



Handbook for Alternative Education Program

SOLANO COUNTY OFFICE OF EDUCATION

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Court/Community School Site List

JCCS Administration Office

Golden Hills Education Center
2460 Clay Bank Road
Fairfield, CA 94533

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Golden Hills Community School

Golden Hills Education Center
2460 Clay Bank Road
Fairfield, CA 94533

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Ronald Major, Class Phone: 399-4836
Eloy Chacon, Distance Learning: 399-4816

Golden Hills Distance Learning

Golden Hills Education Center
2460 Clay Bank Road
Fairfield, CA 94533

Eloy Chacon, Class Phone: 399-4816

Juvenile Detention Facility

740 Beck Avenue
Fairfield, CA 94533

Main phone number: 784-6570

New Foundations

740 Beck Avenue
Fairfield, CA 94533

Main phone number: 784-6947

Site Calendars

Any change of hours and/or calendar will be made to students and parents in writing.

Site: Golden Hills Community School

First Day of School	Wednesday	August 16, 2017
Labor Day Holiday	Monday	September 4, 2017
Columbus Day Holiday	Monday	October 9, 2017
Veterans' Day Holiday	Friday	November 9, 2017
Thanksgiving Break	Monday – Friday	November 20 – 24, 2017
Work Day (No Students)	Thursday	December 21, 2017
Winter Break	Monday – Friday	December 22, 2016 – January 5, 2015
M.L. King Day	Monday	January 15, 2018
Lincoln's Birthday	Monday	February 12, 2018
President's Day	Monday	February 19, 2018
Spring Break	Monday - Monday	March 26 – April 2, 2018
Non-Student Day	Friday	April 27, 2018
Memorial Day	Friday - Monday	May 25 – 28, 2018
Last Day of School	Thursday	June 7, 2018

WELCOME LETTER

To our Parents and Students:

Welcome to the Solano County Office of Education (SCOE) Alternative Education program. By attending a Solano County Court/Community School, you have been given the opportunity to further your education and personal development. Due to our increased instructional/curriculum support for teachers, progressive disciplinary plan, student activities, and reward systems for students demonstrating good attendance, academics, and attitude, we know that you will have a successful year.

Parents, staff, and students work together to ensure that effective learning takes place. As a parent, we depend on your involvement on a daily basis. Please talk with your child daily about their progress in school.

Our major aim for the school year will be to raise students' reading levels and assist them in getting caught up with credits. This will prepare them to return to the unified school districts next year. Student responsibilities are based upon the Three A's: ***Academics***, ***Attendance***, and ***Attitude!***

The administration, teachers, and staff look forward to working with you and your child.

Sincerely,

JCCS Administration

VISION STATEMENT

We are a professional teaching and learning community that works to implement effective instructional strategies that will enable every student to be successful. We believe every student can become successful 21st century critical thinkers and learners who have the potential to graduate from high school, go to college and/or trade school and be positive contributing citizens to our community.

MISSION STATEMENT

The SCOE Alternative Education program provides every student an equal opportunity to an enriched education where they are challenged to meet and exceed their individual potential in a safe and structured environment.

PROGRAM OVERVIEW

The SCOE Alternative Education program has one community school in Fairfield. The SCOE also offers educational services to the Juvenile Detention Facility and New Foundations. Middle school and high school students are expected to work toward the completion of course work that meets their district's requirements for high school graduation. High school diplomas can be received from SCOE Alternative Education programs at the Juvenile Detention Facility. A student who completes all graduation requirements at Golden Hills during their term of expulsion is eligible to receive a diploma from the Community School

The Court/Community School Program curricular focus is geared toward the implementation of the Common Core State Standards. Teachers participate in professional development throughout the school year that will concentrate on quality, instructional practices. The primary areas of study at the Court/Community Schools are Literacy, Algebra I/Math, Social Studies, and Science. In addition to those course offerings, all students are given the opportunity to address their individual needs in elective areas. The class size at our County Community School is limited to 24 students. Each class is supervised by and receives instruction from a credentialed teacher and a para educator.

ENROLLMENT

All referrals will come from the Fairfield-Suisun Unified School District and the Solano County Probation Department. When a referral is received in the community school office, staff will call the parent/guardian to set up an intake appointment a school administrator or designee. At this meeting, all school rules, policies and procedures will be reviewed with the student and parent/guardian.

EXIT

A student's violation of school and classroom rules and regulations may result in the administrator withdrawing the student's enrollment in the community school program. Classroom teachers implement several intervention strategies when a student is non-compliant. Such strategies include verbal warning, counseling the student, giving the student an opportunity to write a paragraph about the situation, and a time-out period. Teachers will contact the Program Administrator or Director following non-compliant behavior from a student. A discussion of consequences follows. If defiant and disruptive behavior continues, the student may be placed in the Distance Learning Program for a set amount of time.

STUDENT RECORDS – PARENT ACCESS AND PRIVACY

The school will keep records as deemed necessary to respond to the needs and interests of students. Parents (and students 18 years of age and older) have the right to inspect and review all pertinent records relating to their child (or themselves). Records will be available for review at any mutually convenient time during the school day. If there are concerns regarding the accuracy or appropriateness of any information or record maintained by the school, it is appropriate to discuss the matter with the school administrators. When a student moves from one school site (class) to another, records will be transferred in accordance with state and federal law. The contents of such records are in accordance with Education Code 49060-49079, and Title 5, California Administrative Code, Article 3, Individual Pupil Records, Sections 16020 and thereafter.

RESPONSIBILITIES

Parent Responsibilities

1. Get the student to class daily and on time.
2. Partner with the school staff in correcting inappropriate behavior, and support positive student achievement.
3. Contact the school when the student is absent.
4. ***Immediately*** inform the school of all changes in address and phone numbers.
5. Communicate with teacher
6. Actively participate in your student's education.

Contacting Teachers

There is a telephone in each classroom for staff use only. Students are not allowed to receive calls while in class. If the telephone is busy, leave a voice mail message for the teacher and he/she will return your call as soon as possible.

When a student is absent from class, the parent is responsible for contacting the teaching staff about the reason for the absence. On the day of absence, the contact can be made by telephone, but after the day of absence, the parent must clear the absence with a note.

To receive reminders via text, text @ghcs-scoe to 81010. You can opt-out of messages at any time by replying, 'unsubscribe @ghcs-scoe'. If you prefer to receive reminders via email, send an email to ghcs-scoe@mail.remind.com. To unsubscribe, reply 'unsubscribe' in the subject line.

Visiting Site

Parents/Guardians are encouraged to visit their student's classroom and meet with the teacher. Parents must first register with the office. Office personnel will notify the teacher and administrator of the parent's desire to enter the classroom.

Staff Responsibilities

1. Implement effective instructional programs which attempt to engage students in the learning process.
2. Encourage positive teacher-student relationships.
3. Provide a classroom environment that employs successful classroom management strategies.
4. Employ positive reinforcement techniques to promote daily attendance, improved behavior, and academic success.

Student Responsibilities (A-A-A)

Attendance – An important factor in academic success is being at school every day, on time, ready to participate and learn.

Attitude – Each student is expected to exhibit positive behavior toward staff, other students, and the public

Academics – Each student is required to accurately complete assignments that meet the unified school district's graduation requirements.

Attendance

Each student is expected to be in class every day and on time. Students must enter the classroom at the start time. If a student is not present within 30 minutes of the start of class, she/he is considered truant, absent, or tardy, and school staff will call the parent/guardian. Breakfast will be served only between 8:00-8:15am. If students arrive after breakfast, they will be required to wait until a classroom break to eat anything.

ATTENDANCE POLICY

Compulsory Education: Each person between the ages of 6 and 18 years not exempted by law is subject to compulsory full-time education per Education Code 48200.

ABSENCES:

Parents/Guardians of **ALL** students must notify the school whenever it is necessary for a student to be absent, to arrive late, or to be dismissed early. Any absence not reported or verified by the parent/guardian within 48 hours after the student returns to school may count as an *unexcused* absence. A student absent for an extended period of time due to illness (3 days or longer) may be required to provide medical documentation of illness.

EXCUSED ABSENCES FOR COMPULSORY ATTENDANCE (E.C. 48205):

Accepted excused absences include: illness of student; medical, dental, optometry, psychiatric or chiropractic appointments; quarantine; death in the student's immediate family; justifiable personal reasons, such as court appearances, observance of religious holiday or ceremony, attendance at a religious retreat (limited to four hours per semester), or if the student is the custodial parent of a sick child; and any pre-approved absence requested in writing by the parent that is consistent with policy and approved by the principal or designee.

UNEXCUSED ABSENCES:

Absences for all other reasons are unexcused and shall be treated as truancy. Oversleeping, car/transportation problems, baby-sitting, work, job interviews, running errands for self or parents, etc., are **not excused absences**.

ABSENCE VERIFICATION:

To verify an absence, the school shall require from the parent/guardian the following information: pupil's name, name of person and relationship of person verifying the absence, date of absence (verification), and reason for absence. An absence may be verified through a phone call *and* a note from the parent/guardian.

CHECKING OUT / ILLNESS AT SCHOOL:

The school is liable for students during the school day, therefore students leaving during the school day *for any reason* must check out in the school office. Any student who becomes ill at school and must go home shall report to the school office. The school will contact the parent/guardian to arrange transportation.

TARDINESS:

A **tardy** is defined as being late without a valid excuse (E.C. 48260) at any time during the school day. Detention time and make-up work will be assigned to classroom students for tardiness. If a student is not present within 30 minutes of the start of class, (s)he is considered to be either truant, absent, or tardy, and the parent will be notified.

MAKE-UP WORK:

Classroom students who have an absence or tardy may be required to complete missed assignments. This also applies to out-of-school or in-school suspension. It is the student's/parent's responsibility to contact his/her teacher(s) within a reasonable time frame to make arrangements for making up missed assignments, tests, etc.

Interventions for Truancy

- **Determining reason for absence:** The teacher or para educator will contact the parent/guardian each day a student is absent to determine if the absence is excused or unexcused. If school staff cannot confirm an excusable absence, they will contact the probation department (when applicable).
- **Three unexcused absences:** Staff completes and submits a truancy report. The report is signed by the administrator and mailed to the parent/guardian, district office, and probation officer (when applicable).
- **Six unexcused absences:** Staff completes and submits a second truancy report. The report is signed by the administrator and forwarded to the attendance clerk, district office, and probation officer (when applicable). The parent/guardian receives a copy of the truancy report and a letter from the administrator **requiring** a Student Attendance Review Team meeting with both the parent and the student. District personnel and the probation officer (when applicable) are invited to attend this conference. The letter will include a statement alerting the parent/guardian to the fact that the student may be withdrawn from the program if the student continues to be absent.
- **Nine unexcused absences:** Staff completes and submits a third truancy report. The administrator reviews the student's status and makes a decision concerning the student's continued enrollment in Court/Community School. A referral to the SARB panel will be initiated. If the student's attendance fails to improve, a request for citation will be issued for the family to appear in Truancy Court.

NOTE: If you are receiving assistance from the Department of Health and Social Services for your child, it is imperative that (s)he attend school every day. The guidelines state that a student must maintain an attendance rate of 90% or better each month. The Department of Health and Social Services will be notified of any student whose attendance drops below 90% in any given month, and the department will respond accordingly

ATTITUDE

Dress Code:

All students are expected to attend Court/Community School dressed appropriately. STUDENTS ARE ENCOURAGED NOT TO BRING EXPENSIVE JACKETS, CLOTHING, SHOES, LARGE SUMS OF MONEY, ETC., TO CAMPUS. SOLANO COUNTY COURT/COMMUNITY SCHOOL IS NOT RESPONSIBLE FOR SUCH ARTICLES.

Because it is the belief of the Court/Community School program that appropriate student attire and personal grooming are important, the following rules will be enforced:

1. All clothing should be appropriate for school.
2. Any clothing that exposes undergarments is not allowed.
3. No ripped, torn, or frayed clothing.
4. Shoes must be worn at all times. No slippers are allowed.
5. Students must wear shirts at all times.
6. Articles of clothing which display profanity, obscenity, vulgarity, or any other questionable printing, including slogans which promote tobacco, alcohol, drugs, or sex, or in some way materially interfere with schoolwork, or create disorder or disruption in the educational process, are not allowed.
7. Halter tops, strapless, backless shirts, spaghetti straps, single strapped shirts, or shirts which do not cover the midriff area are not allowed.
8. No short shorts or miniskirts. Shorts/skirts cannot be shorter than the length of your fingertips extended at your side.
9. Dress in gang-style is not permitted. No gang-related attire is to be worn. Gang-style and gang-related attire is defined by the Solano County Gang Task Force and the Police Departments.
10. Males may not wear undershirts as shirts.
11. No sagging pants. Pants must be secure at the waist.
12. No hanging belts. Belts must not be more than one size too large or one size too small.
13. No wallet chains, cables, etc.
14. Jewelry which could distract the educational process or which could be a safety or health issue is not acceptable. Spiked jewelry is not allowed.
15. Absolutely no bandanas, nets, or nylon headgear.
16. No shoes with built-in skates.
17. No pajamas.
18. No hats, hoods, or head coverings of any type may be worn inside the buildings.

ACADEMICS

Juvenile Court and Community School Credit Policy:

A student may earn up to 30 credits per semester during his/her stay at the Juvenile Court and Community School. Extra credits can be earned by working with the individual classroom teacher after the day has ended. A student may earn additional course credits per semester in all the core subject areas and approved electives.

Teachers awarding credit for afternoon courses will have an administration-approved plan, including course scope and sequence, before a student is enrolled.

Juvenile Court and Community School Core Course Offerings:

English 9,10,11,12 (10 Units each)
World Civilization (10 Units)
U.S. History (10 Units)
Economics (5 Units)
Government (5 Units)

Integrated Math III (10 credits)
Integrated Math II (10 credits)
Life Science (10 Units)
Physical Science (10 units)
Integrated Math (10 units)

Juvenile Court and Community School Guided Instructional Study Course Offerings:

World Civilization (5 units)
World Geography (5 units)
U.S. History (5 units)
Economics (5 units)
U.S. Government (5 units)
General Science (5 units)
Life Science (5 units)
Earth Science (5 units)

Physical Science (5 units)
Keyboarding (5 units)
Computers (5 units)
Art (5 units)
Health (5 units)
Physical Education/Sports (5 units)
Career Exploration (5 units)
Teacher's Aide (5 units)

Individualized Learning Plans

Each student will work with their classroom teacher to develop an Individual Learning Plan that will guide their instruction. This plan will be reviewed every six weeks.

Progress Reports and Report Cards

Report cards are mailed to parents at the end of each semester. The first semester ends in late December, and the second semester ends in June.

Testing

Students' academic skills will be assessed with both internal and external assessments.

Internal assessments will involve students taking the Renaissance STAR Reading and STAR Math assessments. These tests provide accurate assessment of the students' skills in reading and math. Students will benefit from continuous internal monitoring throughout the year as teachers utilize supplemental materials to measure student progress.

External assessments, such as the Smarter Balanced Assessment Consortium (SBAC) , will also be administered to students. Parents will be notified of these test dates and of any additional state mandated testing prior to the period in which tests are given. Results are mailed to parents during the month of August or September.

The California High School Exit Examination (CAHSEE), formerly a graduation requirement for students in California public schools, was suspended effective January 1, 2016.

Graduation

In order for expelled students to receive diploma from Golden Hills Community School, all expulsion terms issued by the referring district must be completed.

SCHOOL RULES

1. Students will address teachers and all adults on site by their titles (Mr., Ms., etc.) and will respectfully listen to and follow specific directions that are given.
2. Students enrolled at Court/Community School are not allowed on the campus of any other school without the permission of that school's administration.
3. Students must get permission from their classroom teacher before leaving the classroom or the campus during school hours.
4. Students who sleep in class may be sent home and counted as truant.
5. There is **NO SMOKING ON CAMPUS**. The California Legislature banned smoking, possession of tobacco products, and/or incendiary devices, i.e., lighters or matches on school campuses.
6. Backpacks are **not** allowed on campus.
7. Drinks are not permitted on campus. All beverages need to be provided by the teachers or purchased from the school store.
7. Do not smoke along the street leading to your school site.
8. Walk on the sidewalk of the street leading to your school site, not in the street.
9. Walk your bike on the sidewalk leading to your school site, not in the street.
10. **Cellular phones are allowed on campus**. If a student has a phone in his/her possession, it has to be turned on silent or off during school time. Violation of this policy the first time will result in the phone being kept by the teacher or Administrator until the end of the day. The second offense will result in a parent having to pick up the phone in the principal's office.
11. **The Solano County Office of Education is not responsible for the loss, theft, or damage of personal items brought to school by students. Students bringing personal items to the school site are responsible for the care and safekeeping of such property. Students are encouraged to leave valuables at home.**
12. No outside literature should be brought to the school site without prior approval from the student's teacher.
13. Students are expected to follow specific site procedures with regard to consequences of tardiness, i.e., arriving after designated start time of the school day.
14. Although we follow a progressive disciplinary plan, students who participate in activities that violate California Education Code 48900 are subject to immediate suspension from school. Behaviors that violate the California Education Code 48900 are described in the following chart:

STUDENT MISBEHAVIOR AND PROGRESSIVE DISCIPLINARY ACTION

Reviewed 8/18/03

Problem Area	1 st Intervention	2 nd Intervention	3 rd Intervention
Alcohol – Use, Possession, Providing	3-day Suspension & Mental Health Counseling /Exit from program	Exit from program	
Arson	Exit from program		
Battery on School Staff	Exit from program		
Bomb Threat	Exit from program		
Burglary	5-Day Suspension &/or Exit from program.	Exit from program	
Causing Serious Physical Injury	Exit from program		
Damaging School or Staff Property (\$20 or more)	3-Day Suspension/ Restitution	Exit from program	
Defiance ¹	1-day Suspension	1-3 Day Suspension	5-Day Suspension – Exit from program
Disruption on School Property or Classroom	1-Day Suspension	Parent Conf – 1-3 Day Suspension	5-Day Suspension &/or Exit from program
Drugs – Possession, Use, Dealing	3-Day Suspension/Drug Counseling/ Exit from program	Exit from program	
Electronics (beepers, cell phones, etc.)	Parent must pick up	Confiscated for remainder of semester (parent must pick up)	
False Fire Alarm	3-Day Suspension/Conference w/Fire Dept. Rep./Community Service	Exit from program	
Fighting/Battery ²	5-Day Suspension	Exit from program	
Forgery	1-Day Suspension	3-Day Suspension & Parent Conference	5-Day Suspension &/or Exit from program
Gambling	1 -3-Day Suspension	5-Day Suspension	Exit from program
Harassment and/or Hazing of School Staff or Students	1-3 Day Suspension	5 Day Suspension	Exit from program
Immoral Conduct	Mental Health Counseling – Suspension	Exit from program	
Inappropriate Dress	1-Day Suspension	2-Day Suspension	Exit from program
Profanity, Vulgarity, Obscenity	2-Day Suspension	3-5 Day Suspension	Exit from program
Sexual Harassment / Assault	3-5-Day Suspension &/or Exit from program	Exit from program	
Robbery or Extortion	5-Day Suspension &/or Exit from program	Exit from program	
Terrorist Threats	5-Day Suspension &/or Exit from program	Exit from program	
Theft or Knowingly Receiving Stolen Property	3-5-Day Suspension	Exit from program	
Threat of Battery on School Staff	3-5-Day Suspension or Exit from program	Exit from program	
Tobacco – Possession or Use	Counseling with Student, Teacher, & Administrator	1-Day Suspension	3-Day Suspension or Exit from program
Truancy ³	3 Day Notice (sent to home and P.O.)	6 Day Notice (sent to home and P.O.)	10 Days = Exit from program
Verbal Abuse/Assault	1-3-Day Suspension	3-5 Day Suspension and/or Exit from program	5-Day Suspension and/or Exit from program
Violation of Closed Campus	2-Day Suspension	3-Day Suspension	Exit from program
Weapons or Items Used as Weapons – Possession of	Exit from program		

1. Defiance is the refusal to follow specific direction from a school staff member. Indicator of defiance may be by verbal or active means, e.g., a staff member asking the student if he/she is refusing to follow directions.
2. Fighting is defined as mutual combat between two people. Exit from program shall be recommended for any occurrence where more than two individuals are involved.
3. Absent from school without valid excuse 3 days, or tardy greater than 30 minutes three times.

Classroom Rules

The following are basic rules to guide each Court/Community School classroom, in addition to individual classroom rules established by the teacher.

1. No profanity.
2. No putting down others.
3. Consistent and punctual attendance.
4. A respectful attitude toward self and others.
5. Adherence to school dress code policy.
6. Completion of all assignments, academic and otherwise.

Suspensions

The intent of the suspension policy and procedure is to (a) provide for the safety of the student(s) involved, other students, and staff; (b) protect the integrity and environmental conditions of our educational programs and support areas (i.e., classroom, offices, and other work areas); and (c) protect the due process rights for students, parents, and staff.

The suspension of a student should occur only for reasons enumerated in Section 48900 of the Education Code (refer to chart on page 16). In situations involving progressive discipline measures, suspension should be a final recourse. The maximum classroom suspension implemented by the teacher is for the day of the incident and the following day.

Classroom Suspension Procedures

- The staff will escort the student to the school office. The student will be given the opportunity to write or verbalize his/her viewpoint.
- The staff will contact the parent/guardian to inform him/her of the class suspension.
- If a parent conference is required, then the parent and student must be present before the student can return to school. The program administrator should attend this conference if requested by either party, or if the administrator determines his/her presence would be appropriate.

Administrative Student Suspension Procedures

- A staff member will escort the student to the school office and notify the administrator.
- The teacher will give to the administrator on site a student incident report that details behavior interventions attempted. If the situation persists, the student will be asked to write or state his/her perspective of the incident.
- If the student is disruptive/uncooperative in the office, additional days of suspension may be given. If the student continues to be disruptive/uncooperative, legal authorities may be contacted to have the student removed from the campus.
- The administrator will counsel the student.
- The administrator will contact the parent/guardian/probation officer to inform him/her of the suspension and to determine how the student is to leave the campus.
- If the parent/guardian cannot be contacted, the student will remain in the school office until students are released for the day.

- If the parent/guardian gives permission for the student to leave campus, the administrator/probation officer/secretary will note that information on the log in the school office.

The administrator will contact the parent/guardian/probation officer/teacher (and others as needed) to attend a conference before the student may return to school.

SUPPORT SERVICES

Golden Hills students have the opportunity to participate in and receive support services. Program activities include but are not limited to anger management, substance abuse counseling and social/emotional support. Services offered are one option to support your child in completing the terms of their rehabilitation plan. Please contact the office for further information.

Lunch Program

Lunch is available to students who qualify for free or reduced lunch.

Administration of Prescribed Medication for Students

During the regular school day, any student who is required to take medication prescribed by his/her physician may be assisted by a designated school person, if the school receives a form (provided by the school) that is completed by the parent and physician detailing the method, the dosage, and the time medication is to be administered (Education Code Section 49423). Medication must be supplied by the parent in the original prescription container, clearly labeled with the student's name, medication, dosage, and directions.

Cooperation in Control of Communicable Disease and Immunization of Students

The governing board of any school district must cooperate with the local health officer in measures necessary for the prevention and control of communicable diseases in school-age children.

Medical Service and Emergency Data Card

For the protection of the health and welfare of all students, parents of a student enrolled in Court/Community School shall provide current emergency information to the school of attendance. This emergency information consists of the home address and telephone number, business phone number, and the name, address, and phone number of a friend or relative authorized to care for the student if the parent cannot be reached (Education Code 49408). This data must be updated when changes occur.

The emergency data card lists the only persons authorized by the parents to take control of a student and/or authorize a student to leave campus. No person will be allowed to remove a student from campus that is not designated by the custodial parent/guardian.

Interviewing and Photographing Students

From time to time, the Solano County Office of Education occasionally uses photographs taken throughout the school year to feature in their various publications. To opt out, parents may complete an opt-out form.

Special Education Students

Court/community schools serve Special Education students when the Individual Educational Program (IEP) team recommends placement in either the day or contract-learning program. The referring unified school district will provide Resource Special Program (RSP) services as appropriate to comply with the student's IEP or 504 Plan.

SARB/Expelled Referrals

Before enrolling, a School Attendance Review Board (SARB) referred or expelled special education student, the unified school district of residence must complete the change of placement IEP. The Court/Community School principal should be notified of the IEP and have the opportunity to attend or send a representative.

The IEP team may include:

- a) the community school principal
- b) the community school teacher
- c) the current district administrator/designee
- d) the current district teacher
- e) the parent/guardian
- f) the student
- g) the probation officer (when applicable)
- h) other individuals who may assist in the development of the IEP

Responsible Local Agency

In California, special education programs within a Special Education Local Planning Area (SELPA) have one agency determined as the Responsible Local Agency. The Responsible Local Agency in this area is the Solano County Superintendent of Schools. The Solano County Superintendent of Schools' office is designated as the entity that receives and distributes regionalized service funds, that provides administrative support, and that coordinates the implementation of the plan (Education Code Section 56030).

Student/Parent Responsibility for School Materials

It is the responsibility of students using instructional materials provided by the Solano County Office of Education Court/Community School program to return these materials in good condition, with allowance for normal use. As authorized by law and district policy, students' grades, transcripts, and diplomas shall be withheld until the student or parent/guardian has reimbursed the county for damage or non-return of books (Education Code Section 48904).

Child Abuse

Child abuse means a physical injury which is inflicted on a child by other than accidental means by another person. Child abuse includes the sexual abuse of a child. Child abuse can also mean neglect of a child. Child abuse does not mean a mutual fight between minors (Penal Code Section 11165.6). By law, all instances of suspected child abuse must immediately be reported to the local Children's Protective Agency or Police Department. A written report must be submitted within 36 hours of receiving information of the incident (Penal Code Section 11166). Any person reporting a known or suspected instance of child abuse shall not incur civil or criminal liability as the result of any report unless it can be proven a false report was deliberately submitted (Penal Code Section 11172). All reports shall be confidential (Administrative Policy 5210.2 Suspected Child Abuse).

Uniform Complaint Procedures

If any person, group, or organization feels that the County and/or its employee(s) violated any federal or state law, regulation or Board Policy, they shall have the right to file a complaint under the Uniform Complaint Procedure adopted by the County Board Of Education.

- Admin. Policy 4360.1 Complaints Concerning School Personnel
- Admin. Policy 6410.1 Uniform Complaint Process Regarding Student Instruction

Non-Discrimination

County programs and activities shall be free from discrimination with respect to sex, race, color, religion, national origin, ethnic group, marital or parental status, and physical or mental disability.

- Admin. Policy 4340.1 Equal Employment Opportunity and Non-Discrimination

Sexual Harassment

This policy forbids discrimination against any student, employee, or applicant for employment on the basis of sex. The Board of Education and administration will not tolerate sexual harassment activity by any of its employees, students, or other persons coming onto school grounds. Board Policy 5145.7 clearly states that Sexual Harassment of any kind will not be tolerated at the Community School.

- Admin. Policy 4340.1 Equal Employment Opportunity and Non-Discrimination

APPENDIX

COURT/COMMUNITY SCHOOL ELIGIBILITY

Students may enroll in a Court/Community School, pursuant to E.C. 1981, if the pupil is one of the following:

Average Daily Attendance (ADA) for community school shall be claimed only for pupils who are residents of the county in which apportionment is reported or who are residents of a county immediately adjacent to the county claiming ADA. (E.C. 51747.3(b))

(A) Expelled from a school district for any reason *other than* those specified in subdivision (a) or (c) of section 48915.

48916.1(d) If the pupil who is subject to the expulsion order was expelled from any of kindergarten or grades 1 to 6, inclusive, the educational program provided pursuant to subdivision (b) shall not be combined or merged with educational programs offered to pupils in any of grades 7 to 12, inclusive. The district or county program is the only program required to be provided to expelled pupils as determined by the governing board of the school district.

(B) Referred to county court/community schools by a school district as a result of the recommendation by a School Attendance Review Board (SARB) or pupils whose school district of attendance have, at the request of the pupil's parent or guardian, approved the pupil's enrollment in a county community school.

Attendance generated by students in county court/community schools pursuant to subdivision (a), (b) of Section 1981 shall be credited to the district of residence. The district will then pay the county full revenue limit per average daily attendance credit. (E.C. 1982) (based on P-2)

(C) (1) Probation-referred pursuant to sections 300, 601, 602, and 654 of the Welfare and Institutions Code.

(2) On probation or parole and not in attendance in any school.

(3) Expelled for any of the reasons specified in subdivision (a) or (c) of Section 48915.

Only pupils enrolled because they were expelled pursuant to subdivision (c) of Education Code Section 48915 qualify for the "Type C" rate.

Under current law the only pupils in county court/community schools and group home and institution schools whose attendance may be funded at the juvenile court school funding rate and pupils who both (a) have been referred by the county probation department under sections 601 or 654 of the Welfare and Institutions Code, and (b) have had an individualized review and certification of the appropriateness of his or her enrollment by statutory specified representatives including a representative of the court, the county office of education, the county probation department, and either the school district or residence, or in cases in which the pupil resides in a group home or institution, the school district in which the group home or institution is located. Further, the pupil's proposed placement is not "appropriate" (or, hence, apportionable) unless the school district representative has agreed to it and each pupil, when appropriately placed, also has a probation officer assigned to his or her juvenile court school funding rate, sometimes known as the "Type C" rate, unless the pupils also meet all of the foregoing criteria. (Education Code Sections 1981, 1982.5, and 42238.18 (c), Welfare and Institutions Code Sections 654, and 654.3.) (1996-97 Audit Guide)

Attendance generated by pupils in county court/community schools in kindergarten or any of grades 1 to 6, inclusive, who are enrolled pursuant to paragraph (1) or (2) or subdivision (c) of section 1981 shall be credited to the district of residence. (E.C. 1982)

When a student is probation-referred, the county revenue limit is earned and apportionment goes directly from the state to the County Office of Education (based on Annual).

(C) Homeless Children

Calif. Ed. Code 1981.2.1 For purposes of this chapter, the term “homeless children” means either of the following:

- (a) A school-aged child who lacks a fixed, regular, and adequate nighttime residence.
- (b) A school-aged child who has a primary nighttime residence that is any of the following: (1) A supervised publicly or privately operated shelter designed to provide temporary living accommodations; (2) An institution that provides a temporary residence for individuals intended to be institutionalized; (3) A temporary, makeshift arrangement in the accommodations of other persons; (4) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

The revenue limit per unit of average daily attendance of the largest unified school district in the county is used to determine the revenue limits for County Office of Education Offices who provide education for homeless children. (E.C. 2558.2)

Solano County Office of Education

Textbook Responsibility

We, the undersigned, understand that it is the responsibility of the student and parent/guardian to reimburse the SCOE Juvenile Court/Community School program for the value of any textbook that may become lost or damaged while assigned to the student.

We further understand that report cards will not be released to the parent/guardian or student until fines are paid in connection with lost or damaged textbooks.*

Date: _____

Name of Student (please print): _____

Student's Signature: _____

Parent/Guardian's Name (please print): _____

Parent/Guardian's Signature: _____

Titles, Numbers of Textbooks Issued to Student _____

*Suggestion: The expense incurred at the current school will be forwarded to the student's next school and will be collected there before a report card will be issued.