

Yolo Education Center

**(Yolo High School, TAL &
Opportunity School)**

919 Westacre Road, West Sacramento, Ca. 95691

(916) 375-7740

Fax (916) 375-0928

www.yolo.wusd.k12.ca.us

Home of the Eagles



**Student Handbook
2020-2021**

District Web Page: www.wusd.k12.ca.us

School Starts: **Wednesday, August 19, 2020**

Office Hours: **8 a.m. – 3 p.m.**

Phone: **(916) 375-7740**

Fax: **(916) 375-0928**

Holidays:	September 2, 2019	Labor Day
	October 3 & 7, 2019	Non Attendance Days
	November 11, 2019	Veteran’s Day
	November 25-29, 2019	Thanksgiving Break
	December 23, 2019 -	
	January 3, 2020	Winter Break
	January 20, 2020	Martin Luther King
	February 13-17, 2020	President’s Week
	April 6 – April 13, 2020	Spring Break
	May 25, 2020	Memorial Day

Grading Periods:	October 9	Quarter One
	December 18	Quarter Two/Semester One
	March 19	Quarter Three
	May 4	Quarter Four/Semester Two

Students intending to participate in the graduation ceremony must have all credits completed and signed off by May 29, 2021.

Grade Reports Issued:	January 8, 2020	Semester One
	June 10, 2020	Semester Two

Graduation: **June 1, 2020**

Last Day of School: **June 4, 2020**

YOLO EDUCATION CENTER

2020-2021

DIRECTOR:	Office	Jay Berns	
SECRETARY:	Office	Stephanie Williams	
COUNSELOR:	Office	Noe Guerra	
CUSTODIAN:	Office	Veronica Cabezas/Ricky Mandujano	
TEACHERS:	Room 1	Jared Coughlan	Opportunity Program
	Room 4	Missy Torres	Biology/Chemistry
	Room 5	John Harris	Mathematics
	Room 6	Christine Myers Elisa Nevarez Noe Guerra	Outreach Specialist Social Worker Counselor
	Room 8	Ophelia Coronel	English
	Room 9	Nancy Abplanalp	Adult Living
	Room 11	Carmencita Tachera	Education Specialist
	Room 12/13	Paul Dennis	Physical Education
	Room 14	James Dawson	Social Science

Welcome to the Yolo Education Center for the 2020-2021 school year. As the new Director of the Yolo Education Center, I feel extremely fortunate and proud to be working with such a dedicated and professional staff, students and community. On behalf of the Yolo Education Center staff, teachers, and administration we would like to welcome you back to another exciting school year at the Yolo Education Center, Home of the Eagles.

Our goal will be to sustain high expectations for students, maintain a quality educational program and provide a positive and caring school environment that will foster individual excellence and lifelong learning for our students.

Has anyone ever asked you, what kind of school is the Yolo Education Center? I believe I have a very good answer. The Yolo Education Center is one big FAMILY! You are not a number or a statistic on our campus.

As stated above, the Yolo Education Center is a school for the community. Yolo is a school where the students come first. Yolo is the sum of all the pieces to the puzzle. In other words, school + student + parent = success. If any piece of this puzzle is missing, then the level of success for students and school falters. For this formula to work we must work together as a TEAM and the end result will be the success of your student.

As a parent you are always welcome in our school. I encourage your participation and support of our school and invite you to play an active role in your student's education. This is the best guarantee for a successful school year. Regular communication with your student's teacher is essential. If we can be of any assistance, please feel free to contact us.

We look forward to a wonderful year. Together we can make a difference for the students at the Yolo Education Center.

Yolo Education Center: Where the Student Comes First!

Jay Berns, Ed.D., Director
916 375-7740 Ext. 3602
jberns@wusd.k12.ca.us

**YOLO HIGH SCHOOL
(Yolo Education Center)**

Regular Schedule (NOT VIRTUAL LEARNING SCHEDULE)

Period 1	8:30am - 9:43am
Period 2	9:46am - 10:59am
Period 3	11:02am - 12:15pm
LUNCH	12:15pm - 12:45pm
Period 4	12:48pm - 2:01pm

- 292 Instructional Minutes
- 73 minute periods
- 3 minute passing
- 30 minutes lunch

Minimum Schedule (NOT VIRTUAL LEARNING SCHEDULE)

Period 1	8:30am - 9:35am
Period 2	9:38am - 10:43am
Period 3	10:46am - 11:51am
LUNCH	11:51pm - 12:21pm
Period 4	12:24pm - 1:29pm

- 269 Instructional Minutes
- 65 minute periods
- 3 minute passing
- 30 minutes lunch

HANDBOOK SYNOPSIS

1. **WUSD Parent Guidebook:** In addition to this handbook, please remember to review the WUSD Parent Guidebook at <https://www.wusd.k12.ca.us/documents/Parents/handbook/Parent%20Guidebook%202020-2021.pdf>
2. **Attendance:** Excessive absences and/or tardies are defined as patterns of student non-attendance at school due to prolonged or repeated illnesses/truant tardiness, as reported by the parent or guardian, including but not limited to:
 - Absences/Truancy tardiness of 10 or more days in a school year for illness without written verification by a medical professional; AND/OR
 - Any pattern of repeated absences and/or truant tardiness that adversely affects the student's academic progress.

If a student falls within one of these categories, the only method that may be used to verify that the student's absence and/or tardies are excused shall be a written note from a medical professional.

3. **Tardy/Truancy Policy:** State law requires that any student, who has been absent without valid excuse more than three days or tardy in excess of 30 minutes for three or more days in one school year, shall be reported as a truant to the Director of Student and Family Support Services. The following procedures will be used when a student is classified as truant.
4. **Dress Code:** Each student must come to school appropriately dressed and attire should not create a disruption to the classroom or program (refer to complete policy on page 13).
 - Hooded sweatshirts (HOOD) not be worn in the classroom.
 - Blatant wearing of gang-related attire, including colors, and insignias will not be tolerated.
 - No drug/alcohol/or tobacco images/advertisements, or profanity or sexually explicit attire is allowed.
5. **Electronics:** Cell phones, electronic games and iPods are not to be displayed or used during school hours and will be confiscated if seen or used. They will be allowed ONLY during lunchtime and breaks – NOT between classes. However, each instructor MAY choose to allow students to listen to music provided the device does not interrupt classes, and texting does not occur.

Parents should only contact their students through the front office. They should not be calling their students via cell phone during school hours.

6. **Food in the Classroom:**
Food is only allowed in classrooms at teacher/admin discretion.
7. **18-year Old Students:** Please see the policy listed on the last page of this handbook.

8. **Closed Campus:** Yolo Education Center is a closed campus. Students are not allowed to leave during lunch.

STUDENT ADMISSION AND CLASS SCHEDULING

Yolo High School students, 16 years old or older, may transfer voluntarily to Yolo High School with permission of parents and the Yolo Education principal. Those who are over 18 years old and continuously enrolled in school may enroll on a contractual agreement.

Yolo High School students 16 or older may be transferred involuntarily to Yolo High School for habitually poor attendance, lack of units toward graduation, serious violation of school rules, and for various other reasons, according to district policy and state laws. Prior to the transfer, the parent shall be given written notice informing them of the opportunity to request a meeting so the specific facts and reasons for the proposed transfer are known. Students who are transferring to Yolo High School from River City High School must have a plan outlined by River City High School in conjunction with River City High School upon enrollment.

Students residing outside the Washington Unified School district may enroll at River City High School with the approval of the principal and completion of an inter-district agreement.

Students who are transferring from outside the district or from out of state shall be required to bring copies of all their transcripts (unofficial is acceptable) for appropriate placement at River City High School. Parents and students need to understand that some courses that were given in certain areas in other districts or states may not meet the graduation requirements of Washington Unified School District and Yolo High School. All attempts will be made to ensure students receive all the credits they have earned.

The enrollment process at Yolo High School is as follows:

Prior to class enrollment

- Students and parent/guardians schedule an appointment to register with the principal and counselor.
- Student and parent/guardian initial and sign the Yolo High School Student Learning Plan.
- Student's previous school records are evaluated and the Yolo High School Credit Sheet is filled out.
- Students will start the following day of school whenever possible. All new students will attend an orientation with the school counselor.

Class Enrollment

- Based on the credit sheet/transcripts, students will be assigned to the appropriate classes.

Orientation:

- All newly enrolled students must participate in the YHS orientation program prior to attending the regular classroom. The YHS orientation program is designed to prepare incoming students for the unique learning environment at Yolo High School.

ATTENDANCE POLICY

Absences: Absences can prevent students from obtaining important information that can affect his or her future, interfere with student participation in extracurricular activities and reduce important interaction with the student body, and **in the long run prevent students from passing and receiving credit to meet graduation requirements.**

Under California law, schools may no longer count absences for illness or medical reasons for reimbursement from the State. Therefore, any absence not only hurts the student, it hurts the amount of money schools can claim from the State.

If a student is absent, parents or guardians are required by law to call the school **on the day** of the absence. If it is not possible for the phone call to be made, the student **MUST** return to school with a note from a parent/guardian explaining the absence.

If the absence is not explained by the third day after the student has returned to school, the absence will be considered a truancy and S.A.R.B. (School Attendance Review Board) procedures will be started. When students are discovered to be cutting school, parents and the truancy officer will be notified.

Parents and guardians are encouraged to make all medical and dental appointments after school so they do not interfere with a student's positive attendance rate.

Tardies: WUSD and Yolo Education Center will be enforcing Education Code 48260 requirements regarding unexcused absences and truancy.

A student who is absent from school without a valid excuse for three days or tardy in excess of thirty minutes or more on three or more days in one school year is considered to be truant. This situation will activate the WUSD School Attendance Review Board processes.

Absence Intervention: Student attendance is a priority for excellence in education. There may be occasions which warrant a student unavoidably missing school. Student attendance, tardies and cuts are monitored by our school site and interventions are in place to improve student attendance.

Continued absences follow a timetable to notify parents of consistent absences for truancy from school. Letters will be sent home after the third unexcused absence and the student will be declared a truant. Subsequent letters will continue to be sent home if the absences continue. After the third (3rd) letter a student is declared a "habitual truant" and is subject to a referral to the Student Attendance Review Board (SARB).

GRADUATION REQUIREMENTS

Yolo High School students must complete a minimum of 180 credits, including the following requirements to graduate:

<u>Subject</u>	<u>YHS</u>	<u>RCHS</u>
English	40	40
Math	20	20
Math I	10	10
Physical Science	10	10
Life Science	10	10
World History	10	10
U.S. History	10	10
American Government	5	5
Economics	5	5
Physical Education	20	20
Fine Arts (or Foreign language)	10	10
Driver's Education**	2.5	2.5
Electives	27.5	67.5
Total	180	220

***Community Service Hours 32 hours total (4 years of high school in the WUSD)

If you are transferring from another school, your transcript will be evaluated based on credits posted. It is important that you inform Yolo High School of any other school programs you have attended, including court-appointed schools.

GRADUATION CEREMONY

Yolo High School will conduct a graduation ceremony at the end of each school year. To participate in the graduation ceremony, students must meet the following criteria:

1. Complete all established requirements by the senior deadline.
2. Not be under suspension at the time of graduation rehearsal or ceremony.
3. Must attend graduation rehearsal.

EARLY RELEASE WEDNESDAY

Every Wednesday is an Early Release Day; students will be released at 1:29 PM.

PARTICIPATION IN RIVER CITY HIGH SCHOOL SPORTS

Yolo High School students are not eligible to participate in sports at River City High School.

YOLO EDUCATION CENTER - PLAGIARISM POLICY

The following plagiarism policy has been adopted by the staff at Yolo High School. Please be sure you understand the consequences for cheating or copying the work of another – from any source. Cheating and/or plagiarism are regarded as very serious offenses. Copying or paraphrasing material/tests from the work of other students, from published sources (i.e. Cliff Notes, Monarch Notes, books, magazines, newspapers, etc.) and/or from the internet without proper documentation constitutes academic theft.

Plagiarism: “The unauthorized use of someone else’s material, which is then presented as being the result of the plagiarist’s own primary research, creative impulse or insight. Plagiarism technically encompasses the borrowing ideas of others, as well as their exact words...” Laurie Henry, The Fiction Dictionary, page 210.

VIOLATION	PROCEDURE	RESULTING PENALTY
First Offense	Teacher reports the plagiarism/cheating on a referral. This will be included in the student’s discipline record as a warning.	<ul style="list-style-type: none"> · Student earns a zero for the work in question · Parent notification of the offense · May result in discipline
Second Offense	Teacher reports the plagiarism/cheating on a referral. Included in the discipline record.	<ul style="list-style-type: none"> · Student earns a zero on the work in question · May result in discipline · Parents notified of plagiarism/cheating/academic theft and suspension
Third Offense	Teacher reports the plagiarism/cheating on a referral. Included in the discipline record.	<ul style="list-style-type: none"> · Student earns a zero for the work in question · May result in discipline · Revocation of internet privileges from the rest of the semester
More than three offenses	Teacher reports the plagiarism/cheating on a referral. Included in the discipline record.	<ul style="list-style-type: none"> · Student earns a zero for the work in question · May result in suspension · Revocation of internet privileges from the rest of the semester

WORK PERMITS

By federal law and State Ed. Code 49164, all students under age 18 must have a valid work permit to be employed (including vacations and summer break). Applications are available in the office. Permits are only issued to students with a 2.0 GPA or better who meet attendance requirements. Work permits can be revoked if a student falls below a 2.0 GPA or establishes a negative attendance and/or discipline record.

TELEPHONE POLICY

The telephone is intended for **school business only**. The office will place outgoing telephone calls for students only in emergency situations.

Since cell phones may not be used on campus, if there is an emergency, contact the school office, and the student will be notified immediately.

Parents are requested to complete all necessary communication with their student BEFORE the student comes to school. Parents should NOT attempt to contact their students via cell phone calls or text messages during school hours.

CELL PHONE POLICY

Cell phones are allowed on campus. Yolo High School is not responsible for lost, stolen or broken cell phones. **The following rules apply at ALL times:**

- Cell phones must be **SILENCED OR POWERED DOWN DURING CLASS!**
- Cell phones cannot be used to make and/or receive calls, or send and/or receive text messages during class time.
- Students may not leave class to make calls or check messages.
- Should a student be seen using a cell phone outside of class during class time, the cell phone will be taken and delivered to the office before the end of the school day.
- Should a student's cell phone ring or vibrate during class, the student must turn in the phone to the teacher, or the phone will be sent to the office (see return policy below).
- Cell phones are not to be used for **RECORDING** on the school campus.
- Cell phones and headphones/earbuds are to be used for **EDUCATIONAL PURPOSES** and at the discretion of the teacher.

Cell Phone Return Policy

- First, second and third offenses – students may pick up the phone in the office after all other students have left for the day.
- Fourth, fifth, and sixth offenses – The student's parent/guardian must pick up the phone in the office. An older sibling does NOT qualify unless they are the legal guardian.
- Seventh offense – The school reserves the right to hold the phone until June or until the student withdraws from Yolo High School. To prevent loss, damage, or theft of a phone, we recommend you do not bring the phone to school. Yolo will secure the phone, but ultimately is NOT responsible for the loss.

DISCIPLINE RELATED TO SCHOOL ACTIVITY

A student will be disciplined if his/her conduct is related to school activity or school attendance. Conduct related to school activity or attendance may occur at any time and include but are not limited to, behavior during the following:

- While on school grounds.
- While going to or coming from school.
- During, or while going to or coming from a school-sponsored activity.

CLASS SUSPENSION

A teacher may suspend a student from class (for the remainder of the period and the following class period for any of the acts enumerated in the discipline guidelines (Ed Codes 48900 and 48900.2). The teacher will inform the parent or guardian of the class suspension.

BULLYING AND HARASSMENT

Bullying will not be permitted on the Yolo High School campus.

DO NOT BULLY!

- Students found bullying other students will receive a consequence.
- Students bullying students by text message, on Facebook, Twitter, or any other social network or electronic means will receive consequences, to be determined by school administration.
- Students are prohibited from posting to any website unauthorized photograph or video of students or staff. Any photograph or video that causes embarrassment or

humiliation to any student or staff member will be considered cyber bullying which will result in a disciplinary action.

Yolo High School will be taking a very strict stance on bullying!

If you are concerned that you are being bullied, contact an adult immediately (teacher, counselor, administrator, etc.).

Bullying activities may include anything from excessive teasing or name calling to physically pushing someone around in order to frighten, intimidate, or threaten. The staff at Yolo High School is committed to do everything in our power to prevent bullying and harassment and to intercede when it comes to our attention. Since students usually engage in bullying behavior when adults are not present, it is important for students to inform their teachers or school personnel when this happens. The administration will handle bullying and harassment complaints very sternly, quickly, and with the utmost confidentiality in order to protect students.

To be an Eagle is to understand that being a quiet bystander to bullying is just as offensive as being the actual bully. Any incidents involving bullying, hazing or harassment should be reported immediately to a faculty member.

Students take a pledge to support students who have been or are subjected to bullying by talking to parents or teachers about concerns and issues regarding bullying. Upperclassmen should provide a good role model for younger students and support them if bullying occurs.

Harassment in any form is a violation of numerous laws (Title VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, and Title IX of the Educational Amendments of 1972, as well as California law) and will not be tolerated by any person (student or employee). You are encouraged to contact administration if you experience an incident of this nature.

Sexual harassment in any form (see majors/minors) may result in suspension or expulsion (see majors/minors). All students should understand that sexual harassment takes many forms and can consist of anything from teasing and name calling to gender-related comments. It is especially important students help us stop this and other types of misbehavior. Students are asked to practice caring for others by helping to make this a safe, orderly, and friendly school for all students. If a student witnesses any type of harassment, he/she should let teachers or the administration know about it immediately.

Sexually harassing behaviors that will not be tolerated include, but are not limited to:

- Unwelcome sexual flirtations
- Spreading sexual rumors
- Sexual jokes, stories, drawings, pictures or gestures
- Sexual threats, verbal abuse, comments or sexually degrading descriptions
- Students may not bring to school or have in possession any material depicting or describing indecency, obscenity or sexual behavior

Cyber-bullying

Is defined as bullying through the use of technology or any electronic communication, which includes but is not limited to any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by such things as electronic mail, internet communications, instant message, text message or facsimile. Cyber-bullying includes (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation is a violation under the law. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting is a violation of the law.

SCHOOL BOUNDARIES

Yolo High School is a closed campus. Once a student arrives on campus, the student may not leave without a parent/guardian verifying that they are picking them up. Students must be in class during their assigned class periods. **Washington Unified School District policy prohibits loitering within two blocks of any school in the district by any student of the district. Washington High School students may NOT be on River City High School property unless enrolled in a course there.** Disciplinary action can include warning, suspension, and expulsion. Students are not allowed on other district campuses during school hours without prior permission from Yolo High School and the principal from the other school.

Check In and Check Out Policy

When a student arrives on campus after school has started, they have to check in with the Attendance Office. **When a student leaves campus before school is over they must report to the Attendance Office to check out through our attendance clerk. A parent/guardian must be present to check out freshmen and sophomore students; however, sophomores through seniors with a driver's license who have prior written consent on file to leave campus for a medical or dental appointment without a parent present may checkout with a parent phone call or note provided on the day of the appointment.** These policies are to ensure that parents and school staff know where students are at all times to protect the safety of our students.

If your student has an appointment or needs to check out early, you must call attendance (916) 375-7740 ext. 3613 or send a note to the office before school so your student can get a pass to leave class. This will ensure your student will be waiting in the office for pickup.

In order to alleviate interruption of classroom instruction, phone calls to class will not be made unless it is an emergency situation. Please make prior arrangements to pick up your student.

STUDENT VEHICLE USE

1. Any student driving a vehicle to school must have a valid driver's license, current registration, and proof of insurance.
2. Any student driving a vehicle to school must abide by the motor vehicle code and respect the neighbors in the community by driving in a safe manner.
3. Students are not to access parked cars during the school day.

4. Students may NOT park at the WUSD Office parking lot or on any other district property during the school day.

Failure to follow these rules will result in the loss of driving privileges and potential notification of the West Sacramento Police Department.

SCHOOL DRESS CODE

Students dressed inappropriately will be required to change their clothing or may be sent home. The school loans T-shirts if a student is unable to find acceptable clothing or cannot reach a parent to request a change of clothes.

Education Code 48900 (m) prohibits bandanas of any color and “do rags” as well as gang related attire. Tagging type markings are not permitted on clothing, backpacks, or school supplies.

- Each student should come to school neatly and cleanly dressed and groomed.
 - Students are NOT permitted to wear clothing that is mutilated, or immodest, excessively revealing. This includes backless tops, bare midriff tops, off the shoulder tops, see-through tops, tube-tops excessively short skirts and/or shorts.
 - Headbands of any type or color are not allowed.
 - Shoes are to be worn at all times.
 - Hooded sweatshirts (HOOD) not be worn in the classroom.
 - Underwear is not to be visible.
 - No bedtime attire – this includes pajamas, nightgowns, robes and slippers.
- “Spiky” adornments are not allowed.
- Wallet chains can be no longer than 18 inches.
- Clothing shall not display inappropriate gestures, language, violence, sexual innuendos, drug or alcohol advertising or content.
 - Artwork or lettering on clothing may not promote/advertise illegal activities or display profanity.
 - Tattoos that promote/advertise illegal activities, display profanity, gang affiliation, drugs or alcohol may not be visible at any time.
 - No apparel, jewelry, wristbands, accessory, notebook, or manner of grooming which, by virtue of its color, arrangement, or trademark, or any other attribute, denotes membership in a group or gang, or which advocates drug use, sexual content or disruptive behavior is allowed.

COUNSELING SERVICES

Yolo High School has a counselor and social worker on site to help students with vocational and educational objectives, and personal problems one day each week. You may request an appointment for individual time with the counselor through the front office.

Additional counseling services are available to students and parents on a referral basis.

HEALTH SERVICES

Neither your teacher, nor the office staff may diagnose illness or administer enteral medication (aspirin, etc.) or render continuous treatment for injuries or skin diseases. The school may render limited first aid only. Further treatment is the responsibility of the parents/guardians. The school may assist with medication when requested in writing by the doctor and parent. All medication must be in original containers.

The school nurse is on campus on an “as needed” basis. If you desire a conference with the nurse, make an appointment with the school secretary. Hearing and eye surveys may be given during the years you are attending school.

If you are sick in the morning, do not come to school. The school does not have facilities to care for students who are ill.

FOOD SERVICES

Breakfasts and lunches are provided at Yolo High School by the District’s Food Service Department. All food must be consumed on campus to avoid littering in the surrounding neighborhood.

All students are required to complete the “Free and Reduced Lunch” form at the beginning of each school year. Please complete the form even if you feel that you do not qualify for this benefit. If you are a transfer student from another school, please notify the secretary if you participated in the lunch program there. Other funding for our school is also granted based on the “Free and Reduced Lunch” form.

HARASSMENT

Please see the Washington Unified Harassment policy located in the annual the WUSD Parent Guidebook.

STUDENT RIGHTS AND RESPONSIBILITIES

- To learn in a safe, healthful school environment that provides, promotes, and protects his/her physical, emotional, and psychological well-being.
- To have the opportunity to achieve his/her highest potential.
- To promote and enjoy the respect and guidance of dedicated teachers and administrators.
- To be guaranteed that his/her continued enrollment is protected by all due process procedures specified in the California Education Code, with suspension, expulsion, or exclusion as a last resort.
- To have access to all information and records pertaining to his/her schooling, upon reaching the age of sixteen and having completed the tenth grade.
- To be protected in his/her right of privacy to the limits of the law.
- To expect rules and consequences to be reasonable and consistent in application.
- To have the opportunity to have his/her complaints and grievances heard and resolved through orderly processes.

RESPONSIBILITIES

- To attend classes regularly and on time.
- To be prepared for class by bringing a notebook, pen, pencil, paper, texts, and/or other required materials.
- To make an effort to learn and to apply what is learned.
- To know and abide by classroom and school rules.
- To respect themselves and to respect the rights, feelings, and needs of other students and school staff, guarding the rights of others as zealous as they guard their own.
- To respect school property and to make every effort to improve their surroundings.

STAFF RIGHTS AND RESPONSIBILITIES

RIGHTS

- To work in a safe, and healthy school environment.
- To insist upon student behavior conducive to a safe, healthy, and productive learning environment.
- To expect that students be prepared for class by bringing required materials.
- To promote and enjoy the mutual respect and cooperation of students, parents, and staff.
- To be assured the protection of full due process procedures specified by the California Education Code in matters of dispute with students, parents, and administrators.
- To receive notice of academic and behavioral problems and issues involving their relationships with students and students' parents.
- To have access to all the records pertaining to students within the guidelines of the Privacy Act under federal regulations.
- To be involved in the disposition of particular problems and issues concerning their students' academic performance and personal difficulties relating to learning behavior.
- To hold students accountable for regular attendance, classroom preparedness and demonstration of their best efforts to learn.

RESPONSIBILITIES

- To provide a safe, healthy school environment that promotes and protects students' physical, emotional, and psychological well-being.
- To hold students to an academic performance level designed to achieve each student's highest potential.
- To establish specific rules of behavior and consequences governing students' school conduct in accordance with board policy.
- To require that students attend classes regularly and on time, personally and regularly checking with parents concerning poor attendance or tardiness.
- To support and promote students' appreciation of and participation in a democratic society.
- To provide a basic education in academic and skill subjects tailored to the individual student's needs and talents in an environment conducive to learning.

- To develop and enforce rules of behavior and consequences to which students, parents, and teachers are mutually committed.
- To keep parents regularly informed of their children's academic performance and progress, attendance, behavior, strengths and needs through report cards, conferences, and phone calls.
- To report suspected child abuse cases to proper authorities.
- To assist the student in developing a positive self-image.

SITE BASED LEADERSHIP/SCHOOL SITE COUNCIL

Site Based Leadership Team/English Learner Action Committee is our parent group that assists in reviewing student achievement data, school goal setting and so forth. We will take nominations for membership at the first meeting in **September** in the Administration building. Please contact the principal for more information.

VISITOR REGISTRATION

Any person other than the following is considered an outsider; all visitors are required to report to the school office to register as a visitor upon entering school premises during school hours: (P.C. 627.1, 627.2, Evidence Code 1070).

1. A parent/guardian of a student of the school.
2. A Governing Board member or district employee.
3. A public employee whose employment requires being on school grounds, or any person who is on school grounds at the school's request.
4. A representative of a school employee organization who is engaged in activities related to the representation of school employees.
5. An elected public official.

The school office staff will log all visitors and provide them with a visitor's pass. School staff should advise all visitors who do not have a visitor pass to report to the office to register. Any visitor who refuses to register at the office should be reported to the office immediately.

In order to register, outsiders shall, upon request, furnish the principal or designee with the following information:

1. His/her name, address and occupation.
2. His/her age, if less than 21.
3. His/her purpose for entering school grounds.
4. Proof of identity.
5. Other information consistent with the provisions of law.

Denial of Visitor Registration

The following provisions of law shall apply to outsiders. Outsiders do not include students, parents/guardians, district employees, elected public officials, or other persons listed in the Penal Code 627.1.

1. The principal or designee may refuse to register any outsider if he/she reasonably concludes that the outsider's presence or acts would disrupt the school, students, or employees; would

result in damage to property; or would result in distribution or use of a controlled substance. The principal or designee or school security officer may revoke an outsider's registration if he/she has a reasonable basis for concluding that the outsider's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students or staff. (Penal Code 627.4, 627.7)

2. The principal or designee may request that an outsider who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When an outsider is directed to leave, the principal or designee shall inform the outsider that if he/she reenters the school within seven days he/she will be guilty of a misdemeanor subject to a fine and/or imprisonment.

YOLO EDUCATION CENTER EXPECTATIONS

Students must...

- Treat staff and fellow students respectfully. Remember the difference between public and private behavior.
- Respect the rights of the neighbors of the school by remaining off private property.
- Not enter River City High School campus without specific permission and a pass from RCHS staff or River City High School office staff.
- **NOT SPIT ANYWHERE ON SCHOOL OR DISTRICT PROPERTY!** The garbage can (outside) or the bathrooms ARE appropriate places to do this.
- Stay on campus unless you have written permission from the office to leave. **Parent or guardian permission is necessary before you will be allowed to leave campus.**
- **NOT** use foul language, racial slurs, and other inappropriate "talk".
- Be prepared to work in each class.
- Be in your assigned class unless you have permission to be elsewhere.
- Not bring guests to school.
- Take bathroom breaks between classes, whenever possible, and proceed to class in a timely manner.

Any visitor to Yolo High School must receive permission from the principal and from the classroom teacher(s) before entering the school and must wear a visitor's pass.

Students are assigned to classes where they need credits, whenever possible. Students should be working on the work for THAT class unless they have either finished their work and are waiting for it to be graded, or do not need credits for that class. (For example, if you are scheduled in or assigned an English class, you should be working on English only).

SCHOOL-WIDE DISCIPLINE PLAN

Students transferring to River City High School from Yolo High School need to understand that their discipline and attendance records follow them. Students will be recommended for expulsion from River City High School once a student has reached 20 suspended school days. (Education Codes 5144.1 and AR 5144.1)

WUSD STUDENT BEHAVIORAL EXPECTATIONS

The expectations for the Washington Unified School District were developed for all schools within the district. Fully aligned with California Education Code and Board Policy, these expectations are meant to provide direction to administrators and to ensure that school rules are enforced in a fair and consistent manner. These disciplinary guidelines are used for incidents that occur on school grounds, during all extracurricular functions, and on the way to and from school.

As these expectations address grades 9-12, consequences may be assigned differently based on a student's age and maturity level. Additionally, each administrator must consider the following when determining the appropriate consequences:

- Prior disciplinary records (including the nature of prior misconduct, the number of prior instances of misconduct, and the disciplinary and intervention measures applied for each prior incident)
- Nature, severity and scope of the behavior
- Circumstances/context in which the conduct occurred
- Frequency, duration and intensity of the behavior

Therefore, if the situation warrants it, students may be assigned to the consequences of the second or third offense on the first offense. Likewise, students may be assigned the consequences of the first offense for a second or third offense based on the administrator's analysis of all the factors mentioned above. Situations not specifically addressed in this plan or unusual or extreme cases will be dealt with in accordance with Board Policy and California Education Code.

WUSD Student Behavioral Expectations Handbook

<https://www.wusd.k12.ca.us/documents/Departments/Education%20Services/Student%20Services/WUSD%20Discipline%20Matrix%20Revised%201-11-2018.pdf>

RULES FOR STUDENTS 18 YEARS OLD AND OLDER

Note: All students are granted the opportunity to attend high school for four years.

If you turn 18 during your "senior" year of high school, you must follow all Yolo High School rules and regulations AND may be subject to being placed on contract. If you have been continually enrolled and turn 18 during your "fifth" year of high school, you **WILL** be subjected to this contract. Failure to follow this contract will result in a referral to Adult Education or another alternative program. Students who numerically cannot graduate prior to their 19th birthday will be referred to an adult education or a GED program.

You must come to school on time and be prepared to work. If you are going to be late, call the school office before school starts.

You must attend school regularly. Excessive absences may be grounds for dropping you from school.

You will be required to work for the entire number of hours you are enrolled each day. If performance is lacking academically, you may be dropped and referred to an adult education program.

You will be expected to follow the behavioral rules set down in the handbook. A suspendable offense may result in you being dropped from Yolo High School if you have completed your 4th year of high school.

VIRTUAL CLASSROOM EXPECTATIONS

You are still subject to the behavioral expectations in the California Education Code, WUSD Parent Handbook, and your school’s Student Handbook even though you are in a digital environment.

What to Consider Before You Start:

- Find a quiet workspace to work without distractions and with good light.
- Be on time. Do not be tardy for class.
- Dress appropriately as if you were in a classroom on the school campus (follow dress code).
- Prepare for and behave during the virtual class session just like you would prepare for and behave in the classroom.
- Follow the same school rules as in the Student Handbook and the WUSD Parent Guidebook.

Important Privacy Issues:

- Do not screenshot or record anything during the virtual meeting.
- When you participate in a virtual class session you are providing a “window” into your home.
- Consider what may come into camera view during the virtual class session. Is the background appropriate?

Joining the Meeting:

- Click on the virtual class meeting link that is provided by your teacher.
- Do not forward the virtual class session link to others outside the class.
- Attendance will be taken daily during virtual class sessions (WUSD attendance policies apply). Log in five minutes before the virtual class session begins.
- Use your real name to make sure you receive credit for attending the virtual class session.
- As you join the class, check in with your teacher then mute yourself.

Using Your Mic:

- Talk at your normal volume. Use an inside classroom voice.
- Avoid side conversations when unmuted.
- The mic will pick up noises in the room, so it’s best to select a quiet place to join. Minimize background noise by turning off the TV and radio.

Using Your Camera:

- Position yourself close enough and centered to the camera so your teacher can clearly see you.
- If you can, avoid windows behind you or other lights directly in the camera view to keep a clear image.
- When speaking, try to look at the camera, not your screen, as direct eye contact improves communication

Staying Engaged:

- Nod or signal a “thumbs up” to acknowledge other student contributions to the class discussion. Listen actively and actively participate. Ask/answer questions.

- Avoid doing anything else when you are in the meeting. This is your time to stay focused.
- If the teacher allows it, use the chat to ask questions, request to speak, or share ideas.

Using Buttons/Extensions:

- If available, use the “raise hand” option to indicate when you want to speak.
- If available, use other engagement icons when appropriate: thumbs up, applaud, etc.
- When asked to work in a small group in a breakout room, classroom rules and behaviors apply.

Keeping Track:

- Take notes and follow along as you would in the classroom.
- Demonstrate your commitment to learning online by making extra effort to be engaged.

Unacceptable Behavior:

- Vulgarity (no cursing, vulgar language, or inappropriate gestures, memes, etc.)
- Negative feedback on other’s work and/or comments
- Posting negativity, bully others in chats
- Unacceptable noises in the background - loud music or noisy pets
- No smoking, vaping, drinking alcohol beverages

Final Thoughts:

- Always behave as if your camera and mic are on.
- Always be respectful and patient, especially when there may be technical challenges.
- Students choosing to virtually “bomb” a class will be dealt with accordingly.

Inappropriate Behavior

On occasion, students may display inappropriate behavior within a virtual class session. These disruptions can occur in face-to-face classroom settings, and strategies exist for remediating them. Online learning environments may lead to new situations; however, student code of conduct and behavior expectations does not change for remote teaching and learning contexts.

VIRTUAL LEARNING SCHEDULES

○ **Yolo High School 9-12 (180 minutes)**

- 8:30-9:15 1st period (45 minutes)
- 9:25-10:10 2nd period (45 minutes)
- 10:20-11:05 3rd period (45 minutes)
- 11:15-12:00 4th period (45 minutes)
- 12:00-12:30 Lunch (30 minutes)
- 12:30-1:30 Independent Learning

○ **Yolo Opportunity School 7-9 (180 minutes)**

- 8:30-9:06 1st period (36 minutes)
- 9:11-9:47 2nd period (36 minutes)
- 9:52-10:28 3rd period (36 minutes)
- 10:33-11:09 4th period (36 minutes)
- 11:14-11:50 5th period (36 minutes)
- 11:50-12:35 Lunch (45 minutes)
- 12:35-1:35 Independent Learning
- 1:35-2:30 Prep

○ **Transitional Adult Living Virtual Learning Schedule 18-22 yrs old (180 minutes M-Th) FRIDAY PREP/NO SCHOOL**

- 8:30-9:06 1st period (36 minutes)
- 9:11-9:47 2nd period (36 minutes)
- 9:52-10:28 3rd period (36 minutes)
- 10:33-11:09 4th period (36 minutes)
- 11:14-11:50 5th period (36 minutes)
- 11:50-12:35 Lunch (45 minutes)
- 12:35-1:35 Independent Learning