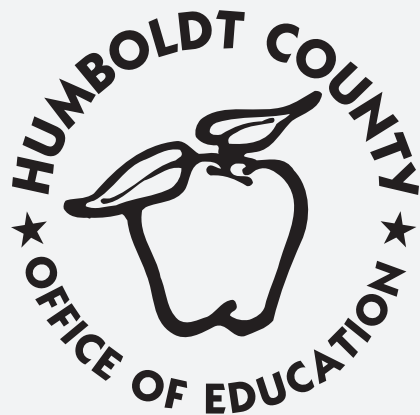


# **HUMBOLDT COUNTY COMMUNITY SCHOOLS STUDENT HANDBOOK**



*Chris Hartley, Ed.D.  
Superintendent*

Felicia Doherty, Principal  
Court/Community Schools

**HUMBOLDT COUNTY OFFICE OF EDUCATION  
901 Myrtle Avenue  
Eureka, CA 95501**

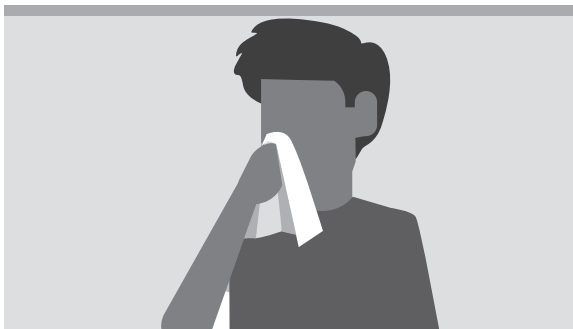
# STOP THE SPREAD!



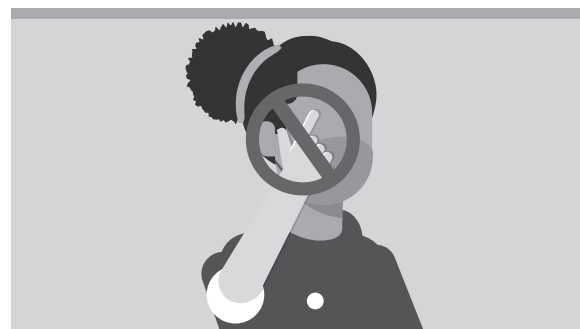
Stay at least 6 feet (about 2 arms' length) from other people.



When in public, wear a cloth face covering over your nose and mouth.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.



Do not touch your eyes, nose, and mouth.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.

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# Humboldt County Office of Education

## CORE VALUES






### *We believe that:*

- All students can learn, and we share with families and the broader community in the responsibility for their learning.
- We are an integral part of the local public school system, directly serving students and families and providing cost effective, non duplicative services and technical assistance to school districts.
- We are in the business of improving education using research-based best practices and methodologies.
- The principle of continuous improvement applies to all that we do.
- Customer service to students, educators and school districts is our highest priority.
- All staff members are competent, caring of one another, and valued for their efforts in fulfilling our mission.
- We are fiscally responsible and accountable to our stakeholders for the wise use of our resources.
- We encourage and recognize creativity and forward thinking to improve performance and results.
- We maintain high ethical and professional standards in our work and service to others.

# WELCOME TO COMMUNITY SCHOOL

The Community School is an alternative education program of the Humboldt County Office of Education.

## THE MISSION OF COMMUNITY SCHOOLS IS

-  To promote students' learning, self-esteem, and mutual respect.
-  To assist students in setting and reaching their academic, social, and career goals.
-  To offer students relevant learning experiences which are fun and empowering.
-  To reinforce the development of a sense of personal responsibility and a positive work ethic.
-  To accommodate and encourage all students' talents, strengths, personal promise, and perceptions of themselves as productive members of society.

The Community School offers a broad-based curriculum that can be individually paced and personalized for each student.

Students have opportunities to work individually and to participate in group and project-based activities.

The staff works closely with students in the school to provide education that is relevant to each individual student's academic and social needs.

Many teens who have experienced limited success in school previously, are able to make great strides academically, personally, and socially in this alternative school setting.

The Uniform Complaint Procedure is posted and available upon request at Humboldt County Office of Education or at any Court and Community School site. It is also located at the back of this student handbook.

# ENROLLMENT

Community School serves 7<sup>th</sup>-12<sup>th</sup> grade students throughout Humboldt County.

Students are referred to the program by the following:

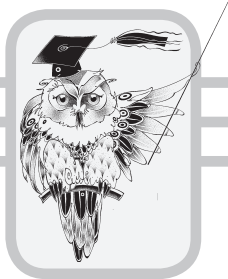
- School district of residence (with parent approval);
- Department of Juvenile Probation;
- School Attendance Review Boards (SARBs);
- Expulsion from a school district; or
- Homeless students with no school of residence.

Each week an interagency screening committee reviews student referrals to decide on acceptance and placement at Community School campuses.

## **Social Services School Verification**

Students must successfully attend school for 30 days before the school can verify “regular attendance” on Department of Social Services, CalWorks forms. Thirty days is equivalent to six weeks.





# GRADUATION REQUIREMENTS

## High School

To graduate from Community School, students need 210 credits in the following areas:

English	40 credits
Mathematics: General Math	10 credits
Algebra I	10 credits
Life Science	10 credits
Physical Science	10 credits
World History/Geography	10 credits
US History	10 credits
Government/Economics	10 credits
PE	20 credits
Fine Arts and/or Foreign Language	10 credits
Health/State Requirements	5 credits
Vocational	5 credits
Electives	60 credits
<b>TOTAL CREDITS</b>	<b>210 credits</b>

Students earn one credit for each 12 productive hours or class periods of successful work.

### Graduation Portfolio

Students graduating from high school will be required to complete a graduation portfolio, which they will work closely on with their teachers.



## Units Required for Promotion

UNITS	TO COMPLETE 9th GRADE	CUMULATIVE TOTAL
10	English	10
10	Math OR Algebra	10
40	PE/Elective/Art/Vocational/Health	40
<b>60</b>	<b>TOTAL FOR THE YEAR</b>	<b>Cumulative total 60</b>

UNITS	TO COMPLETE 10th GRADE	CUMULATIVE TOTAL
10	English	20
completed	Math	10
10	Algebra	10
completed	Health	5
20	PE/Elective/Art/Vocational	55
10	Life Science or Physical Science	10
10	World History/Geography	10
<b>60</b>	<b>TOTAL FOR THE YEAR</b>	<b>Cumulative Total 120</b>

UNITS	TO COMPLETE 11th GRADE	CUMULATIVE TOTAL
10	English	30
completed	Math	10
completed	Algebra	10
completed	Health	5
25	PE/Elective/Art/Vocational	80
completed	Life Science or Physical Science	10
completed	World History/Geography	10
10	Physical Science or Life Science	10
10	US History	10
<b>55</b>	<b>TOTAL FOR THE YEAR</b>	<b>Cumulative Total 175</b>

UNIT	S	TO COMPLETE 12th GRADE	CUMULATIVE TOTAL
10		English	40
completed		Math	10
completed		Algebra	10
completed		Health	5
completed		Life Science	10
completed		World History/Geography	10
completed		Physical Science	10
completed		US History	10
15		PE/Elective/Art/Vocational	95
5		Government	5
5		Economics	5
<b>35</b>		<b>TOTAL FOR THE YEAR</b>	<b>Cumulative Total 210</b>

## Junior High School

**For Junior High School Promotion,** Community School recommends:

- at least 45 credits to be promoted from 7th to 8th grade
- at least 90 credits earned in 7th & 8th grades to be promoted to 9th grade

Junior high credits for 7<sup>th</sup> and 8<sup>th</sup> should be in the following areas:

### 7<sup>th</sup> Grade

English/Language Arts	10 credits
Pre Algebra	10 credits
Life Science	5 credits
PE	5 credits
Elective	10 credits
World History/Geography	5 credits
<b>TOTAL CREDITS</b>	<b>45 credits</b>

### 8<sup>th</sup> Grade

English/Language Arts	10 credits
Algebra	10 credits
Physical Science	5 credits
US History	5 credits
PE	5 credits
Elective	10 credits
<b>TOTAL CREDITS</b>	<b>45 credits</b>

Students earn one credit for each 12 productive hours or class periods of successful work.

### Making up credits

Students who are behind in credits may earn additional credits by doing extra homework during the year and/or by enrolling in summer school.

### Exceptions

If a junior high school student needs a more individualized plan for promotion to 8th or 9th grade, a Student Study Team with administrative review will formulate an Individual Learning Plan for advancement to the next grade level.

## ALTERNATIVE WAYS TO EARN SCHOOL CREDIT

Students are encouraged to earn credits outside the regular classroom using a variety of learning experiences approved by their teachers.

Here is a list of some possible activities.

- Volunteer work
- Community internships
- Service learning projects
- Attending community presentations, lectures, demonstrations
- Community-based learning projects
- Cross-age tutoring activities
- Counseling or personal growth activities
- Summer school programs
- Vocational training classes
- Concurrent enrollment at College of the Redwoods
- Work experience
- Independent P.E. such as community sports teams or health club memberships
- Participation in arts or music activities
- Radio station involvement



## RETURN TO SCHOOL DISTRICT

Students who would like to return to schools in their district must:

- attend regularly;
- maintain good behavior;
- receive positive recommendations from their teachers; and
- be up to date on credits towards junior high or high school graduation.
- be enrolled in a classroom program.

Expelled students who plan to return to their former school must also complete any other requirements of their expulsion, before requesting re-admittance.

**Students should consult with their teachers at least a month before the end of a semester to determine if they have met all the requirements to return to their school of residence.**

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# PROGRAM OPTIONS

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## Eureka Area



### COMMUNITY SCHOOL - Educational Resource Center

- Offers independent study or classroom options for students.
- Serves 7-12 grade students.
- Offers AOD instruction and counseling.
- Offers block scheduling which permits students to attend up to 5 hours a day 5 days a week.
- Offers Community Service

### Hydroponics Career Training Program

- The purpose of the Hydroponics Career Program is to provide career related instruction, hands-on work experiences, opportunities for interested students to participate in a student run business and research.
- Instruction will include hydroponics and related sciences (botany, chemistry, food products and nursery plants, nutrients and climate, etc.) integrated into the Community School curriculum. Students will be offered hands-on instruction and work experiences in the community school classroom and in commercial sized greenhouses located at the Redwood Acres Fairgrounds in Eureka, CA.
- The Hydroponics program is in partnership with American Hydroponics, and international leading food product commercial hydroponics vendor located in Arcata, CA; Redwood Acres Agricultural Program, and the Humboldt County Office of Education's Community Schools Nutrition Programs.

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## Fortuna/Rio Dell Area

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### COMMUNITY SCHOOL - EEL RIVER

- Serves 7<sup>th</sup> to 12<sup>th</sup> grade students from Fortuna, Ferndale, Rio Dell, Scotia, Carlotta, and Bridgeville.
- Offers one classroom program with individualized and group instruction.
- Offers independent study for students needing flexible schedules.
- Offers AOD instruction and counseling.

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## Southern Humboldt Area

### **COMMUNITY SCHOOL - GARBERVILLE**

- Serves 7<sup>th</sup> to 12<sup>th</sup> grade students.
- Offers an independent study program for Southern Humboldt County.
- Features individualized instruction.
- Located in Garberville
- Offers AOD instruction and counseling.

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## Other Programs

The Humboldt County Office of Education also supervises a court-ordered school program located in Eureka:

- Von Humboldt at Juvenile Hall

# ATTENDANCE

## Class Time

**Students are expected to maintain consistent attendance according to their assigned schedules.**

- Classroom programs meet 5 days a week for at least 4.5 hours each day.
- Independent Study programs set up schedules designed to meet the individual needs of each student, with a legal minimum of one hour per week with the teacher.

## Absences

- Absences must be verified by a parent or guardian with a phone call or note.
- Excused absences need to be called in no later than 30 minutes after the student's class has begun.

## Attendance Problems

**If a student has three unexcused absences, law requires the school to send a Notification of Truancy. Continued truancy may result in the following:**

- Mandatory conference with student, parent, and school staff.
- Home visits made by a CCS staff member.
- Second or third Notifications of Truancy.
- Referral to the School Attendance Review Board (SARB). SARBs may refer a student to the District Attorney if chronic truancy continues. This may result on a referral to School Attendance Court.
- Notification to Probation or Department of Social Services of truancy problems.
- Loss of work permit or reduction of work hours for students who are working.

## Punctuality

**All students are also expected to come to class on time.**

- Excessive tardies (more than 30 minutes without a valid excuse) may result in a Notification of Truancy.
- Consequences for tardies may include making up the time after school or extra class sessions for independent study students.
- Excessive tardies are taken seriously, and staff will work with students and parents to help students arrive at school on time.



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# BEHAVIOR

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**We expect everyone at Community School to respect themselves, others, and the property of others.**

The school rules are designed to maintain a safe, secure school environment, where learning is challenging and fun. Students who choose problem behavior will have consequences which may include counseling, behavior notices, parent meetings, service activities, suspension, citation, arrest, or program change.

## **Positive Behavior Expectations**

Court and Community Schools have expectations of behaviors that allow staff and students to be inclusive and successful on campus and during school activities. While we have very explicit policies around some things like dress code, cell phones, and Internet use, all behaviors are driven by these three words: Respectful, Responsible, and Resourceful. Students will hear staff discuss behavior as Responsible, Resourceful, or Respectful to reinforce and direct the behavior we expect of everyone.

What it looks like to be RESPONSIBLE on campus and during school activities:

- Maintaining control of your belongings, body, and hands at all times
- Observing school rules and all state, county, and city laws
- Cleaning up after yourself
- Staying within designated areas
- Traveling calmly to and from events
- Waiting patiently for assistance from staff members
- Holding sports equipment until in designated areas of play

What it looks like to be RESOURCEFUL on campus and during school activities:

- Asking questions
- Ask for assistance
- Asking for a break and return prepared to work
- Offering to help peers
- Talking with the teacher or aid when you need to
- Being a self-starter
- Following staff directions and rules
- Using and returning equipment
- Notifying staff of problems, giving information clearly
- Representing your school well

What it looks like to be RESPECTFUL on campus and during school activities:

- Using a calm voice, language, and gestures appropriate to the setting
- Respecting your own, and others', personal space
- Having music set to quiet levels when allowed on campus

- Listening quietly
- Participating
- Using suitable greetings
- Acknowledging greetings from others
- Saying “please” and “thank you”

The following behaviors are violations of the Community School contract and the California Education Code:

### **Injury to Others**

- To cause, attempt or threaten to cause physical injury to another student.
- To attack, or physically threaten any employee of the school.
- To commit or attempt to commit a sexual assault.
- To make terrorist threats against school officials or school property.
- To harass, threaten, bully, or intimidate anyone at school.
- To commit sexual harassment.
- To participate in, attempt or threaten to cause, an act of hate violence.
- To disrupt school activities or defy the authority of any school staff.
- To commit an obscene act or use profanity.

### **Weapons**

- To possess, sell, or otherwise furnish any firearm, knife, explosive, or dangerous object.
- To possess an imitation weapon.

### **Drugs**

- To unlawfully possess, use, sell, furnish, or be under the influence of any controlled substance.
- To offer, arrange, or negotiate to sell any controlled substance.
- To possess, offer, or negotiate to sell any drug paraphernalia.

### **Property of Others**

- To commit or attempt to commit robbery or extortion.
- To cause or attempt to cause damage to school property.
- To steal or attempt to steal school property or private property.
- To set a fire or attempt to set a fire.
- To knowingly receive stolen property.



## Valuables

Students are discouraged from bringing valuables to school. Program staff can not be responsible for their loss or theft. Citations by law enforcement will occur when appropriate.

## Disruptive Items

Students are not permitted to use iPods, CD players, or other distracting items during specific times at school. Staff will remove any items which cause classroom disruption and contact parents. Different sites allow iPods at specific times. Discuss with your classroom teacher.

## Closed Campus

Only students currently enrolled and attending classes are allowed on campus. Students may not leave school at any time during their school day without permission. Students loitering on or around any campus after their normal class time will be asked to leave.

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# SMOKING POLICY

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We are a tobacco-free school. Smoking or using any tobacco products is prohibited at school or within 500 feet of a school by California law, including e-cigarettes.

Smoking is also prohibited on all field trips and school-related activities, whether on or off campus, or during or outside of regular school hours. Staff has the right to confiscate tobacco products brought onto school campuses.



## DRESS CODE

Students should wear clothes that are clean and appropriate for a learning environment. Unacceptable clothing includes items that advocate violence; are sexually suggestive; put down any race, ethnic group, or sexual orientation; or promote drugs, alcohol, or cigarettes.

Students may not wear any clothing or jewelry that is suggestive of gangs or gang colors. Bandanas, hair nets, headgear, or any items perceived to be associated with gangs are not allowed at Community School.

If students are not properly dressed, staff will send students home and contact their parents. Students may also change clothes at school to remove inappropriate clothing. Please refer the letter on page 25 which outlines “gang” attire.

**Community School staff has the final decision on what is appropriate clothing or jewelry for school.**

### DO NOT

- Wear predominantly one color such as red, blue, green white, gray, or black (more than two items of the same color to include shoe laces, shoes, undershirts, etc.). Solid black and white shoes are not included as an item. Hats are still counted as an item.
- Wear one color consistently.
- Throw around gang signs or **what staff perceive** to be gang signs.
- Fight, threaten or intimidate others.
- Carry bandanas in pockets or elsewhere.
- Write graffiti on school books, schoolwork, school property or academic folders.
- Embellish school art work with gang graffiti.

# Sexual Harassment Policy

It is the policy of the State of California, that all persons, regardless of their sex, should enjoy freedom from discrimination of any kind in the educational institutions of the state.

Education Code 231.5 (66281.5)

A pupil may be suspended from school or recommended for expulsion if the Superintendent or the Principal of the school determines that the pupil has committed sexual harassment as defined in Education Section 212.5

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made, whether explicitly or implicitly, a term or condition of an individual's employment or education;
- Submission to, or rejection of, such conduct is used as the basis for employment decisions or educational opportunities affecting that individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive work or educational environment.

## **Verbal Behavior**

“Humor” or “jokes” about sex or gender-related characteristics  
Suggestive comments about a person's clothing, body or sexual activity  
Sexual propositions  
Direct or indirect threats linked to sexual propositions or activity

## **Nonverbal Behavior**

Leering  
Whistling  
Suggestive or insulting sounds  
Obscene gestures

## **Physical Behavior**

Brushing the body  
Touching  
Pinching  
Coerced sexual activity  
Sexual assault

- Any student who believes that he/she has been sexually harassed by any other person should contact the classroom teacher or principal to receive information on initiating a complaint.

Most importantly, if you feel you are a victim of sexual harassment:

Do not blame yourself for being harassed. People do not bring sexual harassment upon themselves or “deserve” to be harassed.

Do not ignore the harassment, hoping it will go away. This is a common victim reaction, but is not an effective way to deal with a sexual harassment incident.

Do not keep it to yourself. You are very likely not the only victim, and by speaking up to an appropriate supervisor/teacher, you may help others as well as yourself.

Do not delay. Harassment is likely to continue if you delay.

## CELL PHONE POLICY

Students may have their phones on campus as long as use is Responsible, Respectful, and Resourceful.

- Follow teacher’s rules about when phones may be out
- Use during class time is by permission
- Volume must be set to silent/vibrate
- Comply with Internet Use Agreement



When use is disruptive to others, or outside of guidelines, phones may be confiscated. If a student resists handing over the cell phone, that student may be sent home for the remainder of the day and a parent/guardian meeting will be set up.

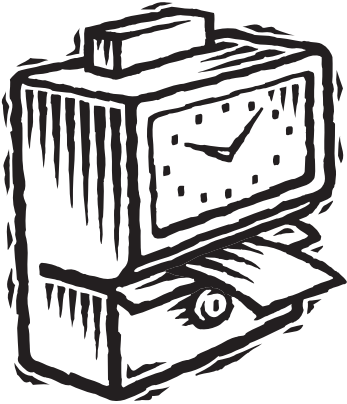
The school may require students and families to contract specific use of a cell phone including handing in the phone at the beginning of the day and collecting it at the end of the day if student use continues to be disruptive.

All students may use school phones with permission should they need to contact a parent or guardian.

## WORK PERMITS

Students enrolled in the Community School may be issued a work permit if they meet all of these requirements:

- attend class regularly, according to their assigned program;
- keep up with their work and maintain good behavior;
- have verified employment; and
- are under 18 years of age.



While we cooperate with students who want to work, school must come first, by law, for all students under the age of 18.

Students who are too sick to go to school, are also too sick to go to work.

If students do not maintain required school attendance and credit production, the school will reduce their allowed work hours or cancel their work permits.

## PARENT/GUARDIAN DUTIES AND RESPONSIBILITIES

**Parent support and cooperation makes a huge difference to student success!**

- Send your student to school every school day except when seriously ill.
- Make regular attendance at school your student's primary job.
- Call the school promptly if your student will be late or absent.
- Send a written note with your student on the first day back after an absence, if you have not already called the school.
- Require regular sleep hours and regular meals.
- Be aware of your student's transportation needs.
- Please schedule all appointments before or after school hours whenever possible, and verify any appointments which require your student to miss school.
- Continue support services your student may be receiving outside of school such as counseling.
- Maintain regular contact with your student's teacher.
- Attend all school meetings concerning your student.



# INTERNET USE

The Internet is a global computer network providing valuable exchange of information among many different organizations and individuals world-wide.

**Students must follow the school guidelines for using the Internet or they will not be allowed to use it. The following are not allowed:**

- Downloading music, applications, programs or anything else from the Internet;
- Accessing obscene, pornographic, or sexually explicit material;
- Accessing violent, racist, or terrorist material;
- Harassing, bullying, or threatening someone over the Internet;
- Extorting or attempting to extort property or money;
- Maliciously altering, deleting, damaging or destroying the school's computer software or hardware; or
- Accessing or utilizing any email programs.

## Monitoring Internet use

The school staff will monitor student use of the Internet to the greatest extent possible, but it is impossible to completely control what information students might locate on the Internet.

By making Internet information available to students for school use, the Community School does not imply endorsement of its contents.

## Internet Contract

Students, parents/guardians, and teachers will sign an *Internet Appropriate Use Contract* before students may use the Internet.



## Additional Considerations

**Students should use caution when communicating over the Internet.**

Students should never give out personal phone numbers or addresses to people via the Internet, and should notify teachers of any uncomfortable or inappropriate on-line communications.

**Students are expected to credit Internet sources when used for research.**

Pasting information directly from Internet documents into school assignments constitutes plagiarism and is not allowed.

**School staff has the final word on what is considered appropriate Internet use.**

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## SUPPORT SERVICES

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These services are available to Community School students, parents, and staff:

**Special Education** - Special education teachers offer support to students with active IEPs. This staff works individually with students to help them meet their IEP goals. They also team teach with regular education teachers to modify curriculum.

**Probation** - A juvenile probation officer works with the Community School supervising students who are wards of the court or on informal probation.

**School Psychologist** - A school psychologist is available for testing, student counseling, Student Success Teams, and teacher consultation.

**School Nurse** - A County Office of Education school nurse visits the schools and is available for emergency medical needs.

**Workability** - Special education students have this opportunity for paid employment and training under the supervision of a vocational counselor.

**TPP/Dept. of Rehabilitation** - Students with barriers to employment may be eligible for services through the Department of Rehabilitation. The program offers help with employment and enrollment at College of the Redwoods.

**Employment Training Dept.** - Students who are 16 years and older may qualify for job preparation and placement services through ETD.

**Foster Youth/Homeless Youth Education Services** - HCOE Student Services Coordinator provides educational support services, educational advocacy, mentoring and tutoring to homeless and foster youth. Student resource shelves are stocked with toiletries, simple emergency clothing, and other basic necessities.

**Student Assistance Counselors** - A counselor provides alcohol and other drug education, counseling, and all-around support services to assist youth in attaining school and personal success.

## **Additional Community Programs & Resources Available**

### **ALL SERVICES SWITCHBOARD (707) 441-1001 OR (877) 460-6000**

Food, medical, child care, employment, recreation, transportation, financial aid, legal assistance, shelter and housing, counseling for substance abuse and domestic abuse, services for the disabled, youth programs.

- Eureka Community Health Center (707) 441-1624
- Boys & Girls Club Teen Center (707) 444-0184
- Food For People (707) 445-3166
- GRIP - intervention services for gang-related problems (707) 441-2595
- Humboldt County Children's Behavioral Health Services (707) 268-2800
- Humboldt County Substance Abuse Disorder (SUD) Services (707) 476-4054
- Humboldt County Child Welfare Services (707) 445-6180
- Humboldt County Transition-Age Youth Collaboration (HCTAYC) (707) 476-4922
- Domestic Violence Crisis Line (707) 443-6042 | Toll-free (866) 668-6543
- The Job Market - employment assistance (707) 441-5627
- Maternal, Child & Adolescent Div. - Humboldt County Public Health (707) 445-6210
- North Country Prenatal Services (707) 822-1385
- Open Door Clinic Arcata (707) 826-8610
- Planned Parenthood (707) 442-5700
- Rape Crisis Team (707) 445-2881, will accept collect calls
- Smoking Cessation - American Cancer Society (800) 227-2345
- Suicide Prevention Hotline (707) 445-7715 | National Hotline (800) 273-8255
- Youth Services Bureau
  - 24 hour hotline (707) 444-CARE/(707) 444-2273
  - Casework, Counseling, Mentoring (707) 443-2273
  - Our House Shelter (707) 444-CARE/(707) 444-2273 (Youth Crisis Hotline)
  - Launch Pad Transitional Living Program (707) 443-2273
  - Drop-in Center for Homeless/At Risk Youth (707) 443-7099 (Raven Project)
  - (Drop-in Center closed during COVID; Call to check availability)*



## Humboldt County Office of Education 2020-2021 Glen Paul & Community School Calendar

School Month	Mon	Tues	Wed	Thurs	Fri	Week/ Days Taught	
	17	(18)	(19)	(20)	(21)		Staff Duty Days
August 24 to September 18 <b>FIRST MONTH</b>	24 31 7 14	25 1 8 15	26 2 9 16	27 3 10 17	28 4 11 18	19	Students start August 24  Labor Day – September 7
September 21 to October 16 <b>SECOND MONTH</b>	21 28 5 12	22 29 6 13	23 30 7 14	24 1 8 15	25 2 9 16	20	
October 19 to November 13 <b>THIRD MONTH</b>	19 26 (2) 9	20 27 3 10	21 28 4 11	22 29 5 12	23* 30 6 13	18	In service day-November 2  Veterans' Day Observed – Nov. 11
November 16 To December 11 <b>FOURTH MONTH</b>	16 23 30 7	17 24 1 8	18 25 2 9	19 26 3 10	20 27 4 11	15	Thanksgiving Holiday Week
December 14 To January 22 <b>FIFTH MONTH</b>	14 4 11 18	15 5 12 19	16 6 13 20	17 7 14 21	18 8 15* 22	19	Winter Break – Dec. 21 – Jan. 1  MLK Day – Jan 18
January 25 To February 19 <b>SIXTH MONTH</b>	25 1 8 15	26 2 9 16	27 3 10 17	28 4 11 18	29 5 12 19	15	Presidents' Week – Feb 15-19
February 22 to March 19 <b>SEVENTH MONTH</b>	22 1 8 15	23 2 9 16	24 3 10 17	25 4 11 18	26 5 12 19	20	
March 22 To April 16 <b>EIGHTH MONTH</b>	22 29 5 12	23 30 6 13	24 31 7 14	25 1 8 15	26* 2 9 16	15	Spring Break – April 12-15
April 19 To May 14 <b>NINTH MONTH</b>	19 26 3 10	20 27 4 11	21 28 5 12	22 29 6 13	23 30 7 14	20	
May 17 to June 11 <b>TENTH MONTH</b>	17 24 31 7	18 24 1 8	19 26 2 9	20 27 3 10	21 28 4 11*	19	Memorial Day – May 31  Last day for students June 11
						180	

- ( ) Potential Staff Duty Days
- Holiday
- Local Recess
- \* End of Quarter

1<sup>st</sup> Quarter - 44  
 2<sup>nd</sup> Quarter - 43  
 3<sup>rd</sup> Quarter - 44  
 4<sup>th</sup> Quarter - 49

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180

# Humboldt County Office of Education

## 2020-2021 Court School Year-Round Calendar

Approved

School Month	Mon	Tues	Wed	Thurs	Fri	Week/ Days Taught	
July 1 to July 24 <b>FIRST MONTH</b>	6 13 20	7 14 21	1 8 15 22	2 9 16 23	3 10 17 24	17	Independence Day July 3
July 27 to August 21 <b>SECOND MONTH</b>	27 3 10 17	28 4 11 18	29 5 12 19	30 6 13 20	31 7 14 21	20	
August 24 to September 18 <b>THIRD MONTH</b>	24 31 7 14	25 1 8 15	26 2 9 16	27 3 10 17	28 4 11 18	19	Labor Day – September 7
September 21 to October 16 <b>FOURTH MONTH</b>	21 28 5 12	22 29 6 13	23 30 7 14	24 1 8 15	25 2 9 16	20	
October 19 to November 13 <b>FIFTH MONTH</b>	19 26 (2) 9	20 27 3 10	21 28 4 11	22 29 5 12	23 30 6 13	18	Inservice Day – November 2 Veterans' Day – November 11
November 16 to December 11 <b>SIXTH MONTH</b>	16 23 30 7	17 24 1 8	18 25 2 9	19 26 3 10	20 27 4 11	18	Thanksgiving November 26-27
December 14 to January 8 <b>SEVENTH MONTH</b>	14 21 28 4	15 22 29 5	16 23 30 6	17 24 31 7	18 25 1 8	18	Christmas Dec. 25 New Year's Jan. 1
January 11 to February 5 <b>EIGHTH MONTH</b>	11 18 25 1	12 19 26 2	13 20 27 3	14 21 28 4	15 22 29 5	19	MLK Day – January 18
February 8 to March 5 <b>NINTH MONTH</b>	8 15 22 1	9 16 23 2	10 17 24 3	11 18 25 4	12 19 26 5	18	Presidents' Days– Feb 15-16
March 8 To April 2 <b>TENTH MONTH</b>	8 15 22 29	9 16 23 30	10 17 24 31	11 18 25 1	12 19 26 2	20	
April 5 To May 1 <b>ELEVENTH MONTH</b>	5 12 19 26	6 13 20 27	7 14 21 28	8 15 22 29	9 16 23 30	20	
May 4 to May 28 <b>TWELFTH MONTH</b>	3 10 17 24	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28	20	Memorial Day – May 25
May 31 to June 25 <b>THIRTEENTH MONTH</b>	31 7 14 21	1 8 15 22	2 9 16 23	3 10 17 24	4 11 18 25	19	
June 28 to 30 <b>FOURTEENTH MONTH</b>	28	29	30			3	

**249 DAYS**

Holiday  
 Local Recess

# COURT/COMMUNITY SCHOOLS DIRECTORY

## ADMINISTRATION AND SCHOOL REGISTRATION

Felicia Doherty, Principal.....445-7081  
Teo Salas-Meza, Program Secretary.....445-7108  
Candy Carter, School Registrar.....445-7177  
CCS FAX .....445-7071

Dr. Chris Hartley, Superintendent.....445-7030  
Jennifer Fairbanks,  
Coordinator, Instructional Leadership.....441-4651  
Colby Smart, Assistant Superintendent,  
Educational Services.....445-7030

## SCHOOL CAMPUSES

### EUREKA

#### Eureka Community School, Educational Resource Center

1820 6<sup>th</sup> Street, Eureka, CA 95501 • PHONE: 445-7021 • FAX: 445-7071  
Jason Maguire .....Teacher                      Kerry Pelascini .....Instructional Aide

#### Eureka Community School, Independent Study

1820 6<sup>th</sup> Street, Eureka, CA 95501 • PHONE: 441-3995 • FAX: 445-7071  
Catlin Conlin.....Teacher                      Laura Walkner .....Instructional Aide

#### Eureka Community School, Independent Study

1820 6<sup>th</sup> Street, Eureka, CA 95501 • PHONE: 445-7097 • FAX: 445-7071  
Debbie Holton.....Teacher                      Susan Driscoll .....Instructional Aide

### FORTUNA

#### Eel River Community School, Classroom Program

2292 Newburg Rd, Fortuna, CA 95540 • PHONE: 725-0209 or 725-2012 • FAX: 725-0326  
John Mircetich.....Teacher                      Kim Cabrera.....Instructional Clerk  
Chris Rhodes.....Instructional Aide

#### Eel River Community, Independent Study

2292 Newburg Rd, Fortuna, CA 95540 • PHONE: 725-2947 • FAX: 725-0326  
Cerise Ibach.....Teacher                      TBD.....Instructional Aide

#### Garberville Community School

286 Sprowel Creek Road, Garberville, CA 95542 • PHONE: 923-2550  
Mark Johnson.....Teacher                      Kim Cabrera.....Instructional Clerk

## COURT SCHOOLS

### Von Humboldt Court School

2002 Harrison, Eureka, CA 95501 • PHONE: 445-7094 • FAX: 445-7093  
Marny Hulbert.....Teacher                      Marla Ward.....Instructional Aide

# COURT/COMMUNITY SCHOOLS DIRECTORY

## PROGRAM SERVICES AND SUPPORT

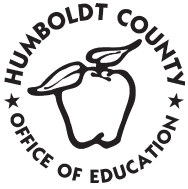
Nicole Shiller.....	School Psychologist.....	445-7117
Roger Golec.....	Coordinator Foster/Homeless Youth.....	445-7187
Lucy Robson .....	McKinney-Vento Caseworker.....	445-7187
April Quincey.....	Resource Specialist Teacher.....	725-2953
Teresa Mondragon.....	Resource Specialist Teacher.....	445-6113
Nicole Alvarado Hofacker.....	Resource Specialist Instructional Aide.....	445-6113
Gillian Wadsworth.....	Program Manager.....	445-7098
Ric Nelson.....	Student Assistance Counselor.....	832-8857
Pete Wagner.....	Student Assistance Counselor.....	(802) 299-6181
M. Youssef.....	21 <sup>st</sup> Century Learning Skills Technician.....	445-7099

## OTHER EDUCATIONAL RESOURCES

Juvenile Probation.....	268-3378
HROP Vocational Programs.....	445-7018
Employment Training Department.....	441-4600

## BOARD OF EDUCATION

Mary Scott .....	Area 1
Robert Siekmann .....	Area 2
Thom McMahan.....	Area 3
Loretta Eckenrode, Board President .....	Area 4
Marc Rowley .....	Area 5



August 2020

Dear Parents and community School Students:

Court and Community School staff have been informed by the Gang Task Force that certain clothing options advertise gang involvement and are used as intimidation strategies. Our main concern is to maintain our schools as neutral zones. We are unable to adequately meet student's academic needs if we are constantly dealing with gang altercations on site, or the advertisement of criminal/gang involvement. We also recognize that students are clothes conscious and want to look good, which we appreciate and understand. We cannot always determine whether students are attempting to match their clothes versus advertising (consciously or unknowingly) gang involvement.

We are not aware of all of our students' after-school activities. We are unable to definitively say who is gang involved and who is not, nor do we wish to. We have created a specific, objective, dress code that students and parents will be informed of. Students are expected to follow the dress code while at any Community School Program.

**We realize that many parents may not think there is a gang problem, however, through conversations with law enforcement, we have been made aware that there is.**

**Community School gang awareness procedure:**

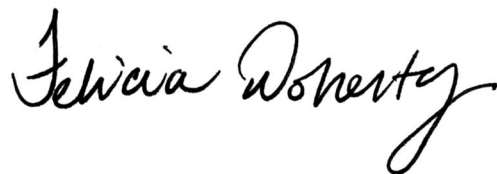
1. Students will be informed at enrollment of the dress code, as stated in the Community School Handbook (see attached copy)
2. Once the student arrives to enroll in any community school program, their behavior—as it relates to gang activity—will be documented.
3. Two or more documented incidences will result in a formal meeting with CCS staff, student and parent to review specifically what is required and what has been previously documented.
4. If a third incident occurs, a meeting will be scheduled with the CCS Principal, possibly resulting in a change of program placement.

**Documented incidences include, but are not limited to, the following:**

- Wearing predominantly one color such as red, blue, or green (three or more items of the same color to include shoe laces, shoes, undershirts, etc.) Solid black and white shoes are not included as an item. Hats are counted as an item.
- Wearing one color consistently
- Throwing around gang signs **or what staff perceive** to be gang signs
- Graffiti on school books, schoolwork, school property or academic books
- Fights, threatening others, or intimidation
- Bandanas in pockets or elsewhere
- School art work with gang graffiti

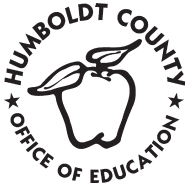
Overall, our efforts are to maintain a safe, non-intimidating school campus. We do have shirts and sweatshirts available for students to wear during the day should they need to change. If a student does need to change clothing, or go home to change, they will still receive a documented incident.

Sincerely,

A handwritten signature in black ink that reads "Felicia Doherty". The signature is written in a cursive, flowing style.

Felicia Doherty, Principal  
Court/Community Schools

(707) 445-7081



CHRIS HARTLEY, Ed.D., Superintendent

901 Myrtle Avenue, Eureka, California 95501-1294

Phone: 707/445-7000

FAX: 707/445-7143

www.humboldt.k12.ca.us

August 1, 2020

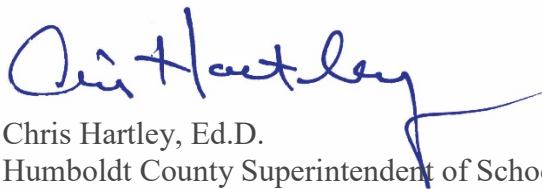
Dear Parents/Guardians:

The California Department of Health Care Services has a program to reimburse school districts, including the Humboldt County Office of Education, with federal Medicaid dollars for selected health services such as hearing and vision screenings and health assessments provided to eligible students at school.

In accordance with Local Education Agency (LEA) rules and guidelines, we are notifying you that eligible student's records may be forwarded to the District's billing agency, if requested. These records would be forwarded in a confidential manner. Our vendor holds a contract with the District that contains a specific confidentiality clause to ensure information is not disclosed inappropriately. Further, our vendor is federal HIPAA (Health Insurance Portability & Accountability Act) compliant.

School health services currently provided to all students will not be changed by this program. Students will not be denied services they require to attend school and parents will not be billed for services by the school district.

Sincerely,



Chris Hartley, Ed.D.  
Humboldt County Superintendent of Schools

CH:jm

## Type 2 Diabetes Information

Pursuant to California *Education Code* Section 49452.7, this type 2 diabetes information is for local educational agencies to provide to parents and guardians of incoming seventh grade students beginning July 1, 2010. Spanish translation available as a handout from your student's teacher.

Type 2 diabetes is the most common form of diabetes in adults.

- Until a few years ago, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens.
- According to the U.S. Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop type 2 diabetes in his or her lifetime.

Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy.

- The body turns the carbohydrates in food into glucose, the basic fuel for the body's cells.
- The pancreas makes insulin, a hormone that moves glucose from the blood to the cells.
- In type 2 diabetes, the body's cells resist the effects of insulin, and blood glucose levels rise.
- Over time, glucose reaches dangerously high levels in the blood, which is called hyperglycemia.
- Hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

**It is recommended that students displaying or possibly experiencing the risk factors and warning signs associated with type 2 diabetes be screened (tested) for the disease.**

Researchers do not completely understand why some people develop type 2 diabetes and others do not; however, the **following risk factors** are associated with an increased risk of type 2 diabetes in children:

- **Being overweight.** The single greatest risk factor for type 2 diabetes in children is excess weight. In the U.S., almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.
- **Family history of diabetes.** Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.
- **Inactivity.** Being inactive further reduces the body's ability to respond to insulin.
  - **Specific racial/ethnic groups.** Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes.
  - **Puberty.** Young people in puberty are more likely to develop type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

**Warning signs and symptoms** of type 2 diabetes in children develop slowly, and initially there may be no symptoms. However, not everyone with insulin resistance or type 2 diabetes develops these warning signs, and not everyone who has these symptoms necessarily has type 2 diabetes.

- Increased hunger, even after eating
- Unexplained weight loss
- Increased thirst, dry mouth, and frequent urination
- Feeling very tired
- Blurred vision
- Slow healing of sores or cuts
- Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms
- Irregular periods, no periods, and/or excess facial and body hair growth in girls
- High blood pressure or abnormal blood fats levels

## Type 2 Diabetes Prevention Methods and Treatments

- **Eat healthy foods.** Make wise food choices. Eat foods low in fat and calories.
- **Get more physical activity.** Increase physical activity to at least 60 minutes every day.
- **Take medication.** If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.

**Contact your student's school nurse, school administrator, or health care provider if you have questions.**



# Ready For 7<sup>th</sup> Grade?



**Get the whooping cough shot  
if you haven't had it yet!**

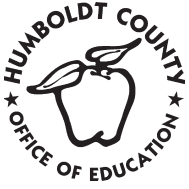
The Tdap vaccine is required for all 7<sup>th</sup> graders. Your school will need your vaccine records. Talk with your doctor today.

**[ShotsForSchool.org](http://ShotsForSchool.org)**



To get the Tdap vaccine, please contact:  
Humboldt County Public Health Department / 445-6200 or 268-2018  
or your doctor's office.

IMM-1039 (12/11)



## EDUCATION FOR HOMELESS CHILDREN

### Definitions

The following definitions are provided by the No Child Left Behind Act:

Homeless means students who lack a fixed regular and adequate nighttime residence and includes:

1. Children & youths who share the housing of other persons (doubled up) due to loss of housing or economic hardship; are living in motels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Children & youths whose primary nighttime residence is public or a private place not designed for regular sleeping accommodations for human beings.
3. Children & youths living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
4. Migratory children who qualify as homeless due to living in conditions described above.

### Equal Access

- Homeless students have equal access to all school programs.
- They automatically qualify for Title I, school meals, and after school programs.
- Homeless Preschoolers may be given priority enrollment.
- Unaccompanied Youth have the right to enroll without a legal guardian.

### Local Education Agency

#### Homeless Liaison

- All local educational agencies must have a district liaison
- LEA liaisons must ensure that:
  - Homeless children and youth are identified
  - Homeless students enroll in, and have full and equal opportunity to succeed in, school
  - Homeless families, children, and youth receive educational services.
  - Parents or guardians are informed of educational opportunities available to their children
  - Public notice of the educational rights is disseminated
  - Enrollment disputes are mediated
  - Liaisons are required to assist unaccompanied youth in placement/enrollment decisions
  - Liaisons are required to ensure that unaccompanied youth are immediately enrolled in school
  - Liaisons are required to assist children and youth who do not have immunizations
  - Liaisons are required to collaborate with the state coordinator and community and school personnel

**SEXUAL HARASSMENT**

The Board of Education is committed to maintaining an educational environment that is free from harassment. Sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities is prohibited. Sexual harassment is considered to be a major offense which may result in disciplinary action up to and including suspension/expulsion of the offending student or dismissal of the offending employee.

The Board of Education also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and administrative regulation.

Complaint Process/Employee Duty to Report

Any student who feels that he/she is being or has been subjected to sexual harassment on school grounds or at a school-sponsored or school-related activity by another student or adult shall immediately contact his/her teacher or any other employee. A school employee to whom a complaint is made shall immediately report it to the principal or designee.

Any school employee who observes any incident of sexual harassment involving a student shall report this observation to the principal or designee, whether or not the victim files a complaint.

In any case of sexual harassment involving the principal or any other employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall report to the Assistant Superintendent or the Superintendent or designee.

The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint in accordance with law and procedures specified in Administrative Regulation (AR) 1312.4 Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.4 and where to obtain a copy of the procedures.

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

Disciplinary Measures

Any student who engages in sexual harassment or sexual violence of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action, which may include

suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account.

Any staff member found to have engaged in sexual harassment or sexual violence toward any student shall be subject to discipline up to and including dismissal in accordance with applicable policies, laws, and/or collective bargaining agreements.

### Instruction/Information

The Principal shall ensure that all students enrolled in Office of Education schools receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could include sexual violence.
2. A clear message that students do not have to endure sexual harassment.
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained.
4. A clear message that student safety is the Office of Education's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved.
5. Information about the procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made.
6. Information about the rights of students and parents/guardians to file a criminal complaint, as applicable.

At the beginning of the school year, or upon enrollment, parents/guardians shall be provided with a copy of this policy and administrative regulation.

### **Confidentiality and Recordkeeping**

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

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the Office of Education to monitor, address, and prevent repetitive harassing behavior in the schools.

**SEXUAL HARASSMENT**

The Board designates the following individual as the responsible employee to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under Administrative Regulation (AR) 1312.4—Uniform Complaint Procedures. The compliance officer may be contacted at:

Deputy Superintendent  
Humboldt County Office of Education  
901 Myrtle Avenue  
Eureka, CA 95501  
(707) 445-7030

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender, in the educational setting, when made on the basis of sex and under any of the following conditions:

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

Types of conduct which are prohibited and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations or propositions.
2. Sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.

## **Students**

## **Administrative Regulation 5145.7(b)**

4. Sexual jokes, derogatory posters, notes, e-mails, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-gender class.
7. Massaging, grabbing, fondling, stroking or brushing the body.
8. Touching an individual's body or clothes in a sexual way.
9. Purposefully cornering or blocking normal movements or any physical interference with school activities when directed at an individual on the basis of sex.
10. Displaying sexually suggestive objects.
11. Sexual assault, sexual battery, or sexual coercion.

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

Any student who believes that he/she has been subjected to sexual harassment or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, principal, or any other available school employee.

In addition, any school employee who observes an incident of sexual harassment involving a student shall report his/her observation to the principal or compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

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

When a report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the uniform complaint procedures, Board Policy and AR 1312.4.

#### Confidentiality

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



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

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

#### Response Pending Investigation

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

#### Investigation of Complaints at School

The principal or designee shall promptly investigate all complaints of sexual harassment in a thorough and confidential manner. The student who is complaining shall have an opportunity to describe the incident, present witnesses and other evidence of the harassment, and put his/her complaint in writing.

#### Informal Resolution

When the student who complained and the alleged harasser so agree, the principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided and both parties agree.

Formal Complaints

If the complaining student is unable to communicate directly with the person whose conduct is offensive, or if direct communication has been unavailing, the aggrieved student may file a formal complaint with the principal, compliance officer, or Superintendent.

The complaint should be in writing and submitted in a timely manner following the incident(s) of alleged misconduct. The complaint shall identify the offending person or persons; include reference to specific examples of offensive conduct; and describe any informal efforts made to correct the situation.

The compliance officer or other designee shall have primary responsibility to review the complaint and, as soon as reasonably possible after its receipt, should inform the person who has been accused of harassment about the allegations.

The investigation and a written report shall be completed within 20 workdays unless extenuating circumstances make such a timeline impossible to meet. Additional action, such as disciplinary action, if any is deemed appropriate and warranted, shall be made in an equally responsive manner.

If the compliance officer or designee verifies that sexual harassment occurred, this report shall describe the actions taken to end the harassment, address the effects of the harassment on the student harassed, and prevent retaliation or further harassment.

Additional Policies and Procedures

The Superintendent or designee shall adopt, and from time to time may revise, further procedures as may be necessary to implement this policy and provide for a means of enforcing this policy. Such further procedures may include the following: staff inservice and student instruction or counseling; communications with parents/guardians regarding sexual harassment policy and possible disciplinary action; an explanation of possible civil proceedings and potential legal consequences of sexual harassment; notifying child protective services.

In addition to taking appropriate disciplinary action against students or employees who are found to have sexually harassed, the principal or designee may take disciplinary measures against any person who is found to have made a complaint of sexual harassment which he/she knew was not true.

Notifications

A copy of Office of Education's sexual harassment policy and regulation shall:



**Students****Administrative Regulation 5145.7(e)**

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year or upon enrollment.
2. Be displayed in a prominent location in the main administrative building and at school sites in locations where notices of Office of Education rules, regulations, procedures and standards of conduct are posted including the website.
3. Be provided as part of any orientation program conducted for new students.
4. Appear in any school or Office of Education publication that sets forth the school's or Office of Education's comprehensive rules, regulations, procedures and standards of conduct.
5. Be provided to employees and employee organizations.

**NONDISCRIMINATION/HARASSMENT**

The Board of Education and Superintendent desire to provide a safe school environment that allows all students equal access and opportunities in academic and other educational support programs, services and activities. Office of Education programs and activities shall be free from discrimination, including harassment, intimidation and bullying, with respect to the actual or perceived ethnic group identification, religion, gender, gender identity, gender expression, color, race, ancestry, national origin, nationality, immigration status ethnicity, ethnic group identification, and physical or mental disability, age, religion, marital or parental status, sex or sexual orientation, gender, gender identification, gender expression; the perception of one or more such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within an Office of Education program.

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above. Discrimination also includes the creation of a hostile environment when the prohibited conduct is so severe, persistent, and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board and Superintendent also prohibit any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Board of Education and Superintendent shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision.

The Board prohibits discrimination, harassment, intimidation, retaliation, and bullying of any student by any employee, student or other person in the Office

of Education. Staff shall be alert and immediately responsive to student conduct which may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

Students who engage in discrimination, harassment, intimidation, bullying or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include counseling, up to and including suspension and/or expulsion for behavior that is severe or pervasive as defined in Education Code 48900.4. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

The Superintendent or designee shall provide age-appropriate training and information to students, parents/guardians, and employees regarding discrimination, harassment, intimidation, and bullying, including, but not limited to, the Office of Education's nondiscrimination policy, what constitutes prohibited behavior, how to report incidents, and to whom such reports should be made.

In providing instruction, guidance, supervision, or other services to students, employees and volunteers shall carefully guard against segregating or stereotyping students.

The principal or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior.

*Legal Reference:*

EDUCATION CODE

200-262.4 Prohibition of discrimination

48900.3 Suspension or expulsion for act of hate violence

48900.4 Suspension or expulsion for threats or harassment

48904 Liability of parent/guardian for willful student misconduct

48907 Student exercise of free expression

48950 Freedom of speech

48985 Translation of notices

49020-49023 Athletic programs

51500 Prohibited instruction or activity

51501 Prohibited means of instruction

60044 Prohibited instructional materials

CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor

PENAL CODE

422.55 Definition of hate crime

422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

432 Student record

4600-4687 Uniform Complaint Procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

12101-12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29

794 Section 504 of Retaliation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age Discrimination Act of 1975

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

COURT DECISIONS

*Donovan v. Poway Unified School District*, (2008) 167 Cal.App.4th 567

*Flores v. Morgan Hill Unified School District*, (2003) 324 F.3d 1130

Policy

Adopted: December 16, 1987

Revised: July 11, 2018

**HUMBOLDT COUNTY OFFICE OF EDUCATION**

Eureka, CA 95501

**NONDISCRIMINATION IN OFFICE OF EDUCATION PROGRAMS AND ACTIVITIES**

The Humboldt County Board of Education is committed to equal opportunity for all individuals in education. Humboldt County Office of Education programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, immigration status, ethnic group identification, age, religion, marital or parental status, physical or mental disability, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

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

Annually, the Superintendent or designee shall review Office of Education programs and activities to ensure the removal of any barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing programs and activities, including the use of facilities. Prompt, reasonable actions shall be taken to remove any identified barrier.

Pursuant to 34 CFR 104.8 and 34 CFR 106.9, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the Office of Education's policy on nondiscrimination and related complaint procedures. Such notification shall be included in each announcement, bulletin, catalog, application form, or other recruitment materials distributed to these groups.

The Office of Education's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand and, when required by law, in a language other than English.

### Access for Individuals with Disabilities

Office of Education programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act and any implementing standards and/or regulations.

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

*Legal Reference:*

EDUCATION CODE

200-262.4 Prohibition of discrimination

48985 Notices to parents in language other than English

51007 Legislative intent: state policy

GOVERNMENT CODE

11000 Definitions

11135 Nondiscrimination in programs or activities funded by state

11138 Rules and regulations

12900-12996 Fair Employment and Housing Act

54953.2 Brown Act compliance with Americans with Disabilities Act

PENAL CODE

422.55 Definition of hate crime

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities in Education Act

1681-1688 Discrimination based on sex or blindness, Title IX

2301-2415 Carl D. Perkins Vocational and Applied Technology Act

6311 State plans

6312 Local education agency plans

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

2000h-2000h-6 Title IX

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

36.303 Auxiliary aids and services

CODE OF FEDERAL REGULATIONS, TITLE 34

100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI

104.1-104.39 Section 504 of the Rehabilitation Act of 1973

106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:

106.9 Dissemination of policy

Policy

Adopted: February 13, 2013

Revised: July 11, 2018

**HUMBOLDT COUNTY OFFICE OF EDUCATION  
Eureka, California**

**UNIFORM COMPLAINT PROCEDURES**

The Board of Education and Superintendent recognize that the Humboldt County Office of Education (HCOE) has primary responsibility for insuring that it complies with state and federal laws and regulations governing educational programs. The Office of Education shall investigate and seek to resolve complaints at the local level in accordance with applicable laws and administrative regulations related to this policy.

The Superintendent/designee shall follow uniform complaint procedures when addressing complaints including:

1. Complaints alleging unlawful discrimination, harassment, intimidation or bullying in Office of Education programs or activities against any student, employee or other persons participating in programs and activities based the person's actual or perceived characteristic of age, sex, sexual orientation, gender, gender identity, gender expression or genetic information, ethnic group identification, race or ethnicity, ancestry, nationality, national origin, immigration status, religion, color, mental or physical disability, marital or parental status, pregnancy or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, the perception of one or more such characteristics, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance;
2. Complaints alleging the Office of Education's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities;
3. Complaints regarding the requirements for the development and adoption of a school safety plan, and also may be used when addressing complaints alleging failure to comply with state or federal law in the following Office of Education programs: consolidated categorical aid programs, career technical education, child care and development programs, child nutrition programs, migrant education, and special education programs;
4. Complaints regarding the implementation of the Local Control Accountability Plan (LCAP). Such complaints may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.
5. Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student



regarding placement decisions, the responsibility of the district's education liaison to the student, the award of credit for coursework satisfactorily complete in another school or district, school transfer or the grant of an exemption from Board-imposed graduation requirements.

6. Any complaint, by or on behalf of any homeless student as defined in 42 USC 11434a, a former juvenile court school student or a child of a military family as defined in Education Code 49701 who transfers into the district after his/her second year of high school, alleging district noncompliance with any legal requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district, school transfer or the grant of an exemption from Board-imposed graduation requirements.
7. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed without meeting specific conditions (Education Code 51228.3).
8. Any complaint alleging bullying in Office of Education programs and activities, regardless of whether the bullying is based on a person's actual or perceived characteristics of age, sex, sexual orientation, gender, gender identity, gender expression or genetic information, ethnic group identification, race or ethnicity, ancestry, nationality, national origin, religion, color, mental or physical disability, marital or parental status, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55.
9. Any complaint alleging Office of Education noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222).
10. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy.
11. Any other complaint as specified in Office of Education policy.



According to state and federal codes and regulations, the programs and activities subject to the UCP are:

- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- American Indian Education Centers and Early Childhood Education Program Assessments
- Bilingual Education
- California Peer Assistance and Review Programs for Teachers
- Career Technical and Technical Education; Career Technical; Technical Training (State)
- Career Technical Education (Federal)
- Child Care and Development
- Child Nutrition
- Compensatory Education
- Consolidated Categorical Aid
- Course Periods without Educational Content
- Economic Impact Aid
- Education Of Pupils In Foster Care, Pupils Who Are Homeless, Former Juvenile Court Pupils Now Enrolled In A School District, and Pupils Of Military Families
- Every Student Succeeds Act / No Child Left Behind (Titles I–VII)
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Safety Plans
- Special Education
- State Preschool
- Tobacco-Use Prevention Education

This policy prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in complaint procedures. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The Board and Superintendent recognize that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving the problem through mediation, the

Superintendent or designee shall initiate that process. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

Complaints alleging discrimination, retaliation or bullying shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis.

When an allegation that is not subject to the Uniform Complaint Procedure (UCP) is included in a UCP complaint, the Office of Education shall refer the non-UCP allegation to the appropriate staff or agency and shall resolve the UCP-related allegation(s) through the UCP.

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints. All such records shall be destroyed in accordance with applicable state law and Office of Education policy.

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

The office shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep confidential the identity of the complainant and/or the subject of the complaint, if he/she is different from the complainant, as long as the integrity of the complaint process is maintained.

This policy and related Administrative Guidelines are intended to comply with Title 5 of the California Code of Regulations, 4600 et seq., and are not intended to extend beyond such requirements.

**Non-UCP Complaints**

The following complaints shall not be subject to the UCP but shall be referred to the specified agency:

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.
3. Any complaint alleging fraud shall be referred to the California Department of Education.

In addition, the Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments.

*Legal Reference:*EDUCATION CODE*200-262.4 Prohibition of Discrimination**32289 School Safety Plan, uniform complaint procedures**35186 Williams uniform complaint procedures**48853-48853.5 Education of Pupils in Foster Care and Pupils Who Are Homeless**48985 Languages other than English**49010-49013 Student fees**49060-49079 Student records**49490-49590 Child nutrition program**51210 Course of Study, Grades 1 to 6**51223-51229 Courses of Study, Grades 7 to 12**52060-52077 Local control and accountability plan, especially**52075 Local control and accountability plans**52300-52490 Career technical education**52800-52870 School-based coordinated programs**54400-54425 Compensatory education programs**56000-56865 Special education programs**59000-59300 Special Schools and Centers**64000-64001 Consolidated application process*GOVERNMENT CODE*11135 Nondiscrimination in programs or activities funded by state**12900-12996 Fair Employment and Housing Act*

CODE OF REGULATIONS, TITLE 5

3080 Application of section

4600-4671 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

PENAL CODE

422.55 Hate crime; definition

422.6 Interference with constitutional right or privilege

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Education Rights and Privacy Act

1681-1688 Title IX of the Education Amendments of 1972

6301-6577 Title I Basic Programs

6601-6777 Title II Preparing and Recruiting High Quality Teachers and Principals

6801-6871 Title III, Language instruction for limited English proficient and immigrant students

7101-7184 Safe and Drug-Free Schools and Communities Act, including

7114 Local educational program, safety plans

7201-7283g Title V Promoting Informed Parental Choice and Innovative Programs

7301-7372 Title VI Rural and Low-Income School Programs

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age Discrimination Act of 1975

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

110.25 Notification of nondiscrimination on the basis of age

Policy  
**EDUCATION**

Adopted: October 21, 1992

Revised: October 10, 2018

**HUMBOLDT COUNTY OFFICE OF**

**Eureka, California**

**UNIFORM COMPLAINT PROCEDURES FOR TEXTBOOKS AND INSTRUCTIONAL MATERIALS, SCHOOL FACILITIES AND TEACHER CERTIFICATION**

**NOTICE TO PARENTS/GUARDIANS, PUPILS, AND TEACHERS:**

**COMPLAINT RIGHTS**

Parents/Guardians, Pupils, and Teachers:

Pursuant to Education Code 35186 this notice must be posted in each classroom:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional material, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe and functional as determined by the Office of Public School Construction.
3. There should be no teacher vacancies or misassignments as defined in Education Code 35186(h) (1) and (2).

“Misassignment” means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

“Teacher vacancy” means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

To file a complaint regarding the above matters, complaint forms can be obtained from the principal, from the Administration Office at the Humboldt County Office of Education, 901 Myrtle Avenue, Eureka, or can be downloaded from the Humboldt County Office of Education’s website at [www.humboldt.k12.ca.us/parents.php](http://www.humboldt.k12.ca.us/parents.php) (click on “Uniform Complaint Procedures” under Forms & Notices) or the California Department of Education's (CDE) website at [www.cde.ca.gov/re/cp/uc](http://www.cde.ca.gov/re/cp/uc). However, a complaint need not be filed using either the Office of Education’s complaint form or the complaint form from the CDE.

**COMPLAINT FORM:****Uniform Complaint Procedure for Instructional Materials, School Facilities and Teacher Certification**

Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested?  Yes  No

Contact Information:

Name:

Address:

Phone Number: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

E-mail address, if any: \_\_\_\_\_

Location of the problem that is the subject of this complaint:

School:

Course title/grade level and teacher name:

Room number/name of room/location of facility:

Date problem was observed:

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please use the appropriate complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply: A complaint may contain more than one allegation.)

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)

A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.

A pupil does not have access to instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.

Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4682)

A semester begins and a teacher vacancy exists. A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year

or, if the position is for a one-semester course, a position of which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

- \_\_\_\_\_ A teacher lacking credentials or training to teach English learners is assigned to teach a class with more than 20% English learners in the class.
- \_\_\_\_\_ A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facility conditions: (Education Code 17592.72, 35186, 35292.5; 5 CCR 4683)

- \_\_\_\_\_ A condition exists that poses an emergency or urgent threat to the health or safety of students or staff including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition and any other emergency conditions the Office of Education determines appropriate.
- \_\_\_\_\_ A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- \_\_\_\_\_ The school has not kept all restrooms open during school hours when pupils are not in classes and has not kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when closing of the restroom is necessary for pupil safety or to make repairs.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff.

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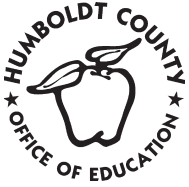
Please file this complaint with the principal of the school or  
Assistant Superintendent, Educational Services  
Humboldt County Office of Education  
901 Myrtle Avenue  
Eureka, CA 95501

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)





CHRIS HARTLEY, Ed.D., Superintendent

901 Myrtle Avenue, Eureka, California 95501-1294

Phone: 707/445-7000

FAX: 707/445-7143

www.humboldt.k12.ca.us

July 1, 2020

TO: County Office of Education Staff  
Parents and Guardians of Students

FROM: Rob Walkenhauer, IPM Coordinator *RW*  
Supervisor, Maintenance and Operations

**SUBJECT: ANNUAL NOTIFICATION OF POTENTIAL PESTICIDE USE**

The Healthy Schools Act of 2000 requires all California school districts and county offices of education to notify employees and the parents and guardians of students of the pesticides/herbicides that they could potentially apply to school sites during the year.

Please see the attached list of products we could be using at Humboldt County Office of Education school sites during this school year. You can find more information regarding these pesticides and pesticide use reduction at the Department of Pesticide Regulation's web site at <http://www.cdpr.ca.gov>.

Further, should you wish to receive notification of individual pesticide applications at a Humboldt County Office of Education site, you may register with us. Beginning September 1, 2020, people listed on this registry will be notified at least 72 hours before pesticides are applied. If you would like to be notified every time we apply a pesticide, please complete and return the attached form and mail it to:

Rob Walkenhauer, IPM Coordinator  
Humboldt County Office of Education  
901 Myrtle Avenue  
Eureka, CA 95501

It is the policy of the Humboldt County Office of Education to use the least toxic methods of pest prevention and control. Listed chemical pesticides/herbicides will be used only after other alternatives have been considered. When it is necessary to use a pesticide, only supervised, licensed/trained applicators will apply the pesticide, and treatments will be made after school and office hours. Our Integrated Pest Management program is outlined in Board Policy 3514.1. If you have any questions, please contact me at (707) 445-7000.

RW:hg  
Attachments

Humboldt County Office of Education  
ANNUAL NOTICE OF POTENTIAL PESTICIDE USE

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Pesticide products that may be used by the Humboldt County Office of Education during the 2020-2021 school year, should infestations occur and less toxic control methods prove ineffective.

NAME OF PESTICIDE	ACTIVE INGREDIENTS
Advance (Carpenter ant bait)	Abamectin, soybean oil, corn meal, t-Butyl Hydroquinone
Maxforce Fine Granule Insect Bait	Hydramethylnon
Drax Ant Kil	Orthoboric Acid (Boric Acid)

You can find more information regarding these pesticides and pesticide use reduction at the Department of Pesticide Regulation's web site at <http://www.cdpr.ca.gov>.

RW:hg

Humboldt County Office of Education  
REQUEST FOR INDIVIDUAL PESTICIDE APPLICATION NOTIFICATION

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I understand that, upon registering with the Humboldt County Office of Education, I will be informed of individual pesticide applications at least 72 hours before an application at a Humboldt County Office of Education site.

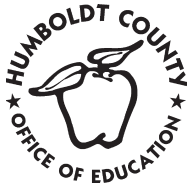
I would like to be notified before each pesticide application at \_\_\_\_\_ school. I understand that my request will be active through August 31, 2021, and must be renewed annually should I wish to continue to receive notifications.

I further understand that, should an emergency condition exist that necessitates immediate application of a pesticide to protect the health and safety of pupils, staff, other persons, or the school site, I will be notified as soon as is practical in accordance with Education Code 17612(c).

I would prefer to be contacted by (circle one):                      U. S. Mail                      E-mail

<b>REQUEST FOR INDIVIDUAL PESTICIDE APPLICATION NOTIFICATION</b>	
PLEASE PRINT NEATLY:	
Name: _____	Date: _____
Address: _____	Day Phone: _____
_____	Evening Phone: _____
E-mail: _____	
RETURN TO: Rob Walkenhauer, IPM Coordinator Humboldt County Office of Education 901 Myrtle Avenue Eureka, CA 95501	
Request Expires 8/31/2020	

RW:hg



CHRIS HARTLEY, Ed.D., Superintendent

901 Myrtle Avenue, Eureka, California 95501-1294

Phone: 707/445-7000

FAX: 707/445-7143

www.humboldt.k12.ca.us

Dear Parents:

Schools are required by Education Code 49452.9 to include information on health care coverage options and enrollment in their student enrollment packets. Covered California has substantial information available. To find free, confidential, in-person help, visit the Covered California web site at <https://www.coveredca.com/> or call (800) 300-1506. Other local resources provided by Covered California that may be of assistance to you are:

Open Door Health  
2200 Tydd St., Eureka, CA 95501  
(707) 441-1624  
[www.opendoorhealth.com](http://www.opendoorhealth.com)

Department of Health & Human Services  
929 Koster St., Eureka, CA 95501  
(877) 410-8809

Sincerely

Chris Hartley, Ed.D.  
Humboldt County Superintendent of Schools

# ACKNOWLEDGEMENTS

**This student handbook was prepared using format and text ideas  
from the following two student handbooks:**

Zoe Barnum High School Student Handbook 2000-2001  
Continuation High School for Eureka City Schools, Eureka, California

The one.® program. Handbook 2000-2001 School Year  
Community Schools program for San Joaquin County, California