

Mendocino County Community School

An Alternative Education program offered by the
Mendocino County Office of Education



Student/Parent Handbook 2021-2022

Mendocino County Office of Education
Alternative Programs
518 Low Gap Road
Ukiah, California 95482
(707) 901-9055

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Vision Statement

It is our vision to prepare students so that they re-enter their home district as successful students and citizens.

Mission Statement

Honor all students. We support our students by delivering a relevant and rigorous education to meet the terms of their expulsion, probation, and/or SARB contracts so that they may successfully return to their home district.

Alternative Education Goals

1. Increase student achievement
2. Developing and sustaining authentic relationships
3. Developing sustainable community relationships and partnerships

Office Hours

Monday-Friday 7:30-3:00

School Hours

Monday-Friday 8:30-12:45

Staff Roster 2021-2022

Tawny Fernandez	Principal	901-9055
Leah Nidros	Administrative Secretary/Registrar	901-9055
Mindi Ramos	Teacher	901-9051
Bill Hartman	Teacher	901-9047
Fernando Adams	Student Accountability Specialist	901-9048
Mike Nemeth	School Counselor Monday,Tuesday	901-9046
Summer Smith	Resource Teacher	901-9059
Sarah Walker	School Psychologist	901 9057
Vivian White	School Nurse	467-5184

ACADEMIC CALENDAR 2021-2022

First Day of School	August 19	Third Quarter Second Semester Starts	January 18
Labor Day-No School	September 6	Third Quarter Progress Reports mailed home	February 17
First Quarter Progress Reports mailed home	September 17	Lincoln's Birthday-No School	February 18
End First Quarter	October 15	President's Day- No School	February 21
No School- Students	November 1	No School-Students	March 7
Veteran's Day-No School	November 11	End of Third Quarter	March 25
Second Quarter Progress Reports mailed home	November 19	Spring Break	March 28-April 1
Thanksgiving Break	November 22-26	Emergency School Closure days if needed	April 15,18
Winter Break	December 20- January 3	Fourth Quarter Progress reports mailed home	May 6
End Second Semester/ First Quarter	January 14	Memorial Day-No School	May 30
Martin Luther King-No School	January 17	Last Day of School	June 9

CLASSROOM/SCHOOL EXPECTATIONS

It is expected that all students that attend Mendocino County Community School behave safely, respectfully and responsibly. In addition to California Education Code behavior expectations, we expect the following of our students.

BE SAFE

- Use furniture as intended.
- Use classroom supplies as intended.

BE RESPECTFUL

- Use language that is appropriate for school.
- Follow staff directions
- Honor others' space and time.

BE RESPONSIBLE

- Stay awake and alert in class.
- Keep subjects school appropriate. (No drugs, gangs, or crimes in discussions or writing.)
- Turn in all technology (including earphones, ear pods) on time and in the correct location.

Graduation Requirements

In that Mendocino County Community School is typically attended for the duration of one year, students are encouraged to transfer back to their local district high school to earn and receive their high school diploma. Those students graduating from MCOE are required to complete a minimum of 210 credits in grades 9-12.

<u>Specified Subjects</u>	<u>Credits Required</u>
English	40
Math	10
Algebra	10
Life Science	10
Physical Science	10
World Culture/History	10
US History	10
Civics/Economics	10
Visual/Performing Arts or Foreign Language	10
Physical Education	20
Electives	70
Total	210 credits

Students are expected to earn approximately 13.25 credits per quarter to stay on track for graduation. One credit in academic classes is equivalent to 12 hours of productive work completed within the classroom. Classroom attendance is mandatory in order to earn credit unless a student is completing independent study.

Grade and Credit Reporting

Students are issued grades only on the work they complete. It is important for students and parents to understand that someone who completes only half of the work with 100% accuracy will receive half of the credit, and still receive 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 quarter system. Final grades and credits are issued at the completion of the end of the quarter or the completion of a course, whichever occurs first. **Weekly Progress Reports** are available on a weekly basis. Please contact site staff if you are interested in a copy of your updated report.

Grading and Credit Policy

Assigning High School Credit

Students are eligible for 2.5 credits per class per quarter. If students are attempting more than 15 credits per quarter, permission must be received from site administrator. Students completing work in a Credit Recovery class may earn more than 2.5 credits per class per quarter. Student must be in attendance in order to earn credit.

Assigning Middle School Credit

Middle school students earn a max of 1 credit per course per quarter. If a student was not present or did not complete enough work to earn full credit then differentiated credit in increments of ½ credit can be issued. These credits are not transferable to high school transcripts.

Grades and Marks

A - 100%-90%

B - 89%-80%

C - 79%-70%

D - 69%-60%

P - 59%-55%

Differentiated Credit 55%-50% - Assign the student a P with partial credit for that course.

Using a P with Differentiated Credit

For students who earn between 55%-50% a P can be issued as long as differentiated credit is given. You must also attach a comment to each P.

The comment reads as follows and can be found on the report card comment drop down menu. "P equals partial credit as a student did not complete all required coursework."

The Difference between F's and NC

NC- means that the student was not enrolled in a course long enough to earn any credit while they were in attendance or was enrolled and did not attend class/school. Using a NC will not affect the students over grade point average. A grade of 'F' is given when a student is enrolled, attended school, and completed no work nor put in any effort into completing work.

NC and F

Students on probation will have to attend court. In court when the judge/court officer looks at a transcript and notices a NC they cannot discern if a student failed the class. Additionally expelled students have terms of expulsion that require students to maintain a 2.0 GPA or higher. Awarding of an F means that the student was enrolled in the course but did not complete enough work to earn credit. Using a F will affect a student's GPA. Please note that a progress report will be sent home if a student is earning a grade of 'F' or is in danger of failing.

Progress Reports

All students receive progress reports that are sent home midway through the quarter to inform students and families of student academic and behavioral progress. Progress reports also indicate if a student is in danger of failing a class.

Graduation/Promotion Ceremony

Mendocino County Office of Education holds a graduation ceremony at the end of each year for students promoting from MCOE Middle School programs to a high school or students who have graduated from high school during the preceding semester. A special graduation ceremony for West Hills students is held upon completion of all necessary credits. Invitations, certificates of promotion for 8th graders, diplomas, caps, gowns and tassels for high school graduates are provided for graduating students. Parents with questions about these ceremonies may contact the office at 901-9055.

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 responsible 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 things needed to do schoolwork.
3. Use appropriate language.
4. Personal electronic devices during instructional time:
 - ★ Devices shall be turned in to office staff or classroom teacher first period including ear listening devices. Devices are only used with teacher permission. Any device with a camera, video or voice recording function shall not be used in a manner which infringes on the privacy rights of any other person.
 - ★ When a student uses any prohibited device or uses a permitted device in any unethical or illegal activity, a school employee may confiscate the device. The employee shall store the item in a secure manner until an appropriate time.
5. If you are not legally allowed to possess an item, or it is not allowed on campus – you cannot display or advertise it.
6. Students are not allowed in the parking lot without staff permission.
7. Once a student is on campus, they may not leave without being properly checked out through the office.

Alphabetized 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.

Bicycles

Your bicycles are welcome on campus. Please check them in at the school office.

Breakfast

Breakfast is served daily during the morning break. 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 someone 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

Bus transportation is provided as a courtesy by MCOE, and the Ukiah Unified School Districts to those students willing to abide by the behavioral guidelines established by the School District. Rigid standards of discipline must be maintained at all times in order to satisfy safety requirements. Whenever a driver must direct this or her attention away from the road, danger exists. The riding privilege of a student may be revoked for violation of the rules or for conduct that is detrimental to the safe operation of the school bus. In some cases the parent and student may need to meet with school officials before the student is allowed to ride the bus again. Call 472-5090 in Ukiah for more information, routes, and times.

Transportation Rules and Expectations

- The school bus driver is in full charge of the bus and has the authority and the responsibility to

discipline students on the school bus.

- Students shall comply promptly and cheerfully with the requests of the driver.
- The driver may assign seats to any individual(s) as deemed necessary.
- Students will go directly to their seats and remain there while bus is in motion.
- Except for ordinary conversation, students shall observe quiet conduct.
- Students shall not litter nor in any way vandalize the bus. Students and their families are financially responsible for any damage caused to the bus.
- No part of the body shall be extended through the window.
- Students shall not run or push while leaving the bus.
- When transferring from one bus to another at Ukiah High School, students will go directly from one bus to the other with no intermittent stops.

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**).

Concurrent Enrollment

When appropriate, students are encouraged to enroll in classes at Mendocino Community College. Please see the school counselor or 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 responsible 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 insure that this happens.

Dress Code

Good taste, health and safety are factors that determine our dress code policy which promotes a safe and positive learning environment. Any clothing that is disruptive to the education process along with items addressed below will not be allowed. The dress code will be enforced during the school day and at all official school functions, even if the event is held outside of normal school hours. Parents will be notified and asked to bring appropriate clothing to the school. Repeated offences will follow progressive discipline:

We have specifically identified the following as being unsafe or disruptive and therefore **NOT ALLOWED** while at school or school sponsored activities.

- Bandanas, bandana belts, or any colored paisley bandanas or material
- Red or blue articles of clothing including but not limited to: shirts, pants, belt, hats, shoe laces or shoes.
- No article of clothing shall have “N”, “S”, “IP”, 13, 14, “A”, “P”, “ATC”, “X3”, “X4” this includes athletic clothing and roman numerals.
- Baseball caps with personalized monikers on sides or bills.
- Any clothing or article that identifies a student as a gang member or associates as defined by local law enforcement. Gang related tattoos must be covered by clothing, band aids or make-up.
- Any clothing that promotes the use of illegal drugs, alcohol, tobacco or violence of any sort.
- Any clothing that discriminates, persecutes, or is offensive to individuals because of gender, race, color, creed, or religion or is crude and vulgar.
- Wallet chains longer than twelve (12) inches.
- Tube tops, strapless, spaghetti straps and sheer tops may be worn only under a jacket, sweater or clothing that completely covers the shoulders and back area. Shirts and tops must not be “low cut”, no navel may be seen. Your tops must cover your body.
- Shorts and skirts must be mid-thigh and may not rise above fingertips with arms resting at sides. Pants and shorts must be worn at or above the hips.

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.

PROCEDURES FOR FILING A UNIFORM COMPLAINT

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 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:

Donna Walter, Title IX Coordinator and Uniform Complaint Officer (UCO)
Mendocino County Office of Education
2240 Old River Road Ukiah, CA, 95482
(707) 467-5012

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 appropriate state or federal agencies in the following cases:

American Civil Liberties Act 504 Office of Civil Rights

Child Abuse Mendocino 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 Mendocino County Department of Social Services

Student Records Family Police Compliance Office (FPCO), U.S. Department of Education 20 USC 11138, 34 CFR 300.5101, 300.513; EC 232.262.3, 33031, 33032, 33381, 48985, 5600056885, 59000 59300, 64000(a); 5 CCR 46204632

Earthquake and Disaster Drills

Earthquake and/or disaster drills (including lockdown 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 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 **more than five (5)** school days should contact the school as soon as possible prior to the student leaving to arrange for a short term independent study 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.

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. Additionally, ANY STUDENT RESPONSIBLE FOR THE PULLING OF A FIRE ALARM UNLAWFULLY, WILL BE SUSPENDED.

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.

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.

Grounds for Suspension and/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).
 - (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.

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 head injuries.

Integrity Policy

MCOE 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. MCOE 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. MCOE expects that students will not cheat, lie, or plagiarize. MCOE 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 there will be consequences for anyone discovered cheating.

Insurance

MCOE 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 MediCal or Covered California can be obtained at www.coveredca.com or by calling 8003001506.

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 (**E.C.48913**).

Medication

MCOE 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.

Media 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.

Nondiscrimination/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]

MCOE 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.

MCOE 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.

MCOE 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.

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. MCOE 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 nontoxic 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 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)

Restrooms

Restrooms are to be kept clean and sanitary. It is important that every effort is made to keep the restrooms in working order. Students found vandalizing, flooding, or otherwise damaging the restrooms will be subject to disciplinary action. Multiple offenses may lead to financial repercussions and community service.

Safe School Plan

MCOE is dedicated to providing a safe learning environment for all students. A copy of the Safe Schools 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, and other school personnel. The goal of the SSC is to identify the needs of the school and set goals based on the shared vision set forth in the Single School Plan. 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, his/her locker, 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.

Sexual Harassment

MCOE is committed to maintaining a learning environment that is free of harassment. MCOE 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 K3, 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. MCOE designates the same compliance officers to receive and investigate complaints to ensure compliance as listed in the DUE PROCESS PROTECTIONS & COMPLAINTS section above.

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. MCOE 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 48906B, 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 BP 5131.01 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.

Uniform Complaint Procedure – General Information

Policy 1350 for Uniform Complaint Procedures was developed by the MCOE Board under the direction of the California Department of Education (Title 5, California Code of Regulation, Sections 46004671) 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.

MCOE 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 2240 Old river Road Ukiah, CA 95482. 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 942442720.

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)

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 cleanup expenses.

Visitors/Volunteers

Student visitors are not allowed on campus during the school day. MCOE 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 MCOE policy that governs their presence on campus.

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 mis-assignments 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. *Mis-assignment* 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.

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 MCOE Website.

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.