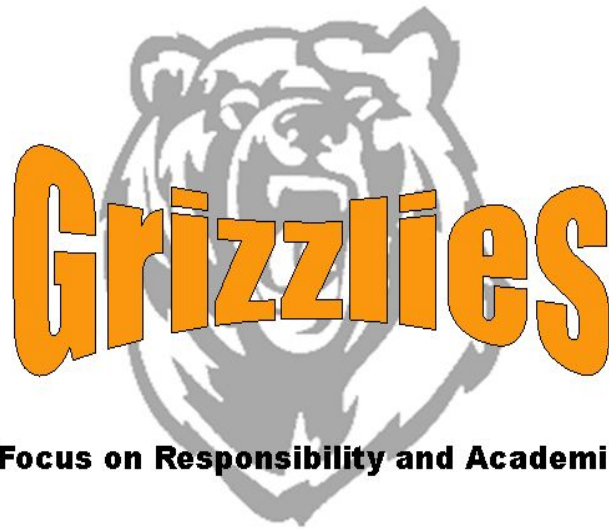


# Feather River Academy



**"Focus on Responsibility and Academics"**

## Parent/Student Handbook and Legal Notifications for the 2018-19 School Year



1895 Lassen Blvd., Yuba City, CA 95993  
(530) 822-2400

# Feather River Academy Staff

## Administration

William Embleton	Principal
Dr. Christine McCormick	Director of Student Services
Dr. Baljinder Dhillon	Superintendent

## Office Staff

Sydni Beaver	Office Secretary
Dorothy Rosales	Receptionist
Ron Fagan	Campus Supervisor/Attendance Outreach & Recovery Officer/ Lunch Attendant

## Teachers

James Morasch	Ag1/Physical Science Ag 2/Life Science Health Mathematics Art/Robotic Technology Credit Recovery
Lynnette Ristine	World History US History American Government/Economics English Credit Recovery
Jatinder Sandhu Ernie Wilder	Independent Study Special Education English/ELD Mathematics Credit Recovery

## Support Staff

Roy Perez	Custodian
Ron Myers	Custodian

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## Mission & Vision Statement



### OUR VISION IS TO:

- Develop relationships among students, staff and peers that emphasize respectful and responsible behavior in all endeavors.
- Provide a rigorous alternative academic program guiding school-wide and individual goals.
- Empower students to think critically and develop problem solving skills..
- Prepare our students for a successful personal and professional future.

### AS STUDENTS:

- We are **Responsible**
- We are **Respectful**
- We are **Safe**
- We are **Kind**

## Orientation Process

New students and at least one parent or guardian are required to attend an orientation prior to starting classes at FRA. Orientations will be scheduled once an appropriate referral and all registration paperwork is received . During orientation students and parents will be asked to check all completed registration paperwork for accuracy. Students and parents will be introduced to FRA and the opportunities that students are afforded at FRA. **Students and parents will review the Parent/Student Handbook and Legal Notifications for the 2018-19 School Year and then sign indicating that they have received a copy, understand and are willing to comply with all rules, expectations, policies and law.** A student picture is then taken to include on the school data information system (Aeries). Once these steps are completed each student will be scheduled into classes and will start school **Wednesday** following a Tuesday orientation or the next **Monday** following a Thursday orientation. The time between orientation and the students first day of classroom attendance, allows FRA staff to request records, review transcripts, behavior and any other pertinent information to design each student's program for a more successful transition.

Once enrolled, student academic assessments will be scheduled during the student's first week of attendance. This will assist in the placement of students into appropriate classes. Each student and their parents will have the opportunity to review the student transcripts and participate in the development of an Individual Learning Plan (ILP).

**FEATHER RIVER ACADEMY  
STUDENT ATTENDANCE CALENDAR  
2018-2019**

**180 Days**

**Easter April 21, 2019**

	Legal Holiday
	Beginning & End of School
	Student Non Attendance Day
	Minimum Day
	Extended School Year
	End of Quarter

First day of school August 1, 2018  
Last day of school May 31, 2019

All County Day August 10, 2018

**September 2018**

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**November 2018**

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**January 2019**

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

**March 2019**

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**May 2019**

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**August 2018**

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**October 2018**

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

**December 2018**

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

**February 2019**

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

**April 2019**

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

**June 2019**

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**Legal /Observed Holidays**

- September 3, 2018 Labor Day
- November 12, 2018 Veteran's Day (observed)
- November 22, 2018 Thanksgiving Day
- December 25, 2018 Christmas Day
- January 1, 2019 New Year's Day
- January 21, 2019 Martin Luther King Day
- February 11, 2019 Lincoln's Birthday (observed)
- January 18, 2019 President's Day
- May 27, 2019 Memorial Day

**Student Non-Attendance Days**

- November 19-23, 2018
- December 24, 2018 - January 4, 2019
- April 15-22, 2019
- 3-Jun-19

**Extended School Year**

- October 8-12, 2018
- March 18-22, 2019
- June 4-28, 2019

First Semester = 90  
Second Semester = 90

1st Quarter = 46  
2nd Quarter = 44  
3rd Quarter = 47  
4th Quarter = 43

## Bell Schedule

<u>Period</u>	<u>Regular Day</u>			<u>Minimum Day</u>	
<u>1</u>	8:40	9:27		8:40	9:15
<u>2</u>	9:27	10:14		9:15	9:50
<u>3</u>	10:14	11:01		9:50	10:25
<u>4</u>	11:01	11:48		10:25	11:00
<u>Break/ Lunch</u>	11:48	12:03		11:00	11:15
<u>5</u>	12:03	12:50		11:15	11:50
<u>6</u>	12:50	1:37		11:50	12:25

## ATTENDANCE

The single greatest cause for failing classes is poor attendance. If students are to receive maximum value from their high school years, **100% attendance is a necessity**. FRA has an automated system that contacts all phone numbers available to us on the day the student misses one or more periods.

**Parents are responsible to call the school office or send a note when the student is absent.**

A note should contain the following:

- The return-to-school date
- Parent/Guardian signature
- A contact phone number
- The date of absence/s
- The reason for the absence

We encourage Parent/Guardian to phone beforehand, if they know that their student will be absent, or on the day of the absence. A phone call may be made by the legal parent or guardian to the school office in lieu of a written note. A phone call or note must be received in order to excuse an absence. **All absences must be cleared within 3 days**. After 3 days the absences become unexcused and cannot be changed. Students that are 18 years of age and older may write their own notes with a valid *18 Year Old Waiver* on file, however, we reserve the right to confirm the absences with a parent and/or agency.

### Appointments

If a student has an appointment during the school day and needs to leave campus, he/she must bring a note to the office prior to the start of the school day. The permit will be issued when the student comes to the office to check out. Parents can also call and advise the office of an appointment. Attendance is very important for student success in school, FRA encourages routine medical or dental appointments be made after school hours.

### Change in personal information

It is the parent/ guardian's responsibility to inform the school of any changes in addresses or phone numbers.

### Tardy Policy

Punctuality is a trait valued by schools and the workplace alike. FRA encourages all students to develop good habits, be on time, and avoid the negative consequences associated with being late. Students that are not in their assigned classroom and prepared for class before the tardy bell rings are late.

***All tardy students must check in at the front office if they arrive late.***

### Attendance Outreach/ Recovery Officer

The Campus Attendance Outreach/ Recovery Officer is available from 7:00 am- 2:30 pm to address your student's attendance issues and needs and can be contacted by calling (530) 822-2427.

### School Attendance Review Board (SARB)

*Education Code Section 48263*- If any minor in any district of a county is habitually truant, as defined in *Education Code Section 48262*, the pupil may be referred to the School Attendance Review Board (SARB).

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## GENERAL INFORMATION

### **Academic Review and Individual Learning Plans**

All students have the opportunity to develop an Individual Learning Plan (ILP) with a staff member to review and help evaluate their current status, progress, and post secondary goals. Parents are invited to attend these meetings.

### **Bookroom Process**

Books, and other materials or equipment used by students remain the property of the school. All materials and equipment must be returned in good condition. Students will be required to pay for the cost of repair or replacement for damaged or lost items. The bookroom will be open to students by making an appointment with the receptionist. Books will not be checked out without prior approval from the supervising teacher.

### **Counseling and Intervention & Prevention Programs**

In an effort to best serve your student, FRA offers many services and programs to address the social-emotional needs of our students. These services are offered and coordinated by the School Counselor and support staff. Additional resources and programs may be provided by community collaborators. Please contact the school office for further information.

### **Emergency Evacuation Drills**

One of FRA's highest priorities is your student's safety. Emergency drills are in place to keep your student safe. When an alarm sounds, students need to follow the instructions given by their teacher and follow the plan identified in the School's Safety Plan (available in the school office). If a student is out of class when the alarm sounds, he/she needs to proceed to the nearest classroom/evacuation route. Students who cause intentional interference with staff or emergency personnel shall be considered defiant of school rules and will receive consequences from the school and/or law enforcement.

### **Field Trips**

Parent/Guardians will be notified if a student is invited to attend a field trip, and a permission slip will need to be signed and returned to the school office in order for the student to attend the event.

### **5<sup>TH</sup> Year Seniors Petition Process:**

Every year a number of seniors petition to return for a 5<sup>th</sup> year to earn their high school diploma. To approve the petition the student must enroll and earn credits during Extended School Year (ESY) or during summer either through summer school, employment, or community service. With a written plan to meet graduation requirements by the end of the year and proof that the student shows continued growth, petition approval is at the discretion of the Administration.

### **'Home/ Hospital Instruction' Parent Guidelines/Eligibility**

Students whose acute/chronic health issues or injuries cause them to be severely restricted and temporarily unable to attend school may be eligible for services through the *Home and Hospital Instruction Program*. Home and Hospital Instruction **must** be recommended by a licensed medical doctor who has determined that the student is completely unable to attend school for a period of not more than 30 days. A temporary disability is defined as a physical, mental, or emotional disability incurred while enrolled in a regular or alternative education program, after which the pupil can reasonably be expected to return to his/her regular educational program.

### **PG-13 and R-rated Movies**

Students may view academically relevant movies that may be rated PG-13 or R-rated. Parents who wish to withhold permission for students to see PG-13 or R-rated movies for the entire school year will have the option to do so at the end of the orientation process. You can change this at anytime by contacting the school office. Students may decline to view a film on the syllabus. Any students who do not view a film will be entitled to an appropriate and comparable alternative assignment.



### Students Returning to Home School

Students wishing to return to their home school must work closely with FRA staff and their home school, **the semester prior to going back**. The counselor will work closely with these students and keep staff updated on potential transfer students. If the student is expelled they will need to clear their expulsion prior to applying for readmission to their district of residence.

### Transportation

Yuba-Sutter Transit monthly bus passes will be provided to students for transportation to and from school. One monthly bus pass will be issued to a student per month upon request. Lost or stolen bus passes will need to be replaced at the expense of the student. As deemed necessary by site administration, transportation may be provided to assist with attendance or other special circumstances.

### Work Permits

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

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## SCHOOL-WIDE GRADING POLICY

Feather River Academy works on a variable credit system and has a “product driven” philosophy when it comes to earning credits. In order to maintain progress and position in the core program, all students are expected to earn a minimum of 17.5 credits per quarter/35 credits per semester:

- Classes are worth 2.5 credits per quarter.
- Grading Scale

A+	97 - 100	C+	77 - 79.99
A	93 - 96.99	C	73 - 76.99
A-	90 - 92.99	C-	70 - 72.99
B+	87 - 89.99	D+	67 - 69.99
B	83 - 86.99	D	60 - 66.99
B-	80 - 82.99	F	0 - 59.99

*(No credit for D-)*

- Students enrolled for the entire quarter, but earning a grade of less than 60% may be eligible for partial credit and a grade no higher than a D.
- Students enrolled for less than the entire quarter may earn less than 2.5 credits and receive a letter grade based on the quality of their work.
  - Students enrolled at FRA for less than **three weeks before the end of the quarter** may receive NM (no mark) NC (no credit) for that quarter’s grade.
- Classwork, projects and assessments shall be assigned value using points and shall not be assigned a credit value. *(Exceptions may be made for students with IEPs)*
- Students can earn extra credits if and only if they have earned the required 2.5 credits for the class.

**All report cards are mailed to the home address that is on file in the FRA Office.**

## Accelerated Credit Opportunities

In addition to enrolled credits, participation credits are awarded for **being on time**, **assignments completed** and **productive behavior**. These credits will be applied toward the electives category. Each teacher will award participation credits and maintain a record of these credits, turning them into the office quarterly for AERIES input.

### Point Breakdown

1 Productive class period = 1 Participation point  
6 Participation points a day possible = Full participation  
6 points x 5 days = 30 Participation points per week  
Every 30 Participation points = 1/2 Elective credit per week  
There are 9 weeks in the quarter = **4.5 credits per quarter**  
9 credits per semester  
18 credits per year  
72 credits per four years of high school

Students can earn additional credits by meeting the **Extra Credit** guidelines of the school. Extra Credit packets are offered through teachers and pre-approved by the Academic Counselor. Students must have perfect attendance the week prior to requesting the work, and must fulfill the agreement made with the teacher within an agreed upon amount of time. The teacher assigning the work will be responsible for grading the work and awarding credits. Once a student has earned points/credits they cannot be taken away. Each teacher will maintain accurate records of points/credits earned.

Extra credit Packets: Students may see their teacher or counselor to begin the process to request extra credit packets. These opportunities are only available to students earning full credit in their classes.

Accelerated Reader Program: Students may earn a maximum of 25 credits, 15 in fiction and 10 in non-fiction. If a student wishes to earn more than 25 credits they must work with an individual teacher for a specific project related to a subject, i.e. English, Social Studies, Math.

Extra Curricular Activities: Sports (basketball, soccer, football, baseball) Shady Creek Camp Counselor, Back to School night, Open House, volunteering with leadership class activities, Greenhouse, and more. *See Counselor for other options.*

Work Experience: Work permit application forms are located in the front office. Students must have good attendance in order to maintain a work permit.

Parenting Activities: Students with children, or who care for children, can earn additional credits by logging parenting activities. Prior approval is required.

Community Service: Working with any non-profit organization within the community can provide another source of earning credits. Prior approval is required.

ROP Classes: Are offered through One-Stop. Classes are after school and prior approval is required.

Odysseyware: This is a web based program offered during the school day. Prior approval required.

Yuba Community College: See Academic Counselor for a Concurrent Enrollment form to start the registration process. College assessment test may be required prior to enrolling in academic classes.

Physical Education: On campus PE is offered in collaboration with Elite Fitness Athletic Trainers. Off campus PE credits can be earned at a gym and through various sports activities. Prior approval is required.

## GRADUATION REQUIREMENTS

In order to graduate from California public high schools, student must complete specific state and local graduation requirements. Local school districts (and County Offices of Education) have the authority and responsibility for establishing high school graduation requirements. These requirement vary among school districts. However, California Education Code Section 51225.3 specifies that students must pass a minimum set of required courses.. These requirements should be viewed as minimums and support for the regulations specified by the local school (and county offices of education) boards. The minimum number of credits required for graduation from Feather River Academy is 220.

### COURSE REQUIREMENTS

Subjects	Credits		
English	30	For the purpose of grade level opportunities and graduation evaluation, the following are used to determine class status. This may be different than the grade level on the official roll.	
World History	10		
U.S. History	10		
American Gov.	5		
Economics	5		
Algebra	10		<u>Credits</u>
Mathematics	10	9 <sup>th</sup> grade students	0-60
Life Science	10	10 <sup>th</sup> grade students	60-120
Physical Science	10	11 <sup>th</sup> grade students	120-180
Physical Education	20	12 <sup>th</sup> grade students	180-220
Fine Arts/F. Lang	10		
State Requirements	5		
Electives	85		
<hr/> <b>Total</b>			
	<b>220</b>		

### STATEWIDE ASSESSMENTS

**CAASPP:** Each spring, students in grades three through eight and grade eleven, participate in the administration of the Smarter Balanced assessments. The Smarter Balanced assessments are a part of California’s testing system called the California Assessment of Student Performance and Progress (CAASPP). Students take tests online in English-Language Arts and Mathematics. Students in grades five, eight, and one grade in high school also take an online test for Science. If you do not want your child to participate in an area of the CAASPP program, you may submit a written request to the school site coordinator prior to the beginning of testing. This must be completed annually and include your child’s name, birthdate, and the specific test or content area which he/she is to be exempted.

**ELPAC:** Students for whom a language other than English is indicated on the Home Language Survey are assessed on the English Language Proficiency Assessments for California upon enrollment. The initial assessment determines language proficiency in English and program placement. English Learners are assessed annually on the ELPAC until reclassification criteria are met.

**PFT:** The Physical Fitness Test is administered to students in the grades five, seven, and nine. Six components, Aerobic Capacity, Body Composition, Upper Body Strength, Abdominal Strength, Trunk Extension, and Flexibility are measured against the guidelines established in the State’s Healthy Fitness Zones.

# SCHOOL RULES AND EXPECTATIONS

## Campus Visitors

All visitors, including parents, must check in with the office and obtain a **Visitor's Badge**. Students may not have a guest at school at anytime.

## Closed Campus

Feather River Academy requires all students to comply with the closed campus policy. Students are not allowed to leave campus during school hours without permission from the office. Leaving school without permission is considered a cut and will be documented for SARB. If a student has an appointment during the school day and needs to leave campus, he/she must bring a note to the office *prior* to the start of the school day. The permit will be issued when the student comes to the office to check out. Parents can also call and advise the office of an appointment.

## Computer System and Network Use Policy

Computers are available to students for tutorial, testing, software practice, and research. They are **not** for the following:

- Loading outside software or downloading software.
- Accessing personal computer account including email, Facebook, etc.
- Using the Campus Network to gain unauthorized access to any computer systems.
- Connecting unauthorized equipment/flash drive to computers or the campus network.
- Unauthorized attempts to circumvent data protection schemes or uncover security loopholes.
- Knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks.
- Knowingly or carelessly running or installing on any computer system or network, or giving to another user a program intended to damage or to place excessive load on a computer system or network. This includes, but is not limited to programs known as computer viruses, Trojan Horses, and worms.
- Deliberately damaging a computer terminal, central processing unit, or peripheral device.
- Deliberately wasting/overloading computing resources, or printing excess copies of a document.
- Violating copyright laws and their fair use provisions through inappropriate reproduction or dissemination of copyrighted text, images, etc.
- Displaying obscene, lewd, combative, hostile, or sexually harassing images or text on a computer that can be viewed by others.
- Using a computer or other electronic device to intimidate, harass or threaten others. This includes inappropriate communication through social media, sending repeated and/or unwanted email to another user, inappropriate mass mailing, multiple mailings to newsgroups, mailing lists, or individuals.
- Forging the identity of a user or machine in an electronic communication.
- Transmitting or reproducing materials that are slanderous or defamatory in nature or that otherwise violate existing laws or campus regulations.
- Using FRA resources for commercial activity such as creating products or services for sale.
- Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.

## ***VIOLATIONS WILL RESULT IN PROMPT REMOVAL OF COMPUTER PRIVILEGES AND/OR LEGAL ACTION***

## Delivery of items to Students

Balloons, flowers, food or other items should not be ordered for delivery at school. If deliveries arrive, they will be held in the main office until the end of the school day.

## **Dress Code Violation**

Students who are not appropriately dressed for school will be given an opportunity to call home for a change of clothing. When needed, clean t-shirts and shorts are available in the office to loan for the school day. Students who repeatedly violate the dress code will receive progressive disciplinary consequences.

## **2018-2019 Dress Code**

All students are expected to wear clothing that is appropriate for school. Clothing shall be neat, clean, safe, and not disruptive to instructional activities. The following rules apply to all students:

- No short shorts, skirts or dresses. Shorts, dresses and skirts must be at least knuckle length when arms are at sides.
- No sagging pants. Pants must be at or above hip bones.
- No exposed cleavage.
- No spaghetti strap, halter, racerback or tube tops. All tank tops must have straps that are a minimum of 1" wide (approximately the width of two fingers).
- No sheer clothing.
- No drug, gang, or alcohol related clothing.
- No clothing that discriminates or is derogatory to any group.
- No clothing/accessory that may be deemed dangerous i.e. chains, studded collars, spikes, etc.
- No Gang or gang related clothing. For example: excessively baggy clothing, belts worn excessively long, monikers or insignias, hair nets, headbands or "rags" worn on a person or displayed Old English style or "graffiti style" writing on any item school officials view as denoting gang membership or affiliation. (Denoting membership in a gang is prohibited – California Education Code 35183).
- No hats and/or head coverings in class, assemblies, or at any indoor school function with the exception of those worn for religious reasons.
- No sunglasses in class, assemblies, or at any indoor school function unless they are prescribed or have a doctor's note.

Any student who deviates from the accepted standards set forth in this policy will be required to prepare properly for the classroom before being admitted. Refusal to cooperate will result in disciplinary action.

## **Drug-Free, Tobacco-Free Zone**

FRA is a drug-free, tobacco-free closed campus. Use, possession, or sale of tobacco, drugs, alcohol or any other controlled substance or paraphernalia including electronic cigarettes and related products are not permitted on campus or any immediate areas. This applies at all times on campus, including school activities that are held after school (Penal Code § 308). Consequences enforced will range from suspension to loss of placement at FRA.

## **Fighting/Dispensing from a Fight**

A fight or intent to fight will result in a 5 day home suspension. Student(s) may be cited by Yuba City Police Department, and may be transported to juvenile hall. The Administration may pursue alternate placement or a referral to Independent Study. Students who encourage, observe and/or fail to disperse from the scene of a fight may also face disciplinary action.

## **Graffiti and Vandalism**

Damaging, defacing or destroying school property is against the law. Students guilty of such acts will receive consequences to the full extent that California Education Code, California penal Code, and County Policy allows. **Parents are responsible and financially liable for acts of vandalism committed by their students.**

## **No Open Containers**

Open containers are not allowed on the FRA campus. Students will be required to dispose of any open container upon arrival. Water is available at school drinking fountains (in every classroom and on grounds). Beverages are also available to students during break/mealtimes.

## **Passes**

Students are required to obtain a pass from their teacher before leaving the classroom. Students need to have a pass to come to the office, to see the counselor, or use the phone. Students are to go directly to and from the designated destination on the pass. Students will not be given a pass to the restroom during the first 15 minutes of class. Passes will not be issued during the last 5 minutes of class. Remember that a student's request to leave the classroom for any reason is just a request. It is at the teacher's discretion to approve or deny the request.

## **Plagiarism/Cheating**

FRA is an educational community that values personal integrity. Academic dishonesty in all its forms (coursework, exams, or other academically related activities) will not be tolerated and includes, but is not limited to, the following:

- Cheating on any project, quiz, or exam.
- Copying from another student or knowingly allowing another to copy.
- Using unauthorized materials and/or technologies.
- Claiming as one's own a paper from a paper-writing service, free or otherwise.
- Plagiarism: Paraphrasing material from a source without appropriate documentation.
- Knowingly obtaining, possessing, providing, using, buying, selling, or soliciting, in whole or in part, the contents of an examination.
- Intentionally causing a disadvantage to other students (tainting lab results, destroying another person's product, erasing another person's program, work, etc.).
- Tampering and/or changing any official classroom document.

## **Cell Phone/Personal Music Device Policy**

Cell phones can be helpful to facilitate student-parent/guardian communications; however the use of cell phones, personal music devices and electronics on campus are at the discretion of the school staff. It is against school policy for a student to use an electronic device during instructional time or during passing time without the explicit permission from the classroom teacher. We make every effort to discourage classroom interruptions. Violation of this policy may include having the device visible or audible during instructional time. The consequences for violating this policy are listed below and also posted in every classroom:

- **Student directed to put device away**
- **Student directed to front office to turn in device for the remainder of the day**
- **Student placed on contract**
- **Student suspended**

***Please be advised that FRA is not responsible for any lost, stolen or broken personal electronic devices.***

## **Possession of weapons**

Possession of weapons such as firearms, knives, explosives or any dangerous objects are not permitted on any school campus. Possession of a weapon will result in a Law Enforcement Intervention.

## **Profanity/Vulgarity**

Profanity and vulgarity are not tolerated on school grounds or at any school event. Staff will intervene when necessary. Defiance to staff and/or profanity or vulgarity being directed toward any staff member is not acceptable and will result in consequences. Profanity and vulgarity in the classroom is not acceptable and will result in consequences ranging from a warning to suspension.

**Prohibited items**

Other items prohibited include, but are not limited to: bluetooth speakers, permanent markers, laser pointers, aerosol containers, spikes and water pistols. These items will be confiscated and will not be returned.

**Questioning by Outside Authority**

Any law enforcement agent, with appropriate identification, has the authority and right to question students while at school.

**Skateboards, Bicycles and Scooters**

Students are responsible for locking their bicycle while on campus. The use of skateboards and scooters is prohibited on campus. These items will be confiscated if observed being used. FRA is not responsible for any lost, stolen, or damaged items. Bikes must be locked on the racks provided outside of the office.

**Student Parking**

Students may not go to their cars during school hours. Student parking and driving on campus is a privilege, and violations may result in disciplinary action and possible loss of on-campus parking. The school and SCSOS are not responsible for theft or damage to a student's vehicle or theft of the contents inside the vehicle. California Highway Patrol, Yuba City Police Department and Fire Department personnel may issue citations to parked vehicles in violation of safety, handicapped and fire access codes. Any unsafe driving on or around school will result in disciplinary action.

**The Role of Discipline**

The most important role of discipline in the school is to create a safe and comfortable learning environment for all members of the school community. Good citizenship and appropriate behavior are expected of all students at FRA. Communication between the home and school concerning discipline matters and academic progress is paramount to creating a safe environment conducive to learning.

Students who exhibit inappropriate behavior are given consequences increasing in severity. This includes conferences and a list of Alternative Means of Correction (AMC) identified at FRA as the *Progressive Discipline Plan* (available upon request). Suspension from school ranges from one to five days, and continued misbehavior may result in referral back to home school or referral to an alternate school or program.

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**SUTTER COUNTY SUPERINTENDENT OF SCHOOLS**  
**Notice to Parents and Guardians**

To: Parents and Guardians of Students attending Feather River Academy

As required by law, the County shall notify students and parents/guardians of certain rights granted to them by provisions of the California Constitution, state and federal education law, and state and federal regulations. The County shall also send out all other notifications required by law. Notifications which must be sent at the beginning of each academic year shall include a request that the parent/guardian sign the notice and return it to the school.

The Superintendent shall develop procedures which will ensure proper compliance by the County.

The Governing Board recognizes that notifications required by law are a part of the communication essential between the school and the home. The Superintendent or designee shall send students and parents/guardians all notifications required by law, including notifications about their legal rights.

Whenever a teacher learns that a student's parent/guardian is for any reason unable to understand the printed notifications, the principal or designee shall when required by law assist the parent/guardian in establishing other appropriate means of communication.

This exhibit relates to notices which must be provided to parent/guardian. Pursuant to Education Code 48982, notifications which must be sent at the beginning of each academic year must include a request that the parent/guardian sign the notice and return it to the school.

The Principal of Feather River Academy shall ensure that students and parents/guardians are notified in writing of all Board policies, administrative regulations and individual school rules related to discipline at the beginning of each school year. Transfer students and their parents/guardians shall be so advised upon enrollment. The notice shall state that these rules and regulations are available on request at the principal's office in all district schools. This notice is to inform you of the legal notice requirements as outlined in the Education Code pertaining to students while in attendance at Feather River Academy.

1. The County may provide or make available medical or health services, or both, through a non-profit corporation or insurance company. Students shall not be compelled to participate in or accept any service. The cost of insurance shall be borne by the parent or guardian.
2. The Sutter County Superintendent of Schools provides instruction in Family Life-Sex education. The parent or guardian must respond to a questionnaire in writing indicating the parent's or guardian's consent for participation in this instruction.
3. Students may be exempt from courses or a part of any course which they are required to attend when designated as sex education or family life education or by some similar term in which human reproductive organs and their function and processes are described, illustrated or discussed.
4. A parent or guardian may file annually with the Principal of the school a signed statement verifying the school does not have his/her consent to subject the student to any physical examination (this would include vision and hearing testing).
5. The county shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in any program or activity that receives or benefits from state financial assistance. The Director of Student Services, as the Title IX Coordinator, has been designated as the contact person for any questions relative to sex discrimination in the schools.



6. The Sutter County Superintendent of Schools has a policy prohibiting the use of corporal punishment in the schools. Other alternatives are to be utilized for changing the behavior of students.
7. Legislation passed in June of 1986, requires notification of pupils in Grades 7-12 and the parents or guardians of all pupils enrolled in the County that school authorities may excuse any pupil from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian.
8. Students who have needs that cannot be met with modification of the regular instructional program may be referred for assessment to determine eligibility for special education or related services. Parents of such children should consult with the Principal about special education and the referral process. Before any action is taken with respect to the initial placement of a child in a special education program, an individual assessment of the child's educational needs will be conducted. Such an assessment will not be conducted until the child's parents give their written consent.
9. Feather River Academy has a closed campus.
10. Students with a temporary disability who are in a hospital or other health facility, excluding a state hospital, which is outside of the County in which the parent/guardian resides shall have complied with the residence requirement for school attendance in the school district in which the hospital is located. It is the primary responsibility of the parent/guardian of the pupil with the temporary disability to notify the school of the pupil's presence in a qualifying hospital.
11. The Sutter County Superintendent of Schools has hired a hazard management consulting firm to perform the required inspection of all asbestos-containing building materials in the County. The inspection was completed by an accredited inspector and meets the Environmental Protection Agency requirements. Information regarding the inspection is available for review during normal office hours in the office of the Director of Maintenance/Facilities (822-2990). If copies of the plan are desired, a duplicating fee may be charged.
12. School officials may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the school. The Board urges that discretion, good judgment and common sense be exercised in all cases of search and seizure.
13. The parent/guardian of a student subjected to an individualized search shall be notified by the School as soon after the search as possible.
14. Any parent wishing to volunteer as a driver for school-related activities must contact the site administrator for a driver's handbook, related criteria, and procedures to be followed.
15. In accordance with federal law, the Family Educational Rights and Privacy Act, parents, guardians or students 18 years of age or older shall be accorded the right under orderly procedures to inspect, contest and offer written statements in opposition to items included in the student's educational records. The school will not release information or records concerning students to non-educational organizations excepting state and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974. There are, however, for purposes of this policy, items designated as "directory information" and this type of information will be furnished as listed below unless you specifically state in writing that you do not want the information given.
16. The County has the right to videotape students in relation to safety issues.

## GENERAL NOTIFICATION REQUIREMENTS FOR CERTAIN EDUCATION CODES

### Pesticides

§48980.3—Notification of Pesticides Pursuant to the requirements of Assembly Bill 2260, the Healthy Schools Act of 2000, we are providing this information regarding the Sutter County Superintendent of Schools pest control plan for school year 2018-2019. The County has established an annual pest control services contract with a qualified, licensed pest control applicator company. This service will consist of regular inspections for typical household pests at our school campuses. If, during the course of the inspection, indications of activity are discovered, treatments may be applied to control insects. Working with the applicator to develop strategies to reduce the need for treatments, we are committed to keeping such applications to a minimum, using only products appropriate for use on school campuses in all cases. The County supports the use of non-toxic products and uses non-toxic products in most cases.

In the event of treatment, the site will be posted with a written sign at least 24 hours prior to the application. If you have any questions or comments regarding pest control at California schools, please feel free to visit the California Department of Pesticide Regulation website at <http://www.schoolipm.info> or contact the during normal office hours in the office of the Director of Maintenance/Facilities (822-2990).

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Dear Parent or Guardian

The Healthy School Act of 2000 requires that all schools provide parents or guardians of the students with annual written notification of expected pesticide use on school sites. The notification will identify the active ingredient or ingredients in each pesticide product.

Parents or guardians may request prior notification of the individual pesticide applications at the school site. People listed on this registry will be notified at least 72 hours before pesticides are applied. If you would like to be notified every time we apply a pesticide, please complete and return the form below and mail it to:

Sutter County Superintendent of Schools, Director of Maintenance and Facilities, Attn: James Peters  
970 Klamath Lane, Yuba City, CA 95993

If you have any questions, please contact James Peters in the Maintenance/Facilities Department at (530) 822-2990.

----- Request for  
Individual Pesticide Application Notification I understand that, upon request, the school district is required to supply information about individual pesticide applications at least 72 hours before application.

I would like to be notified before each pesticide application at this school:

I would prefer to be contacted by (check One): U.S. Mail \_\_\_\_\_ E-Mail \_\_\_\_\_ Phone \_\_\_\_\_

### Please print neatly:

Name of Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone:(     ) \_\_\_\_\_ Evening Phone:(     ) \_\_\_\_\_

E-Mail \_\_\_\_\_ Signature: \_\_\_\_\_

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### Time and means of notification of upcoming activity

§48981— The notice shall be sent at the time of registration for the first semester or quarter of the regular school term. The notice may be sent by regular mail or by any other method normally used to communicate with the parents or guardians in writing.

### Signature; return to school; effect of signature

§48982— The notice shall be signed by the parent or guardian and returned to the school. Signature of

the notice is an acknowledgment by the parent or guardian that he/she has been informed of his/her rights but does not indicate that consent to participate in any program has either been given or withheld.

**Contents of notice of upcoming activity**

§48983— If any activity covered by the sections set forth in Section 48980 will be undertaken by the school during the forthcoming school term, the notice shall state that fact and shall also state the approximate date upon which any of such activities will occur.

**Activities prohibited unless notice is given**

§48984 — No school shall undertake any activity covered by the sections set forth in Section 48980 with respect to any particular pupil unless the parent or guardian has been informed of such action pursuant to this article or has received separate special notification.

**Notices to parents in language other than English**

§48985— When 15 percent or more of the pupils enrolled in a public school that provides instruction in kindergarten or any of grades 1 through 12 speak a single primary language other than English, as determined from the census data submitted to the Department of Education pursuant to Section 52164 in the preceding year, all notices, reports, statements, or records sent to the parent or guardian of any such pupil by the school or school district shall, in addition to being written in English, be written in such primary language, and may be responded to either in English or in the primary language.

**Competitive Athletics – EC 221.9**

Commencing with the 2015-2016 school year and every year thereafter, each public elementary and secondary school, including each charter school, that offers competitive athletics, shall publicly make available at the end of the school year all of the following information:

1. The total enrollment of the school, classified by gender
2. The number of pupils enrolled at the school who participate in competitive athletics, classified by gender.
3. The number of boys' and girls' teams, classified by sport and by the competition level.

Schools shall make the information identified above publicly available by posting it on the school's website. If the school does not maintain its own website, the school can submit the information to its school district or charter operator to have the information posted on the district's or operator's website; the information shall be disaggregated by schoolsite. "Competitive athletics" means sports where the activity has coaches, a governing organization, and practices, and competes during a defined season, and has competition as its primary goal.

***Feather River Academy does not offer competitive athletics.***

**Pupil Records Obtained from Social Media – EC 49073.6** Requires a County Office of Education that considers a program to gather or maintain in its records any information obtained from social media, as defined, of any enrolled pupil to first notify pupils and their parents/guardians about the proposed program, and to provide an opportunity for public comment at a regularly scheduled public meeting of the governing board before the adoption of the program.

Once a program is adopted, the following information must be provided to parents/guardians as part of the annual notification:

1. Definition of "social media."
2. Assurance that the information gathered or maintained pertains directly to school or pupil safety.
3. An explanation of the process by which a pupil or a pupil's parent/guardian may access the pupil's records for examination of the information gathered or maintained.
4. An explanation of the process by which a pupil or a pupil's parent/guardian may request the removal of information or make corrections to information gathered or maintained.
5. Notice that the information gathered and maintained shall be destroyed within one year after a pupil turns 18 years of age or within one year after the pupil is no longer enrolled, whichever occurs first.

## COLLEGE ADMISSION REQUIREMENTS AND HIGHER EDUCATION INFORMATION

Education Code 51229 requires that each school year, as part of the annual notification, a school district or County offering any of grades 9 to 12 provide the parent or guardian of each student enrolled in any of those grades a written notice that includes of the following :

1. A brief explanation of the college admission requirements.
2. A list of the current UC and CSU web sites that help students and their families learn about college admission requirements and that list high school courses that have been certified by UC as satisfying the requirements for admission to UC and CSU.
3. A brief description of what career technical education is, as defined by the CDE.
4. The internet address for the portion of the web site of the CDE where students can learn more about career technical education.
5. Information about how students may meet with school counselors to help them choose courses that will meet college admission requirements and/or enroll in career technical education courses.

### **Notification:**

The State of California offers Community Colleges, California State Universities (CSU), and Universities of California (UC) for students who wish to continue their education after high school.

In order to attend a Community College you need only be a high school graduate or 18 years of age. In order to attend a CSU you have to take specific high school courses, have the appropriate grades and test scores, and have graduated from high school. Test scores are not required if your GPA is 3.0 or above. In order to attend a UC you must meet requirements for coursework, GPA, and test scores, or rank in the top four percent at a participating high school, or qualify by examination alone. You may also transfer to a CSU or UC after attending a community college. For more information on college admission requirements, please refer to the following webpages:

[www.ccco.edu](http://www.ccco.edu). This is the official website of the California Community College system. It offers links to all of the California Community Colleges.

[www.assist.org](http://www.assist.org) - This interactive site provides course transfer information for students planning to transfer from a California Community College to a CSU or UC.

[www.csumentor.edu](http://www.csumentor.edu) - This extensive online site offers assistance to students and their families on the CSU system, including the ability to apply online, and links to all CSU campuses.

[www.universityofcalifornia.edu](http://www.universityofcalifornia.edu) - This massive website offers information regarding admissions, online application, and links to all UC campuses.

Students may also explore career options through career technical education. These are programs and classes offered by a school that are specifically focused on career preparation and/or preparation for work. The programs and classes are integrated with academic courses and support academic achievement. Students can learn more about career technical education by referring to the following webpage: [www.cde.ca.gov/ds/si/rp](http://www.cde.ca.gov/ds/si/rp).

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### **Title I – 20 USC 6311, 34 CFR 200.61**

Requires the County or school district, at the beginning of each school year, to notify the parents of each student attending any school receiving Title I funds that they may request, and the County will provide on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers.

## **DISCIPLINE/RESPONSIBILITIES**

### **THE SUTTER COUNTY SUPERINTENDENT OF SCHOOLS PHILOSOPHY OF DISCIPLINE**

The Sutter County Superintendent of Schools recognizes that self-discipline is both a learned behavior and a prerequisite for learning. The County strives to maintain a challenging, positive educational environment which is conducive to students achieving success and developing self-discipline. The County's commitment to learning and the development of responsible citizens in a democracy requires the maintenance of a positive, stimulating, and safe school environment where mutual respect is the underlying principle and rules are published, explained, and enforced. Standards of student conduct derive from the goals of respect for self, for property, and for others. The enforcement of school rules and State laws will promote the development of student maturity and self-discipline essential for academic achievement, personal integrity, and responsible citizenship. These rules and regulations will be enforced fairly, uniformly and consistently without regard to age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability.

#### **DISCIPLINE (BP 5144)**

The Governing Board desires to provide a safe, supportive, and positive school environment conducive to student learning and to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The board believes that high expectation for student behavior, use of effective school and classroom management strategies, and parent involvement can minimize the need for discipline. The Superintendent or designee shall approve, for each school, a complement of effective, age-appropriate strategies for correcting student behavior. Such strategies may include, but are not limited to, conferences with students and their parents/guardians; use of study, guidance, or other intervention-related teams; enrollment in a program teaching prosocial behavior or anger management; and participation in a restorative practices program. Staff shall use preventative measures and positive conflict resolution techniques whenever possible. Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as suspension and expulsion, shall be imposed only when required by law and when other means of correction have failed. (Education Code 48900.5) Board policies and administrative regulations shall outline acceptable student conduct and provide the basis for sound disciplinary practices. The administrative staff at each school may develop disciplinary rules to meet the school's particular needs. However, the rules shall be consistent with law, Board policy, and County regulations. The Board may review, at an open meeting, the approved school discipline rules for consistency with Board policy and state law. (Education Code 35291.5) At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health and opportunity to learn. Persistently disruptive students may be assigned to alternative programs or removed from school in accordance with law, Board policy, and administrative regulation. Staff shall enforce disciplinary rules fairly, consistently and in accordance with the district's nondiscrimination policies.

The Superintendent or designee shall provide professional development as necessary to assist staff in developing consistent classroom management skills, implementing effective disciplinary techniques, and establishing cooperative relationships with parents/guardians. At the beginning of every school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in each school in the immediately preceding school year and their effect on student learning in the school.

#### **Corporal Punishment (Education Code 49001)**

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. (Education Code 49001) However, corporal punishment does not include any pain or discomfort suffered by a student as a result of his/her voluntary participation in an athletic or other recreational competition or activity. In addition, an employee's use of force that is reasonable and necessary to protect himself/herself, students, staff, or other persons, to prevent damage to property, or to obtain possession of weapons or other dangerous objects within the control of the student is not corporal punishment.

## **Site-Level Rules**

In developing site-level disciplinary rules, the principal or designee shall solicit the participation, views and advice of one representative selected by each of the following groups: (Education Code 35291.5)

1. Parents/guardians
2. Teachers
3. School administrators
4. School security personnel, if any
5. For junior high and high schools, students enrolled in the school

Each school shall file a copy of its rules with the Superintendent or designee. Each school shall review its site-level discipline rules at least every four years.

## **Disciplinary Strategies**

To the extent possible, staff shall use disciplinary strategies that keep students in school and participating in the instructional program. Disciplinary strategies may include, but are not limited to:

1. Discussion or conference between school staff and the student and his/her parents/guardians.
2. Referral of the student to the school counselor or other school support service personnel for case management and counseling.
3. Convening of a study, guidance, resource panel, or other intervention-related team to assess the behavior and develop and implement an individual plan to address the behavior in partnership with the student and his/her parents/guardians.
4. When applicable, referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program or a Section 504 plan.
5. Enrollment in a program for teaching prosocial behavior or anger management.
6. Participation in a restorative justice program.
7. A positive behavior support approach with tiered interventions that occur during the school day on campus.
8. After-school programs that address specific behavioral issues or expose students to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups.
9. Lunch and break restriction as provided in the section below entitled "Lunch and Break Restriction".
10. Detention after school hours as provided in the section below entitled "Detention After School".
11. Community service as provided in the section below entitled "Community Service".
12. In accordance with Board policy and administrative regulation, restriction or disqualification from participation in extracurricular activities.
13. Suspension and expulsion in accordance with law, Board policy, and administrative regulation.

## **Lunch and Break Restriction**

A teacher may restrict a student's recess time only when he/she believes that this action is the most effective way to bring about improved behavior. When recess restriction may involve the withholding of physical activity from a student, the teacher shall try other disciplinary measures before imposing the restriction.

Recess restriction shall be subject to the following conditions:

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
2. The student shall remain under a certificated employees supervision during the period of restriction.
3. Teachers shall inform the principal of any recess restrictions they impose.

## **Detention After School**

Students may be detained for disciplinary reasons up to one hour after the close of the maximum school day. (5 CCR 353) If a student will miss his/her school bus on account of being detained after school, or if the student is not transported by school bus, the Principal or designee shall notify parents/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made. The student shall not be detained unless the Principal or designee notifies the parent/guardian. In cases where the school bus departs more than one hour after the end of the school day, students may be detained until the bus departs. (5 CCR 307, 353) Students shall remain under the supervision of a

certificated employee during the period of detention. Students may be offered the choice of serving their detention on urday rather than after school.

### **Community Service**

As part of or instead of disciplinary action, the Board, Superintendent, Principal or principal's designee may, at his/her discretion, require a student to perform community service during nonschool hours, on school grounds, or with written permission of the student's parent/guardian off school grounds. Such service may include, but is not limited to, community or school outdoor beautification, campus betterment, and teacher, peer or youth assistance programs. (Education Code 48900.6) This community service option is not available for a student who has been suspended, pending expulsion, pursuant to Education Code 48915. However, if the recommended expulsion is not implemented or the expulsion itself is suspended, then a student may be required to perform community service for the resulting suspension pursuant to this section. (Education Code 48900.6)

### **Notice to Parents/Guardians and Students**

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians, in writing, about the availability of County rules related to discipline. (Education Code 35291, 48980)

The Superintendent or designee shall also provide written notice of the rules related to discipline to transfer students at the time of their enrollment in the County.

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### **Suspension And Expulsion/Due Process (BP 5144.1)**

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

To correct the behavior of any student who is subject to discipline, the Superintendent or designee shall, to the extent allowed by law, first use alternative disciplinary strategies specified in AR 5144.1 - Discipline. (Education Code 48900.5)

Alternatives to suspension or expulsion also shall be used with students who are truant, tardy, or otherwise absent from assigned school activities.

Except for single acts of a grave nature or offenses for which suspension or expulsion is required by law, suspension or expulsion shall be used only when other means of correction have failed to bring about proper conduct or the student's presence causes a continuing danger to himself/herself or others.

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be those specified in law and administrative regulation.

County staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, and in accordance with the district's nondiscrimination policies.

### **Due Process**

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5)

### **Removal from Class by a Teacher and Parental Attendance**

When suspending a student from class for committing an obscene act, engaging in habitual profanity or vulgarity, disrupting school activities, or otherwise willfully defying valid staff authority, the teacher of the class may require any parent/guardian who lives with the student to attend a portion of the school day in the class from which the student is being suspended, to assist in resolving the classroom behavior problems. (Education Code 48900.1)

Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the teacher and the student and his/her parents/guardians and to improve the student's behavior. Any teacher requiring parental attendance pursuant to this policy shall apply the policy uniformly to all students within the classroom. (Education Code 48900.1)

When a teacher requires parental attendance, the Principal shall send a written notice to the parent/guardian stating that his/her attendance is required pursuant to law. (Education Code 48900.1)

A parent/guardian who has received a written notice shall attend class as specified in the notice. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the Principal or designee. (Education Code 48900.1) At the meeting with the student's parent/guardian, the Principal or designee shall explain the school discipline policies, including the disciplinary strategies that may be used to achieve proper student conduct.

When a parent/guardian does not respond to the request to attend school, the Principal or designee shall contact him/her by telephone, mail, or other method that maintains the confidentiality of the student's records.

Regulations and school-site rules for student discipline shall include procedures for implementing parental attendance requirements. Parents/guardians shall be notified of this policy prior to its implementation. (Education Code 48900.1)

### **Supervised Suspension Classroom**

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law. Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

### **Decision Not to Enforce Expulsion Order**

In cases where expulsion is mandatory pursuant to Education Code 48915(c), the enforcement of an expulsion order shall not be suspended by the Board. In all other cases of expulsion, the order for expulsion may be suspended by the Board, on case-by-case basis, pursuant to the requirements of law and administrative regulation.

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## **CONDUCT (BP 5131)**

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on County transportation.

Conduct is considered appropriate when students are diligent in study, careful with school property, courteous, and respectful toward their teachers, other staff, students, and volunteers.

The Superintendent or designee shall ensure that each school develops standards of conduct and discipline consistent with County policies and administrative regulations. Students and parents/guardians shall be notified of school rules related to conduct.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others.
2. Conduct that disrupts the orderly classroom or school environment.
3. Harassment of students or staff, such as bullying, including cyber bullying, intimidation, hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering, in accordance with the section entitled "Bullying/Cyber Bullying" below:



"Cyber Bullying" includes the transmission of communications, posting of harassing messages, direct threats, social cruelty, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation or friendships.

4. Damage to or theft of property belonging to students, staff, or the County.
5. Possession or use of laser pointers on school, unless used for a valid instructional or other school-related purpose, including employment. Prior to bringing a laser pointer on school premises, students shall first obtain permission from the principal or designee. The principal or designee shall determine whether the requested use of the laser pointer is for a valid instructional or other school-related purpose.
6. Use of profane, vulgar, or abusive language.
7. Plagiarism or dishonesty in school work or on tests.
8. Inappropriate attire.
9. Tardiness or unexcused absence from school.
10. Failure to remain on school premises in accordance with school rules.
11. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drug in violation of school rules.

#### **Electronic Listening or Recording Device – EC 51512**

The use by any person, including a pupil, of any electronic listening or recording device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. Any person, other than the pupil, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation shall be subject to appropriate disciplinary action.

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or administrator for further investigation.

Students who violate school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, and transfer to alternative programs, or denial of participation in extracurricular or cocurricular activities in accordance with Board policy and administrative regulation, . The Superintendent or designee shall notify local law enforcement as appropriate.

Students also may be subject to discipline for any off-campus conduct during nonschool hours which poses a threat or danger to the safety of students, staff, or county property, or substantially disrupts the educational program of the district or any other district in accordance with law, Board policy, or administrative regulation.

#### **Possession of Cellular Phones and Other Mobile Communications Devices**

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which are limited to health-related purposes. (Education Code 48901.5)

Students may possess or use on school campus personal electronic signaling devices including, but not limited to, pagers and cellular/digital telephones, as well as other mobile communications devices including, but not limited to, digital media players, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, and laptop computers, provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests.

If a disruption occurs or a student uses any mobile communications device for improper activities, a school employee shall direct the student to turn off the device and/or shall confiscate it. If a school employee finds it necessary to confiscate a device, he/she shall return it at the end of the class period or school day.

In accordance with the Board's policy and administrative regulation on search and seizure, a school official may search a student's mobile communications device, including, but not limited to, reviewing messages or viewing pictures.

Students shall not use mobile communications devices, even in hands-free mode, while driving on school grounds or to or from a school-related activity.

A student who violates this policy may be prohibited from possessing a mobile communications device at school or school-related events and/or may be subject to further discipline in accordance with Board policy and administrative regulation.

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### **Bullying (BP 5131.2)**

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

Cyberbullying includes the creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Strategies for addressing bullying in County schools shall be developed with involvement of key stakeholders, including students, parents/guardians, and staff, and may be incorporated into the comprehensive safety plan, the local control and accountability plan, and other applicable plans.

As appropriate, the Superintendent or designee may collaborate with law enforcement, courts, social services, mental health services, other agencies, and community organizations in the development and implementation of joint strategies to promote safety in schools and the community and to provide services for alleged victims and perpetrators of bullying.

### **Bullying Prevention**

To the extent possible, schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

As appropriate, the school shall provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior. Staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective response.

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

### **Intervention**

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents

confidentially and anonymously.

School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

### **Complaints and Investigation**

Any complaint of bullying, whether it is discriminatory or non discriminatory, shall be investigated and resolved in accordance with law and the uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures.

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. Within two business days of receiving a report of bullying, the principal shall notify the compliance officer identified in AR 1312.3.

In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or compliance officer, whether or not the alleged victim files a complaint.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

When a report of bullying is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

### **Discipline**

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with school policies and regulations.

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

### **Enforcement of Standards**

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or administrator for further investigation.

Students who violate school rules and regulations may be subject to discipline, including but not limited to suspension, expulsion or transfer in accordance with Board policy and administrative regulation. In addition, when the conduct involves intimidation, harassment, or other endangerment of a student or employee, the Superintendent or designee shall provide appropriate assistance as necessary for the victim and the offender or make appropriate referrals for such assistance.

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## **CLASSROOM BEHAVIOR**

Classroom behavior is highly correlated to the organizational and management practices used by teachers. Those who are effective are able to direct students toward involvement in learning and away from disruptive behavior. This requires thoughtful effort to anticipate problems before they occur. It also requires use of appropriate techniques from the following classroom management areas: 1) Room Arrangement, Rules and Routines; 2) Supplemental Activities; 3) Giving Directions; 4) Monitoring of Seat Work; 5) Reinforcement Practices and 6) Applying Principles of the Elements of Instruction.

All teachers will be provided an opportunity for inservice training in effective classroom management and discipline.

The classroom teacher has primary responsibility for dealing with inappropriate student behavior. Prior to referral to a site administrator, the teacher should confer with the student, contact a parent, and utilize any other appropriate strategy designed to correct the behavior. In cases where student behavior is acutely disruptive or dangerous, the teacher should make immediate referral to a site administrator.

## **AUTHORITY TO SUSPEND**

### **1. Teacher's Right to Suspend Student From Class (Education Code 48910)**

(a) A teacher may suspend any pupil from the teacher's class, for any of the acts enumerated in Section 48900, for the day of the suspension and the day following. The teacher shall immediately report the suspension to the principal of the school and send the pupil to the principal or the principal's designee for appropriate action. If that action requires the continued presence of the pupil at the school site, the pupil shall be under appropriate supervision, as defined in policies and related regulations adopted by the governing board. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension. Whenever practical, a school counselor or a school psychologist shall attend the conference. A school administrator shall attend the conference if the teacher or the parent or guardian so requests. The pupil shall not be returned to the class from which he or she was suspended, during the period of the suspension, without the concurrence of the teacher of the class and the principal.

(b) A pupil suspended from a class shall not be placed in another regular class during the period of suspension. However, if the pupil is assigned to more than one class per day this subdivision shall apply only to other regular classes scheduled at the same time as the class from which the pupil was suspended.

(c) A teacher may also refer a pupil, for any of the acts enumerated in Section 48900, to the principal or the principal's designee for consideration of a suspension from the school.

### **2. Principal or Designee**

The principal or his/her designee may suspend a student from class, classes, or the school campus for a period not to exceed five school days. (Education Code 48911a – amended 2002)

### **3. Superintendent or Designee – Extend a Suspension**

The Superintendent or his/her designee may suspend a student or may extend a student's suspension pending final Board decision on a recommendation for expulsion, or may suspend a student for the balance of the semester from an alternative school program. An extension of suspension will only be granted if the Superintendent or his/her designee has determined, following a meeting in which the pupil and the pupil's parent/guardian/caregiver are invited to participate, that the presence of the pupil at the school or in an alternative school placement would cause a danger to persons or property or a threat of disrupting the educational process. (Education Code 48911)

### **4. The Board of Education**

The Board may suspend a student for the balance of the semester. (Education Code 48912.5)

### **Parent/Guardian/Caregiver's Right to Request a Meeting Regarding a Student's Suspension**

If a suspension is ordered by a principal pursuant to Education Code 48900, the parent/guardian/caregiver shall have the rights to request a meeting with the Superintendent's designee, Director of Student Services, to discuss: 1) The cause of the suspension; 2) The duration of the suspension; 3) The school/district policy involved, and 4) Other matters pertinent to the suspension.

## **Out of Class Behavior**

Students exhibiting inappropriate behavior outside of the classroom should be referred by the teacher in the area to the site administrator in charge of discipline.

## **Student Rights**

Students have rights as do all citizens, under the Constitution, State law and school policy. Their rights include:

1. The right to be heard. Students are encouraged to voice constructive criticism through student government, student advisory committees, school newspapers, teachers, counselors, administrators, and any other channels of communication as long as that process does not substantially disrupt the orderly operation of the school.
2. The right to an education in a safe, orderly, and clean environment.
3. The right to full use of class time for receiving instruction and for learning.
4. The right to fair, consistent, and respectful treatment by staff members and other students.
5. The right to a hearing before a penalty is imposed. When a student has been referred for some wrong-doing, that student should be afforded the opportunity to offer his/her version of the incident to school authorities.

## **Expectations for Classroom Behavior**

From the beginning to the end of the class, teachers must be free to teach and students must be free to learn. Students are expected to show respect for the teacher and for other students in the classroom. Any behavior that disrupts instruction is inappropriate. Specifically, students are required to come to class on time prepared to work and to stay on task for the class period. Additionally, students must comply with the classroom rules as described by each teacher. When a student displays disruptive behavior in the classroom, the teacher will first work with the student to alter that behavior, notify parents, and attempt at least one other appropriate strategy. If that effort fails, the student who continues to disrupt the learning process will be referred to other school authorities--administrators or counselors. The school will notify parents, who will be expected to aid in correcting the behavior.

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## **NON-DISCRIMINATION/HARASSMENT – (BP 0410)**

The Governing Board is committed to providing equal opportunity for all individuals in education. County programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. County programs and activities shall also be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

All individuals shall be treated equitably in the receipt of services. Personally identifiable information collected in the implementation of any program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the Superintendent or designee authorizes its use for another purpose in accordance with law. Resources and data collected by the county shall not be used, directly or by others, to compile a list, registry, or database of individuals based on race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status or any other category identified above.

Annually, the Superintendent or designee shall review county programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing county programs and activities. He/she shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report his/her findings and recommendations to the Board after each review.

All allegations of unlawful discrimination in county programs and activities shall be investigated and resolved in accordance with the procedures specified in AR 1312.3 - Uniform Complaint Procedures.

Pursuant to 34 CFR 104.8 and 34 CFR 106.9, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the county's policy on nondiscrimination and related complaint procedures. Such notification shall be included in each announcement, bulletin, catalog, handbook, application form, or other materials distributed to these groups and, as applicable, to the public. As appropriate, such notification shall be posted at the county schools office and other prominent locations and shall be posted on the County's web site and, when available, county-supported social media.

In addition, the annual parental notification shall inform parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, including information on educational rights issued by the California Attorney General. Alternatively, such information may be provided through any other cost-effective means determined by the Superintendent or designee. (Education Code 234.7)

The county's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language.

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### **SEXUAL HARASSMENT (AR 5145.7)**

The county office designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at:

Dr. Baljinder Dhillon, Superintendent  
970 Klamath Lane  
Yuba City, CA 95993  
530-822-2900

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (**Education Code 212.5; 5 CCR 4916**)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any school program or activity.

Examples of types of conduct which are prohibited in school and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body

8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion
12. Electronic communications containing comments, words, or images described above

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of this policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

### **Reporting Process and Complaint Investigation and Resolution**

Any student who believes that he/she has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the compliance officer identified in **AR 1312.3**. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

When a report or complaint of sexual harassment involves off-campus conduct, the principal shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If he/she determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the school's uniform complaint procedures. Regardless of whether a formal complaint is filed, the principal or compliance officer shall take steps to investigate the allegations and, if sexual harassment is found, shall take prompt action to stop it, prevent recurrence, and address any continuing effects.

If a complaint of sexual harassment is initially submitted to the principal, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer shall contact the complainant and investigate and resolve the complaint in accordance with law and county office procedures specified in **AR 1312.3**.

In investigating a sexual harassment complaint, evidence of past sexual relationships of the victim shall not be considered, except to the extent that such evidence may relate to the victim's prior relationship with the respondent.

In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted to the Superintendent or designee who shall determine who will investigate the complaint.

### **Confidentiality**

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

However, when a complainant or victim of sexual harassment notifies the school of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit the school's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the school will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant or victim of sexual harassment notifies the school of the harassment but requests that the school not pursue an investigation, the school will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

### **Response Pending Investigation**

When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. To the extent possible, such interim measures shall not disadvantage the complainant or victim of the alleged harassment. Interim measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

### **Notifications**

A copy of the sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)
2. Be displayed in a prominent location in the main administrative building or other area where notices of rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5)
3. A copy of the sexual harassment policy and regulation shall be posted on school websites and, when available, on county supported social media.
4. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (Education Code 231.5)
5. Appear in any school publication that sets forth the school's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)

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### **USE OF SURVEILLANCE CAMERAS (BP 5145.12)**

In furtherance of the Sutter County Superintendent of Schools obligation to provide a safe school environment, the school may install live and/or digital cameras in the common areas of the school. The Superintendent or his designee shall supervise the use and maintenance of surveillance cameras. The Superintendent or his designee shall notify student, parents/guardians, and staff that surveillance cameras may be installed to record activities in common areas. In addition, they shall be informed that the records can be used in student disciplinary proceedings. Signs will be posted where surveillance cameras are in use. Surveillance cameras shall not be used in an area where there is a reasonable expectation of privacy. The Superintendent or his designee may review the surveillance camera recording to ensure a safe educational environment. Any recording uses in a student disciplinary proceeding shall be maintained in the student file as a student record. Recordings which result in recommendations for criminal prosecution may be released to law enforcement agencies for their investigation.

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### **HOMELESS YOUTH EDUCATION – 42 US 11432**

Requires school homeless liaisons to ensure parents of homeless pupils are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in education of their children. Unaccompanied youth, such as teen parents not living with their parent/guardian or students that have run away or have been pushed out of their homes, have access to these same rights.



1. Liaison contact information.  
Grace Espindola, Coordinator Intervention and Prevention  
Sutter County Superintendent of Schools  
530-822-2418

2. Circumstances for eligibility (e.g., living in a shelter, a motel, hotel, a house or apartment with more than one family because of economic hardship or loss, in an abandoned building, in a car, at a campground, or on the street, in temporary foster care or with an adult who is not your parent or guardian, in substandard housing, or with friends or family because you are a runaway or unaccompanied youth).

3. Right to immediate enrollment in school of origin or school where currently residing without proof of residency, immunization records or tuberculosis skin-test results, school records, or legal guardianship papers.

4. Right to education and other services (e.g., to participate fully in all school activities and programs for which child is eligible, to qualify automatically for nutrition programs, to receive transportation services, and to contact liaison to resolve disputes that arise during enrollment).

5. Right to be notified of possibility of graduating within four years with reduced state requirements, if the homeless student transferred after the second year of high school, is credit deficient, and will not be able to graduate on time with local district requirements.

6. Right for district to accept partial credits for courses that have been satisfactorily completed by the homeless student.

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### **SUICIDE PREVENTION (BP 5141.52)**

Recognizing that it is the duty of Feather River Academy to protect the health, safety, and welfare of our students, this policy aims to safeguard students and staff against suicide attempts, deaths and other trauma associated with suicide. Feather River Academy has developed a policy/procedures plan based on the CDE model. The policy entails schoolwide suicide prevention, intervention and postvention procedures, along with parent/student resources that can be accessed when dealing with suicide issues at home. The policy is available at the front office, or on our website at: <http://www.sutter.k12.ca.us/Departments/Student-Support-Services/Feather-River-Academy/index.html>.

For further information you may contact FRA's designated liaisons, William Embleton or Sydni Beaver at (530)822-2400. Suicide Crisis Team members who assisted in developing the policy include: YSBH Program Manager, John Floe, YSBH Latino Outreach Resource Specialist, Rudy Rodriguez, Juvenile Probation Intervention Counselor, Kelani Johnson, Juvenile Probation Officer, SCSOS School Psychologist, and FRA Teacher Ernie Wilder.

**If you are currently dealing with suicide issues, call the Sutter-Yuba Mental Health Crisis Line at (530)673-8255, or if an emergency call 911.**

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### **THE EDUCATION EMPOWERMENT ACT OF 1998; PARENTAL REVIEW**

The curriculum, including titles, descriptions, and instructional aims of every course offered by a public school, shall be compiled at least once annually in a prospectus. Each school site shall make its prospectus available for review upon request. When requested, the prospectus shall be reproduced and made available. School officials may charge for the prospectus an amount not to exceed the cost of duplication.

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### **Access for Individuals with Disabilities**

County programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. When structural changes to existing facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

The Superintendent or designee shall ensure that the County provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school websites, notetakers, written materials, taped text, and Braille or large print materials. Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to a school-sponsored function, program, or meeting.

The individual identified in AR 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the county's response to complaints and for complying with state and federal civil rights laws is hereby designated as the County's ADA coordinator. He/she shall receive and address requests for accommodation submitted by individuals with disabilities, and shall investigate and resolve complaints regarding their access to county programs, services, activities, or facilities.

Human Resources Director  
Sutter County Superintendent of Schools  
970 Klamath Lane, Yuba City, CA 95993  
(530) 822-2900

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## **SPECIAL EDUCATION PROGRAMS**

California law requires school districts to make special programs available to all pupils with exceptional needs who are eligible for services. Parents of children who are suspected to have a disability, or who are determined to be eligible for special education services, are entitled to receive a written copy of the procedural safeguards which provides an explanation of their rights, and will be required to sign an acknowledgment that they have been advised of their rights. If facilities or services are not available or cannot be reasonably provided, the district may arrange for a neighboring district to provide the special program. If a pupil is physically handicapped, intellectually disabled, developmentally delayed, multiple handicapped, or has other exceptional needs, and the district cannot provide a program, it must make available a free and appropriate education in a public or private nonsectarian school or agency that offers the necessary special education facilities and services and meets certain education requirements. Transportation may be included in the program responsibility for the school district. In addition, a pupil with a mental or physical impairment which substantially limits a major life activity may be entitled to reasonable accommodations in his/her program. Contact Dr. Christine McCormick, Director of Student Services, at 530-822-2914 for further information.

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**Section 504** – 29 USC 794, 34 CFR 104.32 Section 504 of the federal Rehabilitation Act of 1973, and the Americans with Disabilities Act (42 USC 12101 et seq.) prohibit discrimination on the basis of disability. Section 504 requires school districts to identify and evaluate children with disabilities in order to provide them a free, appropriate public education. Individuals with a physical or mental impairment that substantially limits one or more major life activities, including seeing, hearing, walking, breathing, working, performing manual tasks, learning, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, speaking, are eligible to receive services and aids designed to meet their needs as adequately as the needs of nondisabled students are met. Parents or guardians should be informed of the following: the name and contact information of the person designated by the district responsible for implementing Section 504, the screening and evaluation procedures used whenever there is reason to believe that a student has a disability that limits his or her ability to attend or function at school, the right to a written accommodation plan if the student is found to have a disability that requires services under Section 504, the right to be educated with nondisabled students to the maximum extent appropriate to the student's individual needs, and notice of the procedural safeguards guaranteed by law. Note: The definition of "major life activity" has been expanded due to amendments to the ADA in 2009. Students, parents, and guardians or others who have questions or concerns regarding the County's Section 504 policy may contact Dr. Christine McCormick, Director of Student Services, at 530-822-2914

## ANNUAL NOTIFICATION OF UNIFORM COMPLAINT PROCEDURES (UCP)

***For students, employees, parents/guardians, school advisory committee members, private school officials, and other interested parties***

The *Sutter County Superintendent of Schools* has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and non-compliance of our Local Control and Accountability Plan (LCAP).

The *Sutter County Superintendent of Schools* shall investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 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 the *Sutter County Superintendent of Schools*, which is funded directly by, or that receives a benefits from any state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Adult Education
- After School Education and Safety
- Agricultural Vocational Education
- American Indian Education Centers and Early Childhood Education Program Assessments
- Bilingual Education
- California Peer Assistance and Review Programs for Teachers
- Career Technical Education
- Career Technical and Technical Education; Career Technical; Technical Training
- Child Care and Development Programs
- Child Nutrition
- Compensatory Education
- Consolidated Categorical Aid
- Course Periods without Educational Content
- Economic Impact Aid
- Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled
- English Learner Programs
- Every Student Succeeds Act / No Child Left Behind (Titles I-VII)
- Local Control and Accountability Plans
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Safety Plans
- Special Education
- State Preschool
- Tobacco-Use Prevention Education

A pupil fees and/or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but not limited to, all the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fee complaint shall be filed no later than year from the date the alleged violation occurred.

We shall post a standardized notice of the educational rights of foster and homeless youth, as specified in Education Code Sections 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

Complaints other than issues relating to pupil fees must be filed in writing with the following designated to receive complaints:

Name or title: Wendy Bedard, Director of Human Resources  
Address: 970 Klamath Lane, Yuba City, California 95993  
Phone: 530-822-2905

A pupil fees complaint is filed with the principal of a school and/or:  
Name or title: Dr. Christine McCormick, Director of Student Services  
Address: 970 Klamath Lane Yuba City, California 95993  
Phone: 530-822-2914

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed no later than one year from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complaint first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and written Decisions or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the *Sutter County Superintendent of Schools* Decision of complaints regarding specific programs, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint filed with the *Sutter County Superintendent of Schools* and a copy of our Decision. The complainant is advised of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the *Sutter County Superintendent of Schools* complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by court include, but are not limited to, injunctions and restraining orders.

A copy of the *Sutter County Superintendent of Schools* UCP compliant policies and procedures are available free of charge.

This Uniform Complaint Procedure, as well as a printer-friendly version of the Board Policy 1312.3 and Administrative Regulation 1312.3 are available at <http://www.sutter.k12.ca.us/index.html>

## **Uniform Complaint Procedures (UCP) (BP 1312.3)**

The County Board of Education recognizes its role in developing policies to comply with applicable state and federal laws and regulations governing the County Office of Education's (COE) educational programs. The County Board encourages the early, informal resolution of complaints whenever possible and appropriate. To resolve complaints which cannot be resolved through such informal process, the County Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and incorporates any County Superintendent approved procedures implementing this policy. The COE's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging COE violation of applicable state or federal law or regulations governing adult education programs, after school education and safety programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs, consolidated categorical aid programs, or any other COE-implemented program which is listed in Education Code 64000(a) (5 CCR 4610).
2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any person participating in COE programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610).
3. Any complaint alleging COE noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222). (cf. 5146 - Married/Pregnant/Parenting Students)
4. Any complaint alleging COE noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, as defined in Education Code 49010 (5 CCR 4610).
5. Any complaint, by or on behalf of any student who is a foster youth, alleging COE noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the COE's educational liaison to the student, the award of credit for coursework satisfactorily completed in another public school, school transfer, or the grant of an exemption from any additional graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2).
6. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a or a former juvenile court school student as defined in Education Code 51225.2, alleging COE noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another public school or the grant of an exemption from any additional graduation requirements (Education Code 51225.1, 51225.2).
7. Any complaint alleging COE noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3).
8. Any complaint alleging COE noncompliance with the physical education instructional minutes requirements for students in elementary school (Education Code 51210, 51223).
9. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy (5 CCR 4621).

10. Any other complaint as specified in a County Board policy or a County Superintendent policy. All complainants shall be protected from retaliation and the confidentiality of the parties involved shall be protected as required by law.

Records of all UCP complaints and the investigations of those complaints are to be maintained in accordance with applicable law and County Superintendent policies and procedures.

Non-UCP Complaints The following complaints shall not be subject to the COE's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.

2. Any complaint alleging fraud shall be referred to the California Department of Education.

In addition, the County Superintendent's Williams Uniform Complaint Procedures shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and mis-assignments.

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### **Uniform Complaint Procedures (UCP) (AR 1312.3)**

Except as the Governing Board may otherwise specifically provide in other county policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

#### **Compliance Officers**

The County Office designates the individual(s) identified below as the employee(s) responsible for coordinating the county's response to complaints and for complying with state and federal civil rights laws. The individual(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment as the responsible employee(s) to handle complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The individual(s) shall receive and coordinate the investigation of complaints and shall ensure county compliance with law.

Human Resources Director  
970 Klamath Lane  
Yuba City, CA 95993  
(530) 822-2900

Student Services Director  
970 Klamath Lane  
Yuba City, CA 95993  
(530) 822-2900

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which he/she has a bias or conflict of interest that would prohibit him/her from fairly investigating or resolving the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the result of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent or the Superintendent's designee to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the County Office issues its final written decision, whichever occurs first.

### **Notifications**

The County's UCP policy and administrative regulation shall be posted in all county office locations. (**Education Code 234.1**)

The Superintendent or designee shall annually provide written notification of the County's UCP, including information regarding unlawful student fees, local control and accountability plan (LCAP) requirements, and requirements related to the educational rights of foster youth, homeless students, and former juvenile court school students to students, employees, parents/guardians, school advisory committees, appropriate private school officials or representatives, and other interested parties. (**Education Code 262.3, 48853, 48853.5, 49013, 49069.5, 51225.1, 51225.2, 52075; 5 CCR 4622**)

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to **Education Code 221.61** shall be posted on the County web site and may be provided through county-supported social media, if available.

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the county's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular school speak a single primary language other than English, the County's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with **Education Code 234.1 and 48985**. In all other instances, the County shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal antidiscrimination laws, if applicable
3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).
4. Include statements that:
  - a. The County Office has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
  - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
  - c. A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.
  - d. Complaints should be filed in writing and signed by the complainant. If a complainant is unable to put his/her complaint in writing, for example, due to conditions such as a disability or illiteracy, County staff shall assist him/her in the filing of the complaint.

e. If a complaint is not filed in writing but the County receives notice of any allegation that is subject to the UCP, the County Office shall take affirmative steps to investigate and address the allegations, in a manner appropriate to the particular circumstances.

If the allegation involves retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and the investigation confirms that discrimination has occurred, the County will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the complainant, and on others, if appropriate.

f. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the county's educational program, including curricular and extracurricular activities.

g. The Board is required to adopt and annually update the LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.

h. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the county liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between districts.

i. A foster youth, homeless student, or former juvenile court school student who transfers into a district high school or between district high schools as applicable shall be notified of the county's responsibility to:

(1) Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed

(2) Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency

(3) If the student has completed his/her second year of high school before the transfer, provide the student information about district-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1

j. The complainant has a right to appeal the county's decision to the CDE by filing a written appeal within 15 calendar days of receiving the county's decision.

In any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the respondent also shall have the right to file an appeal with the CDE in the same manner as the complainant, if he/she is dissatisfied with the county's decision.

k. The appeal to the CDE must include a copy of the complaint filed with the County office and a copy of the county's decision.

l. Copies of the county's UCP are available free of charge.

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### **County Office Responsibilities**

All UCP-related complaints shall be investigated and resolved within 60 calendar days of the county's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)

For complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the County Office shall inform the respondent when the complainant agrees to an extension of the timeline for investigating and resolving the complaint.

The compliance officer shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)



## **Filing of Complaints**

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, County office staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging county office violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs may be filed by any individual, public agency, or organization. (5 CCR 4630)

2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)

3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by a person who alleges that he/she personally suffered the unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged unlawful discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)

4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

5. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when he/she is not the complainant, requests confidentiality, the compliance officer shall inform him/her that the request may limit the county's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the County office shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

## **Mediation**

Within three business days after the compliance officer receives the complaint, he/she may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the county's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the County office shall take only the actions agreed to through the mediation. If mediation is unsuccessful, the County office shall then continue with subsequent steps specified in this administrative regulation.

### **Investigation of Complaint**

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or his/her representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. He/she shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform both parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the County's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

Similarly, a respondent's refusal to provide the County's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

In accordance with law, the County office shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the county to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

### **Report of Findings**

Unless extended by written agreement with the complainant, a final decision shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint. Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Final Written Decision" below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five business days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. When required by law, the matter shall be considered in closed session. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

In resolving any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent also shall be sent the county's decision and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

### **Final Written Decision**

The County's decision on how it will resolve the complaint shall be in writing and shall be sent to the complainant and respondent. (5 CCR 4631)

In consultation with legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the county's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language. In all other instances, the County office shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
  - a. Statements made by any witnesses
  - b. The relative credibility of the individuals involved
  - c. How the complaining individual reacted to the incident
  - d. Any documentary or other evidence relating to the alleged conduct
  - e. Past instances of similar conduct by any alleged offenders
  - f. Past false allegations made by the complainant
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

- a. How the misconduct affected one or more students' education
- b. The type, frequency, and duration of the misconduct

- c. The relationship between the alleged victim(s) and offender(s)
- d. The number of persons engaged in the conduct and at whom the conduct was directed
- e. The size of the school, location of the incidents, and context in which they occurred
- f. Other incidents at the school involving different individuals

5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the decision may, as required by law, include:

- a. The corrective actions imposed on the respondent
- b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.
- c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence

Notice of the complainant's and respondent's right to appeal the County's decision to the CDE within 15 calendar days, and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:

1. He/she may pursue available civil law remedies outside of the County's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at [www.ed.gov/ocr](http://www.ed.gov/ocr) within 180 days of the alleged discrimination.

### **Corrective Actions**

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or County environment may include, but are not limited to, actions to reinforce County office policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation

6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the County office shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The County office may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that the county does not tolerate it, and how to report and respond to it.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes for students in elementary schools, or any requirement related to the LCAP is found to have merit, the County office shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51223, 52075)

For complaints alleging noncompliance with the laws regarding student fees, the County shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

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### **Appeals to the California Department of Education**

Any complainant who is dissatisfied with the County's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the County's decision. (Education Code 222, 48853, 48853.5, 49013, 49069.5, 51223, 51225.1, 51225.2, 51228.3, 52075; 5 CCR 4632)

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the County's final written decision, he/she, in the same manner as the complainant, may file an appeal with the CDE.

The complainant or respondent shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the County's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant or respondent has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
  2. A copy of the written decision
  3. A summary of the nature and extent of the investigation conducted by the County office, if not covered by the decision
  4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
  5. A report of any action taken to resolve the complaint
  6. A copy of the County's uniform complaint procedures
  7. Other relevant information requested by the CDE
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## **WILLIAMS UNIFORM COMPLAINT PROCEDURE**

### **Notice to Parents/Guardians, Pupils and Teachers: Complaint Rights - E1312.4**

Parents/Guardians, Students, and Teachers:

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

1. There should be sufficient textbooks and instructional materials. That means each student, including an English learner, must have a textbook or instructional materials, or both, to use in class and to take home (does not require two textbooks).
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

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 by statute to hold.

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.

4. A complaint form may be obtained at the school office or Sutter County Superintendent of Schools Office, or downloaded from the school or Sutter County Superintendent of Schools website. You may also download a copy of the California Department of Education complaint form from the following web site:  
<http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

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## **RELEASE OF STUDENT DIRECTORY INFORMATION**

Directory information shall not be released regarding any student whose parent/guardian notifies the school in writing that such information may not be disclosed. (Education Code 49073)

Based on its determination of the best interest of the student, the school may limit or deny the release of specific directory information to any public or private nonprofit organization. (Education Code 49073)

Under no circumstances shall directory information be disclosed to a private profit-making entity other than employers, prospective employers, representatives of the news media, and vendors contracting with the school for graduation, promotion, pictures, yearbooks, etc. Private schools and colleges may be given the names and addresses of 12th grade students and students who are no longer enrolled provided they use this information only for purposes directly related to their institution's academic or professional goals.

Directory information regarding a pupil identified as a homeless child or youth shall not be released unless a parent, or pupil given parental rights, has provided written consent that directory information may be released. (Education Code 49073)

Other provisions of the law permit access to non-directory information in student records without parent consent to the following:

- School and County personnel with legitimate educational interests as defined in County policy
- Out-of-district schools to which student is transferring
- Specified federal and state educational administrators
- Appropriate persons concerned with the health and safety of students or others in cases of emergency
- School attendance review boards

As specified by law, a record is maintained in the file of all persons or agencies requesting or reviewing information from the student record. All other requests for student information by individuals, agencies, or organizations will NOT be honored without a written statement, signed by the parent or guardian, authorizing its release. Parents, guardians or students over eighteen years of age may obtain copies of student records for a fee of ten cents (\$.10) per page.

The Sutter County Superintendent of Schools is not responsible for what students or parents say to the media.

## **RELEASE OF DIRECTORY INFORMATION (AR 5125.1)**

Directory information means information contained in a student record that would not generally be considered harmful or an invasion of privacy if disclosed. Such student information includes: (Education Code 49061; 20 USC 1232g; 34 CFR 99.3)

1. Name
2. Address
3. Telephone number
4. Email address
5. Date of birth
6. Major field of study
7. Participation record in officially recognized activities and sports
8. Weight and height of athletic team members
9. Dates of attendance
10. Degrees and awards received
11. Most recent previous school attended

Directory information does not include a student's social security number or student identification number. However, for purposes of accessing or communicating in electronic systems, directory information may include a student identification number, user identification, or other personal identifier used by the student provided that the identifier cannot be used to gain access to education records except when used in conjunction with a personal identification number, password, or other factor known or possessed only by the authorized user. (34 CFR 99.3)

Directory information also does not include a student's citizenship status, immigration status, place of birth, or any other information indicating national origin.

At the beginning of each school year, all parents/guardians shall be notified as to the categories of directory information the school plans to release and the recipients of the information. The notification shall also inform parents/guardians of their right to refuse to let the school designate any or all types of information as directory information, how to refuse release, and the period of time within which a parent/guardian must notify the school in writing that he/she does not want a certain category of information designated as directory information. (Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37)

In addition, the annual parental notification shall include a statement that directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin and that the district will not release such information without parental consent or a court order.

The Superintendent or designee shall notify parents/guardians that they may request that the district not release the name, address, and telephone number of their child to military recruiters, employers, or institutions of higher education without prior written consent. (20 USC 7908)

### **Parent/Guardian Consent**

No directory information of a student identified as a homeless child or youth as defined in 42 USC 11434a shall be released, unless the parent/guardian, or the student if he/she is 18 years or older, has provided written consent that directory information may be released. For any other student, directory information shall not be released if his/her parent/guardian notifies the district in writing that such information not be disclosed without the parent/guardian's prior consent. (Education Code 49073; 20 USC 1232g, 7908)

For a former student, the district shall continue to honor any valid request to opt out of the disclosure of directory information made while the student was in attendance at the district, unless the opt-out request has been rescinded. (34 CFR 99.37)



## PARENT AND STUDENT AGREEMENTS

I have received the school rules and behavior expectations and understand that I am responsible for knowing and following all school rules. I also understand that I am subject to disciplinary action if I choose to disregard them. In the event that I am involved in any violation of any school rule, or commit a violation of the Education Code, I may be subject to the maximum consequences allowable.

***Please initial the following statements and sign on the appropriate line***

**Parent/Guardian:**

- \_\_\_\_\_ I participated in the Orientation Process, received and reviewed the FRA Handbook, and understand all accompanying Parent/Student Notifications and have had my questions answered.
- \_\_\_\_\_ I understand that FRA has a school Dress Code and I agree to comply with this policy by ensuring that my child will arrive to school in the proper clothing. If my child does not conform, I understand I will be required to bring his/her appropriate clothing to school.
- \_\_\_\_\_ I understand and agree to the Feather River Academy Computer Contract Conditions of Use.
- \_\_\_\_\_ I understand and agree to uphold the cell phone/personal music device policies and understand that FRA is not responsible for any lost, stolen or broken cell phone/personal music device. Confiscated phones/music devices will be returned only to parents/guardians.
- \_\_\_\_\_ I understand and agree to uphold the closed campus policy.
- \_\_\_\_\_ I understand and agree that my child may be interviewed and/or photographed for publication, media, websites and school publications.
- \_\_\_\_\_ I understand and agree that transportation **may be** provided by FRA staff to assist with attendance or other special circumstances.
- \_\_\_\_\_ I have received a copy and agree to the School-Parent Compact
- \_\_\_\_\_ I understand and agree to uphold the school rules and expectations and have received a copy of the parent/student handbook and legal notifications.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Opt-out option* - I do not want my child to watch PG-13 or R-rated movies \_\_\_\_\_

**Student:**

- \_\_\_\_\_ I participated in the Orientation Process, received and reviewed the FRA Handbook, and understand all accompanying Parent/Student Notifications and have had my questions answered.
- \_\_\_\_\_ I understand I am required to comply with the FRA's Dress Code. I agree to come to school in the appropriate clothing. I understand I may receive detention for any class time missed due to a Dress Code violation.
- \_\_\_\_\_ I understand and agree to the Feather River Academy Computer Contract Conditions of Use.
- \_\_\_\_\_ I understand and agree to uphold the cell phone/personal music device policies and understand that FRA is not responsible for any lost, stolen or broken cell phone/personal music device. Confiscated phones/music devices will be returned only to parents/guardians.
- \_\_\_\_\_ I understand and agree to uphold the closed campus policy.
- \_\_\_\_\_ I understand that I may be interviewed and/or photographed for publication, media, websites and school publications.
- \_\_\_\_\_ I have received a copy and agree to the School-Parent Compact
- \_\_\_\_\_ I understand and agree to uphold all school rules and expectations and have received a copy of the parent/student handbook and legal notifications.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_