or vegetation control (i.e. all non-toxic remedies have been exhausted), the Facilities Department will notify the affected site. If you wish to be notified prior to such pesticide application, you must fill out a "Request for Notification" in the school office. The school site will then be responsible for seeing that this notification is made in a timely fashion.

Photo Release

Pictures of students involved in school activities may be taken and published in the newspaper/local media, unless the office is notified in writing that parents/students do not want this to occur.

Release of Student to a 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 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/guardian. (Ed Code 489906)

Safe School Plan

SLOCOE is dedicated to providing a safe learning environment for all students. A copy of the Safe School Plan is in the office for you to review. Emergency procedures are reviewed and updated each year. Fire drills, earthquake drills, and lockdown drills are conducted throughout the year.

School Site Council

The School Site Council (SSC) is composed of parents, teachers, the principal, assistant principal, and other school personnel. The goal of the SSC is to identify needs of the school, set goals and allocate funds based on the shared vision set forth in the Single Plan for School Achievement (SPSA) Agendas are posted in the school's office prior to each meeting.

Search and Seizure

A school official who suspects that a school rule is being violated may search a student, personal possessions, and his/her vehicle. The school official may call upon law enforcement to assist in the search, as long as the search is within the school administrator's duty and the search is reasonable under the facts and circumstances of the case. The school shall notify the parent of a student subjected to an individualized search as soon as possible after the search **[B.P. 5145.12(a)]**.

Search – Police Dogs

Ensuring your students are safe from drugs requires a drug free school. Trained police dogs may be used in a search on the school grounds, in hallways, social areas, locker rooms, gyms, parking lots and classrooms. As a parent, one of the most crucial policies to demand from your student's school is a drug free campus. Nationwide, over 85% of high school students and 44% of junior high students report seeing drugs used, sold, or stored on campus with 31% of high school

students and 9% of junior high students seeing such conduct at least once a week (Center for Substance Abuse Research). Law Enforcement and Probation will be involved along with school officials during any search of campus involving trained police dogs.

Skateboards

If a student brings a skateboard, it must be left in the office. The school and school personnel are not responsible for personal items brought to school.

Tardies

Classes start promptly. Students not in their classrooms on time will be marked tardy. Tardies are reflected in attendance records and follow the same procedures as discussed under Absences.

Technology/Computers

The Internet is a valuable educational and social resource for students. SLOCOE believes in the value of technology and recognizes its importance for supporting curriculum, instruction, and management. The County Office of Education network and internet connections have been developed as tools to promote educational excellence, innovation, and communication for students and staff. Access to the internet is a privilege, not a right. Please see the Student Acceptable Use Policy in the back of this handbook.

Telephone Use

The telephone inside the office is to be used for EMERGENCY purposes ONLY. Please make arrangements before school for alternative transportation issues or other planned changes. Be sure to discuss such plans with your child.

Textbooks

Pursuant to the Education Code 48906-B, students are loaned books and are responsible for damages and their return upon demand. "Any school district whose real or personal property has been willfully not returned upon demand, may withhold the grades, diploma, and transcripts of the pupil responsible until the pupil or pupil's parents or guardian has paid for the damages or loss. Students withdrawing from school must clear missing items and/or bills before they leave.

Theft

Students taking any property that does not rightly belong to them, whether the items are recovered or not, will be responsible for financial compensation. Theft is a serious offense and consequences will reflect the seriousness.

Tobacco Free

Policy 3513.3 Prohibits the use of any tobacco product on County Office of Education grounds, in County Office of Education vehicles, or on County Office of Education sponsored events. Education Code 48900(h) states that a student may be suspended from school if they have 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, while on school grounds or while participating in a school sponsored activity. This includes the prohibition of any type of electronic cigarettes and vaping.

Trespassing/Loitering

Trespassing and/or loitering on school grounds is not permitted. All reports of trespassing or loitering will be reported to the law enforcement agencies.. Any student suspended from school due to disciplinary action is not allowed to loiter on or around any school grounds, or participate in any school activity, during the time of suspension.

Youth Suicide Prevention Policy

Assembly Bill 2246 (O'Donnell) addressed this issue by requiring LEAs to adopt suicide prevention policies before the beginning of the 2017–18 school year. Chaptered as California *Education Code (EC)* Section 215, AB 2246 mandates that the Governing Board of any LEA that serves pupils in grades seven to twelve, inclusive, adopt a policy on pupil suicide prevention, intervention, and postvention. The policy shall specifically address the needs of high-risk groups, include consideration of suicide awareness and prevention training for teachers, and ensure that a school employee acts only within the authorization and scope of the employee's credential or license. SLOCOE's Suicide Prevention Policy can be found on the SLOCOE website and can be made available by the school administrator.

YOUTH SUICIDE PREVENTION POLICY

Vandalism/Graffiti

Vandalism and/or graffiti will not be tolerated and will be reported to the County Sheriff's Department. A crime report will be written, students will face disciplinary action, and may be held financially responsible for any damages and/or clean-up expenses.

Visitors/Volunteers

Student visitors are not allowed on campus during the school day. However, SLOCOE encourages parents and members of the community who are willing and able to share their time, knowledge and abilities with our students to volunteer on campus. Arrangements must be made with the site administrator. Because the safety and well being of our students is our ultimate goal, visitors and volunteers must comply with the SLOCOE policy that governs their presence on campus.

“WE TIP” - Anonymous Tip Line

SLOCOE works in conjunction with “WE TIP”, an anonymous crime-reporting agency. The telephone number is 1-800-78-CRIME or 1-800-782-7463. If you, as a student, parent or staff member, feel that your safety or the safety of the school population is in jeopardy, you need to call this number and report your concern. When you call “WE TIP”, do not mention your name, just report your concern and the person's name connected with the concern. The tip is logged and forwarded to the school and the police department. The school then investigates with the help of the school resource officer. Remember it takes all of us to keep our school and community safe.

Williams Complaint Notification

Parents, Guardians, Pupils, and Teachers:

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

1. There should be sufficient textbooks and instructional materials. Each student, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home to complete required homework assignments.
2. School Facilities must be clean, safe and maintained in good repair.
3. There should be no teacher vacancies or misassignments as defined in Education Code 35186 (h) (1) and (2).
Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.
Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized to hold
4. Intensive instruction and services are provided to pupils who have not passed one or both parts of the California High School Exit Exam by the end of grade 12.

If you do not think these requirements are being met, you can obtain a Uniform Complaint Form at the following location: School Office or on the SLOCOE Website;
http://www.slocoe.org/forms/policies/UCP_Williams_Complaints_Form_English.pdf

Work Permits

Work permit applications are available through the front office. All employed students who are under the age of 18 are required by law to have a work permit. Work permits may be **revoked** if a student does not maintain acceptable academic progress and attendance.

SLOCOE Acceptable Use Policy

ACCEPTABLE INTERNET USE POLICY Electronic Media Communication

The San Luis Obispo County Office of Education (SLOCOE) provides computers, Internet and e-mail access to teachers, students, staff and administrators. To create a common expectation for the acceptable use of such communication devices, each user of such devices is expected to subscribe to and observe this Acceptable Internet Use Policy. This policy does not cover all required or expected behavior. Each user is expected to exercise sound judgment regarding appropriate conduct. Please read this document carefully before signing, since you are agreeing to adhere to this policy. Your signature at the end of this document is legally binding and indicates that you have read the terms and conditions carefully and understands their significance.

COMPUTERS No software may be installed on any computer unless it has been approved by SLOCOE Information Technology Services Department. Making copies of any SLOCOE owned software is prohibited. Passwords and other access restrictions must be made known to the appropriate supervisor so that authorized access is always available to information on computers. Computers and associated technology may not be used for commercial or political purposes, or for any purpose that is immoral, illegal, or contrary to SLOCOE policies. Use of technology for employee organization purposes is permitted only in accordance with the separate rules established between the employer and those organizations.

ELECTRONIC (COMPUTER) FILES Documents created and stored on computers and e-mail systems may be considered public records, subject to disclosure under the Public Records Act. Any information relating to the conduct of the public's business is a public record if it is prepared, owned, used or retained by the office in any form. This includes computer records, e-mail messages and anything downloaded and retained from the Internet, including bookmarks. It is not necessary for there to be a hard copy, i.e. paper, for an item to be considered a public record. Any record that is stored on any office equipment, even if it is a personal item placed there by an employee or student, may fit the definition of a public record. These records may be subject to disclosure under a request for public records. Although SLOCOE does not regularly monitor computer files, e-mail or Internet use, we retain the right to do so. Employees do not have a legitimate expectation of privacy with respect to what they store, send, receive, or access. Additional cautions regarding use of e-mail are detailed below.

CONFIDENTIAL STUDENT FILES AND DOCUMENTS Confidential student files and documents may be sent in an electronic format as set forth: Within the County Office of Education: • Documents are sent strictly through the COE system (slocoe.org) to computers/e-mail accounts that are password protected (slocoe.org); • Documents that are printed shall be placed into secure files; • Documents are saved into electronic files which reside on password protected computers or in password protected accounts; • Documents should never be left accessible to the public. Outside the County Office of Education: • Documents shall only be sent when password protected; • Social security numbers shall not be sent electronically; • Documents shall have a cover sheet which includes the following language:

CONFIDENTIALITY NOTICE: This communication and any documents, files, or previous email messages attached to it, constitute an electronic communication within the scope of the Electronic Communication Privacy Act, 18 USCA 2510. This communication may contain non-public, confidential, or legally privileged information intended for the sole use of the designated recipient(s). The unlawful interception, use, or disclosure of such information is strictly prohibited under 18 USCA 2511 and any applicable laws. If you received this message in error or are not the intended recipient, you should destroy the e-mail message and any attachments or copies, and you are prohibited from retaining, distributing disclosing or using any information contained herein. Please inform us of the erroneous delivery by return e-mail or by calling us at (805) 543-7732. Thank you for your cooperation.

E-MAIL E-mail is a very convenient way to communicate and to send computer documents as attachments. When an e-mail message is sent or received, the message may be deleted without saving it (although this does not erase the message from existence), or a hard copy of the message may be printed, and/or the message may be kept in electronic files. Although there is informality inherent in using e-mail, remember to maintain a hard copy of documents that constitute a record for the office. Under the Brown Act, board members and officers of official bodies may not use e-mail to conduct meeting business. E-mail is not guaranteed to be private. System operators do have access to all mail. The SLOCOE will provide a reasonable level of security for information on the network, but cannot guarantee the privacy or confidentiality of any information stored or transferred on it. E-mail can theoretically be intercepted and read at any point where it is forwarded along the network and e-mail with invalid user or host names is sometimes delivered to the system administrator. The identity of the person who created a message can be determined; courts have ordered commercial providers to disclose this information in legal cases. If there is any information that absolutely should not be seen by another person, then do not e-mail it. E-mail Etiquette Users are expected to follow the generally accepted rules of network etiquette. Each user represents him/herself and SLOCOE on a potentially global forum. The following rules are provided as a sample: TM Be polite. Abusive messages are unacceptable. TM Use appropriate language. Although electronic mail (e-mail) tends to be more casual than other forms of written communication, never swear, use vulgarities or any other inappropriate language. TM Be discreet. Do not reveal any personal information, address or phone numbers of students or colleagues. TM Disruptions. Do not use the network in such a way that would disrupt the use of the network by other users. TM Good practices: Be brief. Don't contribute to information overload. Spell it right. Forgive spelling and grammatical errors of others. Make sure each message is easy to read and understand. Get the most appropriate audience for the message, not the widest one. Use accurate titles for messages to indicate what they are about. Capitalizing entire words that are not titles is generally termed as SHOUTING! Be careful with the use of humor- it is commonly misinterpreted as satire. Cite references for facts, as appropriate. Keep signatures brief. Post only to groups known to the user.

INTERNET The Internet is a vast collection of networked computers offering a cornucopia of information on every conceivable topic. Web browsers have made the Internet graphical and enabled access with unprecedented ease. Users are advised that some Web sites may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. The SLOCOE does not condone the use of such materials. SLOCOE provides a Web filtering service that blocks access to much of the inappropriate material, minimizing the potential access by students. We believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with educational goals. Internet access is coordinated through a complex association of government agencies, and regional and state networks. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. Guidelines are provided here so that users are aware of the responsibilities they are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a user violates any of these provisions, his or her account may be terminated and future access could be denied; additionally, disciplinary and/or legal action may be taken.

INTERNET ACCESS - TERMS AND CONDITIONS 1. Acceptable Use - Access must be in support of education and/or research and must be consistent with the educational objectives of the community. Using other organization's network or computing resources must comply with the rules appropriate for that network. 2. Privileges - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The SLOCOE system

administrators will deem what is unacceptable use and their decision is final. Also, the administrators may close an account at any time, as required.

ACCEPTABLE/UNACCEPTABLE USE 1. Any use for illegal, inappropriate, or obscene purposes, or in support of such activities, is prohibited. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, and/or purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly-owned and operated communication vehicle. 2. Use for commercial purposes, including personal gain, is prohibited. 3. Copying materials in violation of copyright law is prohibited. 4. Use for product advertisement, religious advocacy, or political lobbying is prohibited. 5. No use shall serve to disrupt the use of the network by other users. 6. Any user's traffic that traverses another network may be subject to that network's acceptable use policy. From time to time, SLOCOE will make decisions on whether specific uses are consistent with this policy. The SLOCOE shall remain the final authority on use of the network and the issuance of user accounts. We reserve the right to modify this policy at any time. Users will receive prompt notification of all modifications. SECURITY - Security on any computer system is a high priority, especially when the system involves many users. Any security problem should be brought to the attention of the system administrator. Do not demonstrate the problem to other users. Do not use another individual's account. Attempt to log in as a system administrator will result in immediate cancellation of user privileges. APPROVED BY COUNTY BOARD OF EDUCATION 9/1/05 REVISED BY COUNTY BOARD OF EDUCATION 12/11/08

ACCEPTABLE INTERNET USE POLICY
Electronic Media Communication
USER AGREEMENT

I understand and will adhere to the above Acceptable Internet Use Policy. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation to this policy, my access privileges may be revoked, and/or disciplinary/legal action may be taken.

SCHOOL BUS RULES:

The school bus is considered an extension of the classroom. The same rules apply as when a student is at school. Please refer to our discipline sections in this handbook along with the PBIS matrix. The same incentives and consequences will be used for your student on the bus as in school.



SLOCOE Keys to Success

SLOCOE offers a unique learning opportunity that is available for students in a variety of programs. As an active participant in their education, students must attend school regularly and make positive progress toward their goals and comply with the school rules and expectations. *I understand the following components are important*

factors in being successful in school:

Attitude ~

- Show up every day with a positive “can do” attitude.
- Be respectful of others and their property.
- Bring to school only those items needed to do schoolwork
- Use appropriate language.
- Hats, hoods, and head coverings are not allowed inside classrooms or other buildings.
- Personal electronic devices/phones must be checked-in with site staff prior to the start of the school day.
- If you are not legally allowed to possess an item, or it is not allowed on campus – you cannot display or advertise it ~ *and we don't want to hear about it either.*
- Food and drinks are prohibited in the classroom, except during breakfast.
- Students are not allowed in the parking lot without staff permission.
- Once a student is on campus, they may not leave without being properly checked out through the office.

Attendance ~

- This is important, as it is directly related to my credit accrual.
- CA Education Code 48200 requires everyone between the ages of 6 and 18 years old attend school daily. I am aware that there are consequences for the minors and parents when students do not attend school.

Academics ~

- Students are committed to focus on their academics while at school.

 I have read and understand the information above, and I am willing to comply with the requirements of this program. I am aware that my child's behavior and safety, outside of the school day, is my responsibility.

I also acknowledge that I have been notified that the **Student/Parent Handbook** and **Annual Notification to Parents, Guardians & Students** required under California Education Code §5145.6. is online at the SLOCOE website. For more detailed protocols, please refer to the Annual Notification to Parents/Guardians and the online handbook at:

<https://www.slocoe.org/resources/parent-and-public-resources/>

and then click on “Informational Resources.” These documents can be accessed through your phone or a computer. We can also print copies or email copies at your request.



Please sign and return this bottom section to the school. This signed slip will be placed in the student's file.

Student Signature: _____

Parent/Guardian Signature: _____