Mission:
Provide an educational environment that fosters success and empowers students by providing them the tools to conquer personal challenges, realize their potential, build self-confidence, set and attain goals and become productive members of the community.
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Dear Parents/Guardians and Students,

Welcome to Yolo County Office of Education’s Alternative Education Programs:

My name is Gayelynn Gerhart, I am the Alternative Education Principal. I live in the community and have worked for Woodland Joint Unified School District for 24 years and Sutter County Superintendent of Schools for 5 years.

As I begin my 32nd year in education, I couldn’t be more excited to be with the Yolo County Office of Education.

We truly believe that communication is the key to a successful educational experience. Together, we will continue to improve the quality of our school community and provide the best for the students at any of our ALTERNATIVE EDUCATION PROGRAMS. Education is a partnership between the school, students, parents/guardians, and the community. All students are more successful when we work as a team to achieve educational goals.

I hope each of you have been enjoying your summer. I also hope you’re looking forward to a great school year. The year will be busy, exciting, and hopefully very rewarding for each student.

Please do not hesitate to contact me Gayelynn.Gerhart@ycoe.org or the front office at (530) 668-3090.

With kind regards,

Gayelynn Gerhart

Principal, Alternative Education Programs
Alternative Education Programs

Cesar Chavez Community School  
255 West Beamer Street  
Woodland, CA 95695  
530-668-3090

Cesar Chavez Community School- WS  
930 Westacre Road  
West Sacramento, CA 95691  
916-375-7600 ext.1251

YCCA (Yolo County Career Academy) Charter School  
1280 Santa Anita Court, Suite 190  
Woodland, CA 95776  
530-668-3738

YCCP (Yolo County Construction Program)  
255 West Beamer Street  
Woodland, CA 95695  
530-668-3090

Alternative Education Administration

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530-668-3090

Selyna Leach, Administrative Secretary (YCCA)  
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530-668-3738

Alternative Education Support Staff

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Email: Kaelin.Souza@ycoe.org

__________, RSP Teacher (Special Ed)

Jessica Bohatch-Easton, Program Specialist III (Special Education)  
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Karen Swan, College & Career Specialist  
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Eric Banuelos, Adult Ed Workforce Specialist  
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Jose Hernandez, Brown Issues Mentor  
Email: Hernandezsc3@aol.com

Olga Nevarez, Consultant  
Email: Olga.Nevarez@ycoe.org
Woodland Chavez Staff

Nathan Samson  
Bruce Lewis  
Trino Savala, Youth Advocate  
Nichole Whitten, Probation Officer  
Elyse Doyle-Martinez  
Davina Huerta  
Lauren Witham

Email: Nathan.Samson@ycoe.org  
Email: Bruce.Lewis@ycoe.org  
Email: Trino.Savala@ycoe.org  
Email: Nichole.Whitten@yolocounty.org  
Email: Elyse.Doyle-Martinez@ycoe.org  
Email: Davina.Huerta@ycoe.org  
Email: Lauren.Witham@ycoe.org

West Sacramento Chavez Staff

Richard Glaves  
Tony Lopez, Youth Advocate  
Maria Perez

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Email: Tony.Lopez@ycoe.org  
Email: Maria.Perez@ycoe.org

YCCP Staff

Tommy Hobbs  
Jacob Hunter, Probation Officer  
______________________, Para Educator

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Email: Jacob.Hunter@yolocounty.org  
Email: ______________________

YCCA Staff

Ismael Hernandez,  
Manolo Jauregui  
Pasquel Marquez  
Scott Sax  
Alfonso Gonzalez

Email: Ismael.Hernandez@ycoe.org  
Email: Manolo.Jauregui@ycoe.org  
Email: PM@Marquezdesign.com  
Email: Scott@missionwake.com
## Bell Schedules

### Cesar Chavez, Woodland

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>Begins</th>
<th>Ends</th>
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<tbody>
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<td>11:10 AM</td>
</tr>
<tr>
<td>2</td>
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### Cesar Chavez, West Sacramento

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<td>3</td>
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<tr>
<td>Break/Lunch</td>
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<tr>
<td>4</td>
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### YCCP, Woodland

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### YCCA, Woodland

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<td>10:40 AM</td>
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<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>2:30 PM</td>
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</table>
Orientation Process

New students (and at least one parent or guardian if possible) are required to attend an orientation with the school counselor prior to starting classes at an ALTERNATIVE EDUCATION PROGRAM. Orientations will be scheduled once an appropriate referral and all registration paperwork have been received. Orientations are scheduled on Tuesdays and Thursdays. During orientation students will be asked to check all completed registration paperwork for accuracy. Students and parents will be introduced to an ALTERNATIVE EDUCATION PROGRAM and the opportunities that students are afforded at an ALTERNATIVE EDUCATION PROGRAM. Students and parents will review the student handbook and then sign indicating that they understand and are willing to comply with all rules, expectations, and policies. Once these steps have been completed each student will be scheduled into classes and will start school Thursday 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 an ALTERNATIVE EDUCATION PROGRAM staff to request records, review transcripts, behavior and any other pertinent information to design each student’s program so they are successful.

Once enrolled, student academic assessments will be scheduled during the student’s first two weeks of attendance. This will assist in the placement of students into appropriate classes. Each student will have the opportunity to review the student transcripts and assist in the development of an Individual Learning Plan (ILP).
Graduation Requirements

### English/ELD 7th/8th

#### Math 7th/8th

#### Health

#### Social Studies 7th/8th

#### Physical Education

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
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<tbody>
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<tr>
<td>Math</td>
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</tr>
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<td>Biology</td>
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</tr>
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<td>Economics</td>
<td>5</td>
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<tr>
<td>Physical Education</td>
<td>20</td>
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<td>CTE/Fine Art/Foreign Lang</td>
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</tr>
<tr>
<td>CTE (for YCCA only)</td>
<td>10</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>140/150</strong></td>
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</tbody>
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**7th & 8th**

Independent Studies Program

### Grading Periods

Alternative Education Programs has 6 grading periods where grades and credits are issued. There are three grading periods in each semester as indicated below.

#### Grading Period:

1. September 28, 2018
2. November 2, 2018
3. December 21, 2017 (End of 1st semester)
4. February 15, 2019
5. March 29, 2019
6. June 7, 2019 (End of 2nd semester)

June 5, 2019 for West Sacramento
Place Current School Calendars (3)
Place Current School Calendars (3)
Place Current School Calendars (3)
Student Behavior Expectations

Attendance:

It is important that your child attend school daily and to be on time. Prompt, regular attendance supports your student meeting their educational goals. This is an important habit to observe and will serve your child well.

Attendance Procedure:

1. A parent/guardian must contact the school secretary by phone or email before 9:00am the day of the absence.
2. A parent/guardian may send a signed and dated note from the doctor, the following day of the absence.* Notes or phone calls will be accepted within 3 days of the student’s return to school. After 3 days, the absence will be considered unexcused if a note or phone call is not received.
3. Notify the office secretary for emergency absences, early departures, or planned absences such as court, religious activities, or death of an immediate family member.
4. Parents/guardians are required to sign their student out of school if the student leaves earlier than the dismissal time.
5. Any absence of more than 3 days in a row may requires a note from a medical doctor specifying the reason for absence in order for the additional days to count as excused absences.
6. Any student having 10 excused absences during a school year may need a doctor’s note, court documentation or counseling documentation for each and every day of additional absence after those 10 days in order for the absence to continue to be excused.
7. When children go “out of town” with parents or are out of school for “family emergencies” the absence will be unexcused.

Early Dismissal:

If parents need to have their child leave school early, they must send a note to the office with the date and time of desired early dismissal, call the front office with this information, or come into the office to sign the student our early. Any student leaving with parental permission must sign out on the school log in the office.
(*Please make every effort to schedule doctor and dentist appointments outside of school hours. All absences, excused and unexcused, will be reviewed when your child is desiring to return to his/her home school.)*

**Student Messages:**

Phone calls to the classroom will not be put through to give students personal messages, this interferes the learning environment.

**Truancy:**

1. Students shall be classified as truant if absent from school without a valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. (Education Code 48260)
2. Any student who has once been reported as a truant 3 or more days shall again be reported as a truant if he/she is absent from school without valid excuse one or more days or is tardy one on one or more days. (Education Code 48261)
3. Consequences for truancy may include the following actions by the school.
   a. Parent/guardian Conference
   b. Parent/guardian may attend school with the student one full day
   c. Truancy Notice Letters 1 and 2
   d. SART Contract
   e. District Attorney Referral
   f. Reinstatement to home school
   g. Community Service

**Tardiness:**

1. If an unavoidable problem prevents a student from being on time the parent/guardian should call the school before 9:00 am.
2. If students are tardy for any reason, they must check into the office and request a pass to class.
3. If students are frequently tardy, a parent conference will be scheduled with the Principal and/or Vice Principal.
4. Students tardy over 30 minutes, 3 or more times per year without a valid excuse will be considered truant.
5. The parent/guardian who fails to meet this obligation may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48260.
**Dress Code:**

The Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. Students are expected to give proper attention to personal cleanliness and to wear clothes that are suitable for participation in school activities. Students’ clothing must not present a health or safety hazard or a distraction which would interfere with the educational process. (Education Code 32282f)

It has been determined that appropriate dress for alternative education programs is the following:

1. The colors red or blue or shades of red or blue are not permitted. This includes hats, jackets, skirts, shorts, pants (except all blue - blue jeans), belts, shoes or shoe laces.
2. Undergarments must be concealed at all times. See through fabrics, halter tops, off-the-shoulder or low cut tops, undershirts or muscle shirts, torn off sleeves, bare midriffs, spaghetti straps (all straps must be a minimum of 1-1/2" wide), tube tops are all prohibited.
3. Shoes must be worn at all times. No slippers.
4. Jackets and jewelry that display writing, pictures or anything that is sexually suggestive or which advocate racial, ethnic or religious prejudice or the use of drugs or alcohol are banned on campus and at any school function.
5. Beanies, hoods, and other hats of any kind shall not be worn indoors. Bandanas, scarves, hairnets, hair rags, etc. will not be allowed. Students may wear traditional head coverings in observance of their religion. (Written proof from a church leader may be required)
6. Clothing, hats, and jewelry must be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive or which advocate racial, ethnic or religious prejudice or the use of drugs or alcohol. Any accessories considered dangerous by the school staff are also banned.
7. Anything denoting membership to a gang, such as colors, clothing, hats, jewelry, accessories, school materials or manner of grooming, is prohibited.

If students cannot satisfactorily comply with the dress code with a positive attitude, parents may be called to bring the appropriate clothing. When possible, clean tee shirts will be available in the office to loan for the day. Please take care to see that your child is appropriately dressed when they leave for school. It is important to understand that dress code violations are documented in your student’s discipline file and will affect readmission request.
GENERAL INFORMATION

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

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.

Textbook & Other Instructional Materials 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.

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 any time 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.

Emergency Evacuation Drills
One of Yolo County Office of Education'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 the teacher and follow the plan identified in the School's Safety Plan (available in the school office). When the all-clear signal is sounded, students will follow their teachers and return to their classrooms. 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.

Closed Campus:
Alternative Education Programs have a closed campus. Students must remain on campus during regular school hours. Students who need to leave school must first report to the office and request permission to leave. Students must have written permission or a phone call from a parent or guardian to leave campus. All students must sign-out in the office if parent permission is granted.
**Personal Conflict:**
If any student at an alternative education program who has a personal conflict with a student or teacher that student is to immediately talk to the principal or any available school staff. A conflict resolution meeting will be set up in order to deal with the nature of the conflict and prevent any problems in the future.

**Internet Use Policy:**
An Internet Use Agreement must be signed in order to use the Internet for educational purposes or otherwise. The following is the County Office of Education policy regarding Internet use:

1. **Conditional Privilege.** The student’s use of YCOE access to the Internet ("YCOE Internet access") is a privilege conditioned on the student’s acceptance of the conditions of this agreement, and on the student’s abiding by this agreement. No student may use YCOE Internet access unless the student and his/her parent or guardian have read and signed this agreement.

2. **Acceptable Use.** The student agrees that he/she will use YCOE Internet access for educational purposes only. In using the Internet through YCOE Internet access, the student agrees to obey all federal and state laws and regulations. The student also agrees to abide by any Internet use rules instituted at the student’s school or class, whether those rules be written or oral.

3. **Penalties for Improper Use.** If the student violates this agreement and misuses YCOE Internet access, the student may be subject to disciplinary action, revocation of the student’s user account and access to the Internet, as well as legal or criminal action where appropriate.

4. **“Misuse of YCOE Access to the Internet”** includes, but is not limited to, the following:
   (a) use of YCOE access to the Internet for other than educational purposes;
   (b) gaining intentional access or maintaining access to materials which are obscene, pornographic, or whose dominate appeal is sexual arousal;
   (c) using the Internet for any illegal activity, including but not limited to computer hacking; violation of copyright, licenses, contracts, or other intellectual property laws;
   (d) accessing “chat lines” unless authorized by the instructor for a class activity directly supervised by the instructor;
   (e) using abusive or profane language in either public or private messages on the system; or using the system to harass, insult or verbally attack others;
   (f) posting anonymous messages on the system;
   (g) using encryption software, unless authorized by the instructor;
   (h) wasteful use of limited resources provided by the school including paper;
   (i) causing congestion of the network through lengthy downloads of files, or by engaging in idle activities;
   (j) vandalizing data of another user;
   (k) obtaining or sending information which could be used in the production of destructive devices such as guns, weapons, bombs, explosives, or fireworks;
   (l) gaining unauthorized access to resources or files;
   (m) identifying oneself with another person’s name or password or using an account or password of another user without proper authorization;
(n) using the network for financial or commercial gain without YCOE permission;
(o) theft or vandalism of data, equipment, or intellectual property;
(p) invading the privacy of individuals;
(q) attempting to gain access to or gain information from student cumulative file records, student grades, student special education files, or other student records;
(r) introducing a virus to, or otherwise improperly tampering with, the system;
(s) degrading or disrupting equipment or system performance;
(t) creating a web page and associating it with the school or YCOE without proper authorization;
(u) failing to obey school or classroom Internet use rules; or
(v) taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the YCOE or any of its schools
(w) any act of cyber bullying
(x) unauthorized disclosure, use, and dissemination of personal identification information regarding minors

5. No Expectation of Privacy. The student and parent/guardian signing agree that if the student uses the Internet through YCOE access, that the student waives any right to privacy the student may have for such use. The student and parent/guardian agree that the YCOE may monitor the student’s use of YCOE Internet access and may also examine all system activities the Student participates in, including but not limited to network, e-mail, voice, and video transmissions, to ensure proper use of the system.

6. No Warranties. The YCOE will make good faith efforts to protect children from improper material, which may be on the Internet. At the same time in signing this agreement, the parent/guardian and student recognize that the YCOE makes no guarantees about preventing improper access to such materials on the part of the student.

7. YCOE Held Harmless and Promise Not to Sue. In order to protect itself from future lawsuits where a student or parent/guardian alleges that the student suffered some kind of injury because the student used YCOE Internet access, the YCOE requires that the student and parent/guardian promise to forego such claims in advance in return for being allowed to use the YCOE Internet access. Therefore, the student and parent/guardian agree to hold the YCOE harmless from any claim or liability arising out of or resulting from the student’s use of the YCOE Internet access, even though the nature, extent, and seriousness of such claims are currently unknown. In other words, the student and parent/guardian agree that they will not sue the YCOE over any claim, which comes about as a result of the student’s using the YCOE Internet and Intranet access.

Student failure to abide by the Student Internet Use Agreement may result in disciplinary action following disciplinary procedures established by the Yolo County Office of Education/School Administration with the following qualifications:
1. Student misuse of the system is defined in the Student Internet Use Agreement. The definitions therein are not exclusive. Any use of school computers for other than instruction is prohibited and a violation of the Internet Use Agreement.

2. Suspension or Expulsion may result. If the student has violated the Internet Use Agreement in a way that leads to suspension or expulsion, discipline shall be administered, appealed, and controlled by the Superintendent’s Policy on discipline: SP 5144.00. In all other situations, the following procedures apply.

In situations where the student is suspected to have misused the system:

1. The instructor shall discuss the matter with the student, inform the student of what the student is suspected to have done, hear the student’s side of the story, and institute action deemed appropriate by the teacher, short of prohibiting the student from using the system for any length of time. Said action shall be reasonable and intended to obtain the student’s cooperation and adherence to the Student Internet Use Agreement.

2. In situations where there have been repeated infractions, or where the student engages in extreme misuse of the system, and in cases which will not directly result in suspension or expulsion, the principal may suspend the student’s use of the system for the remainder of the school year.

Except in situations where the discipline administered results in suspension or expulsion, students or parents may appeal any decisions at the Agency level of appeal under this regulation by using the Superintendent’s Uniform Compliant Procedures (BP/SP 0412.00).

Defiance:
Defiant behavior will be addressed and may result in a referral and possible suspension from class.

Unacceptable Materials for School:
1. Permanent Markers of any kind.
2. Food and drinks may NOT be brought onto campus. (Water is provided in the classrooms)
3. Skateboards, roller-blades, bicycles
4. No alcohol, tobacco, or other illegal and/or non-prescription drugs may be brought to or used at any facility owned and operated by the Yolo County Office of Education.

Search & Seizure:
Students enrolled at an alternative education program will comply with search and seizure laws as stated in the California State Education Code, and any requests made by staff and Law Enforcement.

Restroom Use:
The student restrooms will remain locked during the school day. If a student must use a restroom during class, they must be escorted to the restroom by a staff member to unlock/lock the restroom.
Counseling and Intervention & Prevention Programs
In an effort to best serve your student, Yolo County Office of Education 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/or Youth Advocate staff. Additional resources and programs may be provided by community collaborators. Please contact the school office for further information.

Transportation
As deemed necessary by site administration, transportation may be provided to assist with attendance or other special circumstances.

Students Returning to Home School
Students wishing to return to their home school must work closely with an ALTERNATIVE EDUCATION PROGRAM 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.

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

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 any time.

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.

Testing and Assessment

Smarter Balanced Assessment
We are pleased to announce the implementation of the Smarter Balanced Assessment. Smarter Balanced is the system of academic tests that replaced the Standardized Testing and Reporting (STAR) Program tests in English–language arts and math in the 2016–17 school year. The Smarter Balanced tests are based on the Common Core State Standards adopted by California in August 2010. Smarter Balanced will provide parents, students, and teachers a clearer window on whether students are on track to graduate high school, ready for college and the workplace. Parents and students will receive the results of these assessments from their school system in a readable and easy-to-understand format, most likely online. And parents can use this information to
better communicate with teachers and school administrators about their child’s success.

**Pre and Post Testing**
ALTERNATIVE EDUCATION PROGRAMS uses Renaissance Assessments in the areas of ELA and Math to determine basic skill levels and the growth made over predetermined academic periods.

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**School Rules and Expectations**

**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 an ALTERNATIVE EDUCATION PROGRAM. Communication between the home and school concerning discipline matters and academic progress is paramount in creating a safe environment conducive to learning. It should be noted that, although our discipline policy affords a framework for dealing with inappropriate student behavior in a comprehensive and consistent manner, each disciplinary issue will be reviewed within the context of its unique circumstances and the educational needs of the student. Alternative means of correction are a priority. We want to help your students learn to make good decisions as well as achieve learning standards.

School administration and staff believe that all students have the right to be educated in a positive learning environment free from disruptions. Conduct is considered appropriate when students are diligent in study; careful with school property; and courteous and respectful towards their teachers, other students, administration, and staff.

**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.

**Disciplinary probation:**
Disciplinary Probation is a condition whereby a student must fulfill specific commitments or be denied certain privileges until his/her behavior improves. A behavioral contract is a written agreement among a student, his/her parent/guardian and an administrator. The contract sets forth conditions that the student must meet for the probation period. Failure to comply with the agreement’s terms may result in further disciplinary action.
Staff and Student Interaction:
At no time will students posture in a threatening manner, make physical contact or verbally abuse or threaten staff. Consequence for this behavior will result in immediate In School Suspension or Home Suspension and possible arrest depending on the severity of actions. Physical contact includes touching any equipment or materials in staff’s possession.

Policy on Tobacco Products:
Students shall not possess, smoke, or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of Yolo County Office of Education employees. Prohibited products include, but are not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. (Education Code 48900, 48901)

Profanity:
Everyone at an alternative education program is treated respectfully. Use of profanity at school will be addressed and is unacceptable.

Harassment:
ALTERNATIVE EDUCATION PROGRAMS are committed to providing an educational environment free of unlawful harassment and/or bullying. Unlawful harassment because of gender, sexual orientation, race, ancestry, physical or mental disability, age, or any other protected basis includes, but is not limited to:
- Verbal conduct such as epithets, derogatory comments, slurs or unwanted sexual advances, invitations on comments.
- Visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures.
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with academic performance or progress directed at a student because of gender or race or any other protected basis.
- Retaliation for having reported or threatened to report harassment.
- Bullying/ Cyberbullying as stated below.
Students who feel they are being harassed must report to a school official immediately.

Bullying
ALTERNATIVE EDUCATION PROGRAMS recognizes the harmful effects of bullying on student learning and school attendance and strives to provide safe school environments that protect students from physical and emotional harm. ALTERNATIVE EDUCATION PROGRAMS have established student safety as a high priority and will not tolerate bullying of any student. No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel as stated in Educational Code 48900(r).

Cyberbullying includes the transmission of harassing communications, direct threats, the impersonation of another person, 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. The law prohibits any form of protected basis harassment that impairs the educational environment or students’ emotional well-being at school (Civil Code §51.9; CA Ed. Code §212.5, §220, §231.5, §45).

Students are encouraged to notify staff when they are being bullied or suspect that another student is being victimized. In addition, ALTERNATIVE EDUCATION PROGRAMS have developed a process for students to report threats or incidents confidentially and anonymously. School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

As appropriate, the ALTERNATIVE EDUCATION PROGRAMS shall notify the parents/guardians of victims and perpetrators. The ALTERNATIVE EDUCATION PROGRAMS may also involve school counselors, mental health counselors, and/or law enforcement.

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or the administration may pursue alternate placement or a referral to Independent Study, in accordance with Sutter County Superintendent of School policies and regulations.

**No Open Containers**
Open containers are not allowed on any ALTERNATIVE EDUCATION PROGRAM 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.

**Plagiarism/Cheating**
The ALTERNATIVE EDUCATION PROGRAMS are 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.

**Personal Electronics and Cell Phones**
Cell phones, personal music devices and electronics can be helpful to facilitate student parent/guardian communications. 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:

- **First offense** student may pick up cell phone/electronic device from their teacher at the end of class period.
- **Second offense** student may pick up cell phone/electronic device at the conclusion of the school day.
- **Third offense** parent picks up cell phone/electronic device and agrees that student will not have possession of cell phone/electronic device during regular school hours. Student signs agreement acknowledging that subsequent offenses may result in suspension for defiance of school policy.
- **Fourth and future offenses** may result in suspension.

*Please be advised that the ALTERNATIVE EDUCATION PROGRAMS are not responsible for any lost, stolen or broken personal electronic devices.*

**Prohibited items**

Other items prohibited include, but are not limited to: 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. Students arriving late to school may be searched by school staff or Probation staff.

**Student Parking**

Students may not go to their cars during school hours. Student parking and driving to campus is a privilege, and violations may result in disciplinary action and possible loss of on campus parking. The school and YCOE are not responsible for theft or damage to a student’s vehicle or theft of the contents inside the vehicle. California Highway Patrol, Woodland 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.

**Surveillance Cameras**

The Superintendent or designee shall notify students, parents/guardians, and staff that surveillance may occur on an ALTERNATIVE EDUCATION campus and on any school bus and that the contents of a recording may become part of a student’s permanent record and, as such, may be used in student disciplinary proceedings or referred to local law enforcement, as appropriate. (cf. 5125 – Student Records)

**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 an ALTERNATIVE EDUCATION PROGRAM. Communication between the home and school concerning discipline
matters and academic progress is paramount in 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 an ALTERNATIVE EDUCATION PROGRAM 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.
Yolo County Office of Education
Alternative Education Schools
PROGRESSIVE DISCIPLINE PLAN
Grades 7-12

Alternative Education Schools (AES) recognizes that to maximize the learning potential of each student the school environment must be safe, secure and peaceful. The following guidelines, in accordance with Education Code and Board Policy, are enforced school wide in a fair and consistent manner.

The Progressive Discipline Plan was developed for Alternative Education Schools and outlines the Alternative Means of Correction (AMC) that AES may use, as well as consequences that may be issued for inappropriate student behaviors. Each administrator must consider the age, intent, and prior offenses of the student in determining the appropriate consequences. Situations not specifically addressed in this plan or unusual or extreme cases will be dealt with in accordance with Yolo County Office of Education or AES Policy and the California Education Code. If action warrants, students may be given consequences of second, third, or forth offense on the first offense.

Alternative Means of Correction (AMC) may include, but are not limited to (no particular order):

<table>
<thead>
<tr>
<th>Parent/ Teacher Conference</th>
<th>Behavior Contract</th>
<th>Student Success team (SST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Contact</td>
<td>Community Referral/ Services</td>
<td>School Attendance Review Board</td>
</tr>
<tr>
<td>Warning</td>
<td>Parent supervise student in class</td>
<td>Peer Mentoring</td>
</tr>
<tr>
<td>Referral to IPP for Intervention</td>
<td>Saturday School</td>
<td>Projects on Campus</td>
</tr>
<tr>
<td>Detention</td>
<td>Class Meeting</td>
<td>Community Service</td>
</tr>
<tr>
<td>Exclusion from school activities</td>
<td>Involuntary transfer</td>
<td>In-School Suspension</td>
</tr>
<tr>
<td>Counseling</td>
<td>Restitution</td>
<td>Behavior support plan</td>
</tr>
</tbody>
</table>

Home/School communication is critical to our student's success. Therefore, ALL interventions, including most AMC, shall include a parent contact and/or conference. We want our families to be partners in education at all times.

In accordance with Education Code 48911, all home suspensions shall be preceded by an informal conference conducted by the principal or the principal’s designee, the pupil, and whenever practicable, the teacher or supervisor or school employee who referred the pupil to the principal. At this conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense. At the time of the suspension, a school employee shall make a reasonable effort to contact the pupil’s parent or guardian in person or by telephone, and the parent or guardian shall be notified in writing of the suspension within 24 hours. If the parent/guardian cannot be reached, the student’s emergency contact number will be called. If the student is released to someone other than the parent/guardian, the school will make arrangements to meet to discuss the situation with the parent/guardian.

All unauthorized items brought to school and confiscated by staff may be returned to the student at the end of the school day on the first offense. Upon the second offense, parents may recover confiscated items, not held in evidence, upon administrative approval. Items not recovered by the end of the school year may be discarded. Yolo County Office of Education or Alternative Education Schools, or any individual, is not liable for damage or loss to these confiscated items. The primary objective of requiring students not to bring restricted materials to school is to ensure students’ focus on educational tasks, students’ safety, and to prevent the loss or damage of private property.

For 48915 (c) violations, the behavior must have occurred at school or at a school activity off school grounds. For all other offenses, the school has jurisdiction for behaviors occurring: while on school grounds, while going to or
coming from school, during the lunch period whether on or off the campus, and during or while going to or coming from, a school sponsored activity.

<table>
<thead>
<tr>
<th>Education Code Violation</th>
<th>1st Intervention/ Consequence</th>
<th>2nd Intervention/Consequence</th>
<th>3rd Intervention/Consequence</th>
<th>4th Intervention/Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>48915(c)(1) Possession, selling, or otherwise furnishing a firearm.</td>
<td>5 day home suspension; notify police, and mandatory recommendation for expulsion.</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>48915(c)(2) Brandishing a knife.</td>
<td>5 day home suspension; notify police, and mandatory recommendation for expulsion.</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>48915(c)(3) Selling a controlled substance.</td>
<td>5 day home suspension, notify police, and mandatory recommendation for expulsion.</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>48915(c)(4) Committing or attempting to commit sexual assault or battery</td>
<td>5 day home suspension, notify police, and mandatory recommendation for expulsion.</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>48915(c)(5) Possession of an explosive See Definition</td>
<td>5 day home suspension, notify police, and mandatory recommendation for expulsion.</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>48915(a)(1) Causing serious physical injury to another person except in self-defense.</td>
<td>5 day home suspension, notify police, and mandatory recommendation for expulsion, unless the principal finds that the expulsion is inappropriate, due to the particular circumstance.</td>
<td>5 day home suspension, notify police and recommendation for expulsion</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>48915(a)(2) Possession of any knife, or other dangerous object of no reasonable use to the pupil.</td>
<td>5 day home suspension, notify police, and mandatory recommendation for expulsion, unless the principal finds that the expulsion is inappropriate, due to the particular circumstance.</td>
<td>5 day home suspension, notify police and recommendation for expulsion</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>48915(a)(3) Possession of any controlled substance except for the first offense of possession of not more than one ounce of marijuana.</td>
<td>5 day home suspension, notify police, and mandatory recommendation for expulsion, unless the principal finds that the expulsion is inappropriate, due to the particular circumstance.</td>
<td>5 day home suspension, notify police and recommendation for expulsion</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>48915(a)(4) Robbery or Extortion</td>
<td>5 day home suspension, notify police, and mandatory recommendation for expulsion, unless the principal finds that the expulsion is inappropriate, due to the particular circumstance.</td>
<td>5 day home suspension, notify police and recommendation for expulsion</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>48915(a)(5) Assault or battery upon a school employee</td>
<td>5 day home suspension, notify police, and mandatory recommendation for expulsion, unless the principal finds that the expulsion is inappropriate, due to the particular circumstance.</td>
<td>5 day home suspension, notify police and recommendation for expulsion</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Education Code 48900(a)-48900.7 offenses are outlined below. Interventions are offered and consequences are given when a student commits one of these violations.

<table>
<thead>
<tr>
<th>Education Code Violation</th>
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</thead>
<tbody>
<tr>
<td>48900(a)(1) Threats</td>
<td>● Suspension (1-5) and check in with administration upon return  ● Notify Police</td>
<td>● Suspension (2-5) and check in with administration upon return  ● Notify Police</td>
<td>● Suspension (3-5) and check in with administration upon return  ● Notify Police</td>
<td>● Suspension (4-5) ● Recommendation for expulsion  ● Notify Police</td>
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<tr>
<td>Fighting (may include pushing, shoving, punching)</td>
<td>● Suspension (3-5) and check in with administration upon return  ● Notify Police</td>
<td>● Suspension (4-5) and check in with administration upon return  ● Notify Police</td>
<td>● Suspension (5) and Recommendation for expulsion  ● Notify Police</td>
<td>● Prior action in effect</td>
</tr>
<tr>
<td>48900(b) Possession, sale, or furnishing of any knives, firearms, or other dangerous objects</td>
<td>● Suspension (3-5) ● Expulsion recommendation, unless the principal finds the expulsion is inappropriate, due to the particular circumstances. ● Notify police in case of possession of firearm, or possession of a knife.</td>
<td>● Suspension (5) and Recommendation for expulsion  ● Notify police in case of possession of firearm, or possession of a knife.</td>
<td>● Prior action in effect</td>
<td>● Prior action in effect</td>
</tr>
<tr>
<td>48900(c) Under the influence Possession</td>
<td>● Suspension (3-5) ● Counseling</td>
<td>● Suspension (4-5) ● Counseling and/or community service</td>
<td>● Suspension (5) and Recommendation for expulsion</td>
<td>● Prior action in Effect</td>
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<td></td>
<td>● Suspension (3-5) ● Counseling</td>
<td>● Suspension (4-5) ● Counseling and/or community service</td>
<td>● Suspension (5) and Recommendation for expulsion</td>
<td>● Prior action in Effect</td>
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<tr>
<td>Violation</td>
<td>1st Intervention/Consequence</td>
<td>2nd Intervention/Consequence</td>
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<td>4th Intervention/Consequence</td>
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<tr>
<td><strong>Furnishing Sale</strong></td>
<td>● Suspension (5) and Recommendation for expulsion</td>
<td>● Suspension (5) and Recommendation for expulsion – mandatory</td>
<td>● Prior action in effect</td>
<td>● Prior action in effect</td>
</tr>
<tr>
<td><strong>Education Code Violation</strong></td>
<td>48900(d) Offering, arranging, or negotiating to sell drugs, alcohol or any intoxicant and then substituting a lookalike substance intended to represent drugs, alcohol, or an intoxicant.</td>
<td>48900(e) Committed or attempted to commit robbery or extortion. See Definition Police Notification</td>
<td>48900(f)* Caused or attempted to cause damage to school or private property. (including Graffiti/Tagging)</td>
<td>48900(g)* Possessed or used tobacco or nicotine products</td>
</tr>
<tr>
<td><strong>Police Notification</strong></td>
<td></td>
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<tr>
<td><strong>48900(d)</strong></td>
<td>● Suspension (35)</td>
<td>● Suspension (5) and Recommendation for expulsion</td>
<td>● Prior action in effect</td>
<td>● Prior action in effect</td>
</tr>
<tr>
<td><strong>48900(e)</strong></td>
<td>● Recommendation for expulsion</td>
<td>● Counseling</td>
<td>● Notify police</td>
<td></td>
</tr>
<tr>
<td><strong>48900(f)</strong>*</td>
<td>● AMC</td>
<td>● Restitution</td>
<td>● Suspension (2-5)</td>
<td>● Suspension (5)</td>
</tr>
<tr>
<td><strong>48900(g)</strong>*</td>
<td>● AMC</td>
<td>● Suspension (1-3)</td>
<td>● Restitution</td>
<td>● Recommendation for expulsion</td>
</tr>
<tr>
<td><strong>48900(h)</strong>*</td>
<td>● AMC</td>
<td>● Suspension (1)</td>
<td>● Counseling</td>
<td>● Suspension (3-5)</td>
</tr>
<tr>
<td><strong>Police Notification</strong></td>
<td></td>
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<tr>
<td><strong>AMC</strong></td>
<td>● Suspension (3-5)</td>
<td>● Suspension (5)</td>
<td>● Prior action in effect</td>
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<tr>
<td><strong>AMC</strong></td>
<td>● Restitution</td>
<td>● Restitution</td>
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<tr>
<td><strong>AMC</strong></td>
<td>● Suspention (1)</td>
<td>● Counseling</td>
<td>● Suspension on cessation</td>
<td></td>
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<tr>
<td>Education Code Violation</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Intervention/Consequence</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Intervention/Consequence</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Intervention/Consequences</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; Intervention/Consequence</td>
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</tbody>
</table>
| 48900(i)* Committed an obscene act or engaged in habitual profanity or vulgarity. | Obscene act/gesture | − AMC  
− Suspension (1-3)  
− Notify police | − Suspension (2-5)  
− Notify police | − Suspension (5)  
− Recommendation for expulsion  
− Notify Police  
− Suspension (2-5)  
− Suspension (5)  
− Prior action in effect |
| 48900(j)* Possessed, offered, arranged, or negotiated to sell any drug paraphernalia | Profanity | − AMC | − AMC  
− Suspension (1) | − Suspension (2-5)  
− Notify police | − Suspension (2-5)  
− Suspension (5)  
− Prior action in effect |
| 48900(k)* Willful defiance and/or disruption of school activities and/or the learning environment: Cheating/Plagiarism  
Forgery  
Dress code violation  
Gambling  
Defiance  
Electronic device violation  
Pulling fire alarm  
Bystander in a fight | − AMC  
− Suspension (1-3)  
− Counseling  
− Notify police | − AMC  
− Suspension (1-5)  
− Counseling  
− Notify police | − AMC  
− Suspension (1-5)  
− Contact with SRO | − Suspension (3-5)  
− Counseling  
− Notify police  
− Prior action in effect |
| 48900(l)* Knowingly received stolen school or private property | − AMC  
− Suspension (1-3)  
− Restitution  
− Notify police | − Suspension (1-5)  
− Restitution and Notify police | − Suspension (3-5)  
− Restitution  
− Notify Police | − Suspension (5)  
− Restitution  
− Notify Police  
− Prior action in effect |
| 48900(m)* Possession of an imitation firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm | − Suspension (3-5)  
− Confiscate object  
− Notify police | − Suspension (4-5)  
− Confiscate object  
− Notify police | − Suspension (5)  
− Confiscate object  
− Recommendation for expulsion  
− Notify police | − Prior action in effect |
<p>| 48900(n) Committed | − Suspension (5) | − Suspension (5) | − Suspension (5) | − Suspension (5) |</p>
<table>
<thead>
<tr>
<th>Education Code Violation</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Intervention/Consequence</th>
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<th>4&lt;sup&gt;th&lt;/sup&gt; Intervention/Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>48900(o) Harassed, threatened, or intimidated a pupil who is a witness in a school disciplinary proceeding for the purpose of intimidation or retaliations</td>
<td>● Suspension (1-3) &lt;br&gt; ● Notify police</td>
<td>● Suspension (3-5) &lt;br&gt; ● Notify police</td>
<td>● Suspension (5) &lt;br&gt; ● Recommendation for expulsion &lt;br&gt; ● Notify police</td>
<td>● Prior action in effect</td>
</tr>
<tr>
<td>48900(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma</td>
<td>● Suspension (5) &lt;br&gt; ● Recommendation for expulsion</td>
<td>● Prior action in effect</td>
<td>● Prior action in effect</td>
<td>● Prior action in effect</td>
</tr>
<tr>
<td>48900(q) Engaged or attempted to engage in an act of hazing initiation or preinitiation into a student organization</td>
<td>● Suspension (3-5) &lt;br&gt; ● Notify Police</td>
<td>● Suspension (5) &lt;br&gt; ● Recommendation for expulsion and Notify Police</td>
<td>● Prior action in effect</td>
<td>● Prior action in effect</td>
</tr>
<tr>
<td>48900(r)* Engaged in an act of bullying, including, but not limited to electronic act, directed toward a pupil or school personnel</td>
<td>● AMC &lt;br&gt; ● Suspension (1-3)</td>
<td>● Suspension (1-5)</td>
<td>● Suspension (5) &lt;br&gt; ● Recommendation for expulsion</td>
<td>● Prior action in effect</td>
</tr>
<tr>
<td>48900(t) Aiding or abetting infliction or attempted infliction of physical injury to another person</td>
<td>● Suspension (3-5) &lt;br&gt; ● Counseling &lt;br&gt; ● Notify police</td>
<td>● Suspension (4-5) &lt;br&gt; ● Counseling &lt;br&gt; ● Notify police</td>
<td>● Suspension (5) &lt;br&gt; ● Recommendation for expulsion</td>
<td>● Prior action in effect</td>
</tr>
<tr>
<td>48900.2 Committed sexual harassment (grades 4 -12)</td>
<td>● Suspension (1-3) &lt;br&gt; ● Counseling</td>
<td>● Suspension (3-5) &lt;br&gt; ● Counseling</td>
<td>● Suspension (5) &lt;br&gt; ● Request for expulsion</td>
<td>● Prior action in effect</td>
</tr>
<tr>
<td>48900.3 Caused, attempted to cause, threatened to cause, or</td>
<td>● Suspension (3-5) &lt;br&gt; ● Counseling &lt;br&gt; ● Notify police</td>
<td>● Suspension (5) &lt;br&gt; ● Recommendation for expulsion &lt;br&gt; ● Notify Police</td>
<td>● Suspension (5) &lt;br&gt; ● Recommendation for expulsion &lt;br&gt; ● Notify Police</td>
<td>● Prior action in effect</td>
</tr>
</tbody>
</table>
participated in any act of hate violence (grades 4-12)  
*See Definition*

| 48900.4 Engaged in harassment, threats, or intimidation, directed against school district personnel or pupils (grades 4-12)  
*See Definition* | ● Suspension (1-3)  
● Counseling  
● Notify police | ● Suspension (3-5)  
● Counseling  
● Notify Police | ● Suspension (5)  
● Recommendation for expulsion  
● Notify Police | ● Prior action in effect |

| 48900.7 Making terrorist threats against students, school officials and/or property | ● Suspension (5)  
● Recommendation for expulsion  
● Notify Police | ● Prior action in effect | ● Prior action in effect | ● Prior action in effect |

*EC 48900.5 states that suspension may occur on the first offense only if “the pupil's presence causes a danger to the persons or property or threatens to disrupt the instructional process.”*
DEFINITIONS:
Assault: An unlawful attempt, coupled with present ability to commit a violent injury to someone.
Behavior Contract: This is a contract written by AES Staff and approved by administration for the purpose of assisting the student with a specific behavior.
Bystander: This is a student who verbally encourages negative behavior to continue. These behaviors may include, but are not limited to: remaining at the fight even when directed to leave, saying things to encourage the fight to continue.
Battery: A willful and unlawful use of force or violence upon another and where there is a clear victim and abuser.
Dangerous Object: Any object used in a dangerous way or an object that might cause harm to the student or others. Examples include, but are not limited to: safety pins, laser pointers, paper clips that are open.
Detention: A student is assigned to a supervised area for a specified period of time before or after school, or at lunch. Students may not be detained for more than one hour after the close of the maximum school day, unless otherwise arranged with the parent/guardian. 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. 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. The student shall not be detained unless the principal or designee notifies the parent/guardian. If, after talking with the parent, the student is unable to remain after school on that day, another day will be arranged (including Saturday, where applicable).
Expulsion: Expulsion means the removal of the student from their school for a specified amount of time. When a school site recommends expulsion, the site will forward the request to the Director of Student Services. The Student Services Department will notify the family to arrange for a meeting to discuss the recommendation.
Explosive: Defined as “a destructive device” which includes, but is not limited to: bomb, grenade, rocket with propellant charge of greater than 4 ounces, missile with a charge of greater than ¼ ounce, mine, similar devices, a weapon that can expel a projectile by explosive or propellant action, and parts which can be assembled into a destructive device.
Extortion: Using threats to obtain money or property from others.
Fight: Mutual combat: A physical confrontation between two or more students.
Hate Violence: Willful interference with or threatening another person's personal or property rights due to his/her race, ethnicity, national origin, religion, disability or sexual orientation.
Harassment, Threats & Intimidation: Intentionally engaged in harassment, threats or intimidation directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and expected effect of materially disrupting class work, creating substantial disorder and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.
Obscene Act/Gesture: Any act or gesture that is considered offensive to others. Examples include, but are not limited to: using inappropriate hand gestures, rotating one’s hips in a suggestive manner, or other similar behaviors.
Knife: As used in this section, ‘knife’ means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted
primarily for stabbing, a weapon with a blade longer than 3½ inches, a folding blade that locks into place, or a razor with an unguarded blade (EC 48915(g)).

**Robbery:** Taking property by the use of violence (PC 211).

**Serious Bodily Injury:** A serious impairment of physical condition including, but not limited to, the following: loss of consciousness; concussion; bone fracture; protracted loss or impairment of function of any bodily member or organ; a wound requiring extensive suturing; and serious disfigurement. (PC 243)

**Sexual Battery:** As described in Penal Code section 243.4(d)(1): "Any person who touches an intimate part of another person, if the touching is against the will of the person touched, and is for the specific purpose of sexual arousal, sexual gratification, or sexual abuse.” Intimate part means the "sexual organ, anus, groin, or buttocks of any person, and the breast of a female.”

**Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature, if this behavior is sufficiently severe or pervasive to have a negative impact on the individual's academic performance, or creates an intimidating, hostile or offensive educational environment.

**Student Success Team (SST):** School based teams who explore, in a structured procedure, alternatives for students experiencing attendance, academic, and/or behavioral problems.

**School Attendance Review Board (SARB):** Multidisciplinary team at the District level. SARB committee is made up of school employees and community agencies who meet to discuss issues involving severe attendance and/or behavior issues. Referrals can be made to law enforcement and/or the District Attorney’s Office for failure to follow the SARB directives.

**Truancy:** It is the expectation of AES that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy or otherwise absent from school activities. Students may be asked to serve detention before or after school or during lunch time. Students may also be asked to attend Saturday School to make up for lost instructional time.
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 understand that AN ALTERNATIVE EDUCATION PROGRAM 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 Yolo County Office of Education Conditions of Use.

___ I understand and agree to uphold the cell phone policy and understand that an ALTERNATIVE EDUCATION PROGRAM is not responsible for any lost, stolen or broken cell phone. Confiscated phones will be returned only to parents/guardians.

___ I understand and agree to uphold the personal music device policy and understand that an ALTERNATIVE EDUCATION PROGRAM is not responsible for any lost, stolen or broken personal music device.

___ 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 an ALTERNATIVE EDUCATION PROGRAM staff to assist with attendance or other special circumstances.

___ I understand and agree to uphold the school rules and expectations.

Parent/Guardian Signature___________________________________________   Date _____________

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

Student:

___ I understand I am required to comply with the AN ALTERNATIVE EDUCATION PROGRAM’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 Yolo County Office of Education Conditions of Use.

___ I understand and agree to uphold the cell phone policy and understand that an ALTERNATIVE EDUCATION PROGRAM is not responsible for any lost, stolen or broken cell phone. Confiscated phones will be returned only to parents/guardians.

___ I understand and agree to uphold the personal music device policy and understand that an ALTERNATIVE EDUCATION PROGRAM is not responsible for any lost, stolen or broken personal music device.

___ 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 understand and agree to uphold all school rules and expectations.

Student Signature _________________________________________________ Date ______________