SANTA CRUZ
COUNTY OFFICE OF
EDUCATION

Alternative Education

2023-24
Student
Handbook

Santa Cruz County Office of Education

Alternative Education 2023-2024 Student Handbook

WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES
Accrediting Commission for Schools

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Welcome to Alternative Education with the Santa Cruz County Office of Education!

Our Mission

Our mission is to provide a safe, supportive learning environment that empowers students to achieve academic, social, and vocational excellence.

Our Vision

We believe that the educational success of our students is dependent upon quality academic and effective programs, which are supported by a healthy organization, our students' families, and effective community partnerships. Our programs are student-centered and adaptive to meet individual needs. We value personal and professional development. Staff works collaboratively to facilitate learning and change.

We believe:
- All students can learn.
- All students can grow socially and emotionally to become productive citizens.
- Each student should be given the opportunity to fully develop his/her potential.
- There is a need to facilitate learning by drawing on individual strengths and learning styles.
- Structured educational environments and programs help our students to learn.
- Each student has a right to a physically and emotionally safe environment that is conducive to learning.
- There is strength in diversity.
- Collaborative relationships are essential in delivering quality services and effective programs to our students.
- We are accountable through evaluation of students and programs.

School-wide Goals (SWGs)

Alternative Education will prepare students to be:

Literate
Literate students…
- Think critically and problem solve
- Demonstrate growth in multiple academic disciplines
- Communicate and receive ideas effectively through reading, writing, listening, speaking and visual representations
- Value life-long learning
- Apply 21st century technological competencies

Ethical

Ethical students...
- Show respect for themselves, others and the environment
- Are responsible for their actions, the choices that they make and for the resulting outcomes
- Possess effective social skills and manage conflict constructively.
- Are active and positive members in their communities who seek ways to serve or give back
- Are responsible family members

Empowered

Empowered students…
- Explore a variety of career pathways and post-secondary educational opportunities and construct realistic career goals based on interest and ability
- Discover their unique talents and abilities and utilize them to advocate for themselves and their communities
- Understand the relationship between school success and success in the workplace
- Can advocate for themselves in the post-secondary academic community and in the world of work.
- Develop and utilize personal and community resources to promote a healthy lifestyle

Alternative Education Academic Calendar

Dr. Faris M. Sabbah, Superintendent
400 Encinal Street
Santa Cruz, CA 95060
**2023-2024 Santa Cruz County Office of Education , CAC, and
Alternative Education Program Calendar**

2023

July

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

Aug.

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

Sept.

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

Oct.

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Nov.

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

Dec.

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

Total School Days: 180
Total Teacher Days: 185
Board Approved: 3.16.23

NOTABLE DATES

July 4	Legal Holiday
Aug. 7	Orientation Day
Aug. 8	Teacher Work Day
Aug. 10	First Student Day
Sept. 4	Labor Day
Nov. 10	Veterans Day
Nov. 22, 24	Board Holiday
Nov. 23	Thanksgiving Day
Dec. 25	Christmas Day
Dec. 26	Board Holiday
Jan. 1	New Year's Day
Jan. 02	Board Holiday
Jan. 9	1st day of Semester
Jan. 15	ML King, Jr. Day
Feb. 12	Lincoln's Birthday
Feb. 19	Presidents' Day
May 24	Last Student Day
May 27	Memorial Day
June 19	Juneteenth

LEGEND

- ○ Legal Holiday
- ☐ Board Holiday
- ☐ Orientation Day/Teacher work Day
- ▯ Winter/Spring Breaks
- ▮ Start/End of the Semester
- △ Alt. Ed Staff Dev. (No School)

2024

Jan.

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

Feb.

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

Mar.

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

Apr.

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

May

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

June

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

Important Calendar Dates

Thursday 8/10/2023 - First Day of School
Monday 9/04/2023 - Labor Day holiday
Friday 9/29/2023 - No School - Staff Development Day
Thursday 11/10/2023 - Veterans Day holiday
Monday 11/20/2023 to Friday 11/24/2023 - November Winter Break
Monday 12/25/2023 to Friday 1/5/2024 - December Winter Break
Monday 1/08/2024 - No School - Staff Development Day
Tuesday 1/09/2024 - Second semester begins
Monday 1/15/2024 - Martin Luther King, Jr. Day holiday
Monday 2/12/2024 - Lincoln's Birthday holiday
Monday 2/19/2024 - President's Day holiday
Monday 4/01/2024 to Friday 4/05/2024 - Spring Break
Monday 5/24/2024 - Last Day of School

Admission And Enrollment

Students may be referred to the Santa Cruz County Office of Education Alternative Education department by a local school district official, a School Attendance Review Board (SARB), the juvenile court, or by a probation officer.

It is the parent/legal guardian/caregiver responsibility to contact the Alternative Education department to schedule an appointment to register for school. The parent/ legal guardian/caregiver is expected to share information with enrollment officials regarding any special education programs or 504 plans and services currently being received by the student.

Each student will have an intake to determine appropriate placement. Students may be placed at one of several school sites within Santa Cruz County, based upon factors such as geographic location, particular student needs or interest, and total student enrollment.

Alternative Education Schools

North County Schools

Santa Cruz Community School (Phoenix Academy)
Santa Cruz Community School is a structured learning environment that uses the Social Emotional Learning framework to guide adolescents in grades 7-9. Phoenix focuses on and encourages students' interest and abilities, so that each student achieves academic, social, and emotional success.
411 Roxas St, Santa Cruz, CA 95062

San Lorenzo Valley Community School (Highlands)
Highlands is a unique, fun-based learning environment. Based on a riverfront park in the redwoods. Highlands provides a nurturing, homelike atmosphere for students in need of a safe, structured, and supportive environment. Beyond individualized academics, our core focus is acceptance, compassion, and flexibility, based on Trauma Informed Care, self-empowerment and building healthy life skills. With an abundance of creativity and "love," Highlands has been an often life-changing experience.
Address: Highlands Park, 8500 Highway 9, Ben Lomond, CA 95005

Louden Nelson High School
Located in the London Nelson Community Center in downtown Santa Cruz, LNHS teaches students to be intelligent, thoughtful, and compassionate individuals. Students experience success through sound academic instruction in an environment that is safe, supportive,and stresses community values. London Nelson was a Santa Cruz resident in the 1850's. A former slave, Nelson donated his land to the school district upon his death in 1860. The community center was built as an elementary school in 1932, but is now named after Nelson for his support of local schools.
301 Center St.-Rm 6, Santa Cruz, CA 95060

Oasis High School Aptos
Designed to meet the needs of students who benefit from a personalized learning program. Oasis staff work collaboratively with the student, their parents/guardians, teacher, and counselor to design an education plan. Oasis is located on the Cabrillo College campus and works closely with the college to provide students an excellent learning experience through a combination of Oasis and Cabrillo coursework. Oasis staff work to empower students and provide a literal "oasis" that is safe and supportive.
Cabrillo College, 350 Bldg, 6500 Soquel Dr, Aptos, CA 95003

Seabright High School
We are creative, flexible, ambitious, independent and responsible learners. We are creating a learning community where students have choices, reach their goals, appreciate diversity and feel safe. Through individualized programming, small daily classes, and recreational activities. Seabright is located on the Santa Cruz Community School campus.
411 Roxas St., Santa Cruz, CA 95062

Star Community School
Star is a small student-centered community that provides a safe, nurturing environment that fosters academic and behavioral growth, so students can develop the self-confidence needed to be successful adults in the 21st century.
515 Frederick St, Santa Cruz, CA 95060

Star PLC
Star Personalized Learning Community provides a safe space for students to grow, develop, and work towards their personal and academic goals. Star PLC is a hybrid between Independent Studies and a Day Program. Star PLC focuses on supporting students in a small, holistic, safe environment. Juniors and seniors will be encouraged to attend a Cabrillo class and while in high school.
515 Frederick St, Santa Cruz, CA 95060

The Cottage
This small single-classroom site creates an inclusive environment that re-engages students who have not experienced success in a larger setting. Through the use of tech-based instruction, The Cottage aims to build back student confidence in their ability to learn and be successful in society.
326 Evergreen St, Santa Cruz, CA 95060

Cypress High School

Cypress High School, home of the Sea Otters, is a welcoming learning environment focusing on small classroom size, inclusivity, and college preparation, serving students in grades 9-12 from all corners of Santa Cruz County.
2039 Merrill Street, Santa Cruz, CA 95062

South County Schools

Dewitt Anderson

DeWitt Anderson School Strong, supportive, and empowering learning community for girls. The teaching and counseling staff are trained and experienced in supporting students as they transition to comprehensive high school, the work place, or college.
2716 Freedom Blvd, Corralitos, CA 95076

El Nido

El Nido provides a small classroom learning environment on the Cabrillo College campus in Watsonville. Students have the opportunity to participate in a myriad of opportunities such as CTE courses, outdoor learning opportunities, and the arts.
318 Union St, Watsonville, CA 95076

La Manzana Learning Community

A small, personalized learning community that provides a small, safe learning environment. All students are supported and encouraged to achieve their individualized academic, social and emotional goals.
18 Westlake Ave, Watsonville, CA 95076

Oasis High School Watsonville

Designed to meet the needs of students who benefit from a personalized learning program. Oasis staff work collaboratively with the student, their parents/guardians, teacher, and counselor to design an education plan. Oasis is located on the Cabrillo College Watsonville campus and works closely with the college to provide an excellent learning experience through a combination of Oasis and Cabrillo coursework. Oasis staff work to empower students and provide a literal "oasis" that is safe and supportive.
318 Union St, Watsonville, CA 95076

Sequoia Schools
229 Green Valley Rd, Freedom, CA 95019

Sequoia High School
Committed to Social, Emotional, Academic learning with an emphasis on vocational training and community involvement. SHS promotes this through restorative practices and ROP classes all encompassed in a 21st Century learning environment.

Sequoia Academy School
A self-contained classroom designed to assist students who need extra support with study skills and setting educational goals. Sequoia Academy is committed to Social, Emotional, Academic learning with an opportunity for vocational training and community involvement.

Sequoia Junior High School
Emphasis on Social Emotional Learning in a safe, healthy, and positive learning environment. Adolescents in the Sequoia Junior High Program learn study skills as well as life skills, and gain experience in the classroom and community.

Sequoia PLC

Sequoia Independent Studies

Early Care Sequoia

Escuela Quetzal
A school program designed for youth who are willing to actively participate in counseling services to learn how to make empowered decisions towards positive personal growth. EQ is made possible through a successful partnership between the Santa Cruz COE and Encompass Community Services.
241 East Lake Ave, Watsonville, CA 95076

Freedom Community
Freedom is a partnership with Santa Cruz County Probation and is located at the Watsonville probation office. The staff focus on empowering youth through a personalized learning approach.
1430 Freedom Blvd, Watsonville, CA 95076

Attendance

Regular attendance is essential to continuing enrollment in Alternative Education. Classroom-based students are required to attend school daily, to arrive on time, and to remain in class until dismissed by the teacher-in-charge. Students on Independent Study Master Contracts must comply with all attendance procedures set forth in the contract. Absences will be determined to be excused or unexcused pursuant to Education Code 48205:

A pupil shall be excused from school when the absence is:
- Due to the pupil's illness.
- Due to quarantine under the direction of a county or city health officer.
- For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- For the purpose of jury duty in the manner provided for by law.
- Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
- For justifiable personal reasons, including but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- For the purpose of serving as a member of a precinct board for an election pursuant to section 12302 of the Elections Code.
- For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
- For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
- Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260 of the Education Code.

For an excused absence, one of the following two conditions must be met:
- Parent/legal guardian/caregiver must excuse the absence by telephone and/or

- Written verification must be received the day the student returns to school.

A parent/legal guardian/caregiver can excuse absences by contacting the school or teacher. If your student is tardy, please contact the student's school site directly. Absences for illnesses beyond three consecutive days may require a doctor's note. Absences may only be cleared for the previous two weeks school was in session.

School Attendance Review Board (SARB)

Mission
California law requires children between the ages of 6 and 18 years to attend school.

In 1974, the School Attendance Review Boards (SARB) was created to help truant students and their parents or guardians solve school attendance and/or behavior problems with the help of available school and community resources. The purpose of SARB is to work collaboratively on developing strategies (prevention, intervention, and enforcement) that will help students improve school attendance and behavior while diverting cases away from the juvenile justice system.

Goals
"The goal is early intervention and to stop, prevent and intervene."
Communities work together to monitor and promote good attendance and address hurdles that keep children from getting to school.

About
School Attendance Review Board (SARB) was established by the California legislature in 1975 for the purpose of:

- Making a better effort to meet the needs of students with attendance or behavior problems.
- Promoting the use of alternatives to the juvenile court system.

To achieve these goals, the legislation provides for a multi-agency SARB which includes the following agencies:

- Children and Family Services
- Probation
- Law Enforcement
- Youth Services
- Community-Based Organizations
- Child and Welfare and Attendance Personnel

- School Administrators
- Health Representative

The SARB process starts with the identification of attendance and/or behavior problems, followed by classroom, school site and district level interventions. SARB is specifically charged with funding solutions to unresolved student attendance and disciplined problems by bringing together, on a regular basis, representatives of agencies that make up the board.

SARB further surveys available community resources, determines the appropriateness of their services, and makes recommendations to meet the needs of referred students. SARB seeks to understand why students are experiencing attendance and behavior problems which have not been resolved through school and community efforts.

Specified Laws Related to Attendance
- Education Code, Section 48200. Students, between the ages of 6 and 18, are required to attend school full time, unless otherwise exempt.
- Education Code, Section 48263. Habitually truant and habitually insubordinate students may be referred to SARB.
- Education Code, Section 48292, and Penal Code, Section 272. Failure to attend school as required may result in the filing of a complaint against the parents with the District Attorney's Office.

Curriculum and Instruction

Courses and Curriculum

Teachers in Alternative Education provide a standards-based, WASC accredited course of instruction designed to satisfy California High School graduation requirements. In addition, curriculum in Alternative Education supports and promotes individual student achievement and College and Career Readiness. Teachers in Alternative Education may use an integrated, thematic approach to instruction. Courses include a variety of delivery over all subject areas, such as project-based, hands-on and multi-media or computer labs. Lessons, assignments, and projects are centered around themes that bring continuity to the learning experience.

Teachers may cover all subject areas for completion of the grade level and/or needs of the student. Sometimes this is accomplished in group lessons directed by the teacher and other times by assigning individual work to a student. Students may also be given opportunities to earn credit through activities they participate in outside of school, such as physical education, work experience, or community volunteer work.

Students have opportunities to individualize their instruction. Expectations are modified based on the abilities and areas of need for each student. Teachers, school counselors, parents, and students are encouraged to conference with one another to determine what content areas they will emphasize based upon student need; however, final determination of courses assigned in specific content areas rests with the academic counselor and teacher, with decisions based on evidence of student progress and assessments.

Report Cards
Grades are awarded at the end of each reporting period.

Reporting Periods
- Quarter 1 ends Friday, October 6th, 2023
- Quarter 2 ends Friday, December 22nd, 2023
- Quarter 3 ends Friday, March 08th, 2024
- Quarter 4 ends Friday, May 24th , 2022

NOTE: Report cards will be mailed after the end of the quarter/reporting period.

Grade-Level Equivalency
200 credit total graduation requirements
- 9th grade: 0-50 credits
- 10th grade: 51-100 credits
- 11th grade: 101-150 credits
- 12th grade: 151-200 credits

Graduation Requirements

Subject	Credits Required
English	30.00
World History	10.00
US History	10.00
Govt	5.00
Economics	5.00
Algebra	10.00
Math	10.00
Life Science	10.00
Phys Science	10.00
Phys Ed	20.00
Health	5.00
Fine Arts	10.00
Applied Arts	10.00
Vocational Ed	5.00
Electives	50.00
Total	**200.00**

Graduation Requirements for Early Graduation

Students who wish to graduate early must complete 220 credits. That includes all graduation requirements listed above, and 20 additional elective credits.

Assessment

Initial assessment is completed to determine individual pupil needs. This may include:
- Review of existing special education records
- Evaluation of transcripts
- Informal teacher interview
- Program orientation
- Computer aided student assessment in math and language arts

Ongoing assessment of pupil progress occurs to plan for immediate/future needs and to measure effectiveness of instruction. This may include:
- Computer aided student assessment in math and language arts
- Projects (individual and/or group)
- Tests in subject areas
- Student study team meetings

- Aptitude assessment
- Interest assessment
- Individual assessment information gathered through special education assessment procedures
- Program writing assessments
- Report cards

Alternative Education students are assessed upon enrollment using the STAR Renaissance Reading and Math assessment program. Students should be tested twice per academic year, at the beginning of enrollment (in August if enrolled at the start of the year, or whenever the student enrolls in Alternative Education), and at the end of the school year (in May).

State-mandated tests include:
- English Language Proficiency Assessments for California (ELPAC)
- California Assessment of Student Progress and Performance (CAASPP) Refer to Appendix D
- Physical Fitness Testing (PFT)
- California Science Test (CAST)

Statewide Testing Notification

California students take several mandated statewide tests. These tests provide parents/guardians, teachers, and educators with information about how well students are learning and becoming college and career ready. The test results may be used for local, state, and federal accountability purposes.

The California Assessment of Student Performance and Progress (CAASPP) tests consist of the following:

Smarter Balanced Assessment Consortium Assessments
The Smarter Balanced computer adaptive assessments are aligned with the Common Core State Standards (CCSS). English language arts/literacy (ELA) and mathematics tests are administered in grades three through eight and grade eleven to measure whether students are on track to college and career readiness. In grade eleven, results from the ELA and mathematics assessments can be used as an indicator of college readiness.

California Science Tests (CAST)
The computer-based CAST measures students' achievement of the California Next Generation Science Standards (CA NGSS) through the application of their knowledge and skills of the Science and Engineering Practices, Disciplinary Core Ideas, and Crosscutting Concepts. The CAST is administered to all students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve).

California Alternate Assessments (CAAs)
Only eligible students—students whose individualized education program (IEP) identifies the use of alternate assessments—may participate in the administration of the CAAs. Test examiners administer the computer-based CAAs for ELA, mathematics, and science one-on-one to students. Students in grades three through eight and grade eleven will take the CAA for ELA and mathematics. Test items developed for ELA and mathematics are aligned with the CCSS and are based on the Core Content Connectors.

Students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve) will take the CAA for Science. The CAA for Science embedded performance tasks are based on alternate achievement standards derived from the CA NGSS. Students taking the CAA for Science will take three embedded performance tasks in spring 2019.

Pursuant to California Education Code Section 60615, parents/guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments.

English Language Proficiency Assessments for California (ELPAC)
The ELPAC is aligned with the 2012 California English Language Development Standards. It consists of two separate English Language Proficiency (ELP) assessments: one for the initial identification of students as English learners and the other for the annual summative assessment to identify students' English language proficiency level and to measure their progress in learning English.

Physical Fitness Test
The physical fitness test for students in California schools is the FitnessGram®. The main goal of the test is to help students in starting lifelong habits of regular physical activity. Students in grades five, seven, and nine take the fitness test.

Comprehensive Sexual Health Education And HIV/AIDS Prevention Education

The California Healthy Youth Act, which took effect January 2016, requires school districts to provide students with integrated, comprehensive, accurate and unbiased comprehensive sexual health and HIV/AIDS prevention education at least once in middle school and once in high school (grades seven to twelve inclusive). Education lessons are provided as part of the regular Health curriculum.
The California Healthy Youth Act has five primary purposes:

● To provide pupils with the knowledge and skills necessary to protect their sexual and reproductive health from HIV and other sexually transmitted infections and from unintended pregnancy;

- To provide pupils with the knowledge and skills they need to develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family;
- To promote understanding of sexuality as a normal part of human development;
- To ensure pupils receive integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention instruction and provide educators with clear tools and guidance to accomplish that end;
- To provide pupils with the knowledge and skills necessary to have healthy, positive, and safe relationships and behaviors

For information on the California Healthy Youth Act, California Education Code (EC) sections 51930–51939.

Know Your Educational Rights

Message from From The California Attorney General

Your Child has the Right to a Free Public Education

All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the students' parents or guardians.

In California:
- All children have the right to a free public education.
- All children ages 6 to 18 years must be enrolled in school.
- All students and staff have the right to attend safe, secure, and peaceful schools.
- All students have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
- All students have equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based on their race, nationality, gender, religion, or immigration status, among other characteristics.

Information Required for School Enrollment
- When enrolling a child, schools must accept a variety of documents from the student's parent or guardian to demonstrate proof of the child's age or residency.
- You never have to provide information about citizenship/immigration status to have your child enrolled in school. Also, you never have to provide a Social Security number to have your child enrolled in school.

Confidentiality of Personal Information
- Federal and state laws protect student education records and personal information.
- These laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.
- Some schools collect and provide publicly basic student "directory information." If they do, then each year, your child's school district must provide parents/guardians with written notice of the school's directory information policy, and let you know of your option to refuse release of your child's information in the directory.

Family Safety Plans if You Are Detained or Deported
- You have the option to provide your child's school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for your child in the event you are detained or deported.
- You have the option to complete a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for your child.

Right to File a Complaint
- Your child has the right to report a hate crime or file a complaint to the school district if he or she is discriminated against, harassed, intimidated, or bullied on the basis of his or her actual or perceived nationality, ethnicity, or immigration status.

For more information on resources for responding to immigration enforcement activities at California schools, or to file a complaint, please contact:

Bureau of Children's Justice California Attorney General's Office
P.O. Box 944255 Sacramento, CA 94244-2550
Phone: (800) 952-5225
E-mail: BCJ@doj.ca.gov https://oag.ca.gov/bcj/complaint

The Attorney General's publications can be downloaded at: https://www.oag.ca.gov/bcj

Alternative Education Placement Agreement

The Santa Cruz County Office of Education Alternative Education department and the parents/guardians of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this agreement outlines how the parents/guardians, the entire school staff, and the students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build and develop a partnership that will help children achieve California's high standards. This agreement is in effect during the school year 2021-2022. As partners, we agree to make a commitment to work together to carry out the following:

School Responsibilities
Alternative Education schools will:
- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to meet California's student academic achievement standards as follows:
- Staff will participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Teachers will collaborate with one another regularly and participate in shared decision-making with other school staff and families for the benefit of students.
- Strategic use of data to assess student learning and appropriate adjustments to instruction and academic interventions.
- Provide rigorous and relevant curriculum and instruction centered around relationships.
- Communicate high expectations for every student.
- Motivate all students to learn.
- Staff are committed toward PBIS (Positive Behavioral Interventions and Supports) and Restorative Practices and will enforce school rules equitably and involve students in creating positive school site culture.
- Provide assistance to families on what they can do to support their student's learning.
- Respect the school, staff, students, and families.
- Hold family-teacher conferences and discuss this compact as it relates to the individual student's achievement.
- Individual Conferences as arranged by parents/guardians and teacher(s).
- Provide parents/guardians with frequent reports on their student's progress. Specifically, the school will provide reports as follows:
  - Quarterly report cards will be mailed home.
  - Teachers review grades with parents/guardians at conferences.
- Provide parents/guardians reasonable access to staff. Specifically, staff will be available for consultation as follows:

- Parents/guardians may reach out to teachers and administrators as needed by calling, emailing, or coming into the school personally to schedule a meeting.
- Site-specific addresses and important phone numbers are given to families at the time of enrollment, as well as orientation.

Parent/Legal Guardian/Caregiver Duties And Responsibilities

A student's experience in Alternative Education will depend largely upon his/her own efforts; however, parent/legal guardian/caregiver cooperation will greatly enhance the likelihood of success. As a partner in your student's education we are asking you for the following:

- Make regular attendance at school your student's primary job.
- Send your student to school every school day except when he/she is ill.
- Contact the school office or teacher as soon as you know that your student will be late or is not coming to school.
- Send a written note to the school with your student on the first day of attendance following an absence.
- Send a doctor's note to school with your student for absences due to illness beyond three consecutive days.
- Require regular sleep hours.
- Be aware and provide for your student's transportation needs.
- Be aware and provide for your student's appropriate appearance and grooming.
- Schedule all appointments, including medical and dental, before or after school hours.
- If an appointment must be scheduled during school hours, please have your student attend school until the time of the appointment or attend school after the appointment concludes.
- Please have your student bring a signed/stamped doctor's note to school following any medical/dental appointment.
- Keep in contact with your student's teacher.
- Attend all meetings at the school site concerning your student.
- Continue to arrange and support services your student may be receiving outside the school setting such as counseling, medical monitoring, administration of medicine, etc.
- Make arrangements with the site administrator if you wish to visit your student's school site.

Student Code of Conduct

Help Create an Inclusive, Safe and Supportive Classroom Culture:

- Value *yourself*. Be honest and ethical. Act with integrity.
- Value *others*. Treat members of the school community and all visitors politely and kindly.
- Value *similarities and difference*
    - Learn from all people in the classroom, listen attentively even if you disagree, and discuss content respectfully.

- Honor the ideas and opinions of others
- Offer to help other students, the teacher, and anyone else joining the class
- Be responsible and careful with property and belongings

Academic Integrity Policy

Alternative Education is committed to the academic, social, and ethical development of each member of our learning community. We feel that being academically honest strengthens a student's personal achievement and fosters trust between teacher and student, which is fundamental to the learning process. The functions of the academic integrity policy are to communicate the meaning and importance of intellectual honesty to all students, articulate and support the interest of the community in maintaining the highest standards of conduct in academic affairs, and to identify, sanction, and educate those who fail to live up to the stated expectation of the school community with regard to these standards.

What is Academic Integrity?
The core values underlying and reflected in this academic integrity policy include the following:
- Academic honesty is demonstrated by students when the ideas and writing of others are properly cited, when students submit their own work for tests and assignments without unauthorized assistance, when students do not provide unauthorized assistance to others, and when students report their research or accomplishments accurately.
- Respect for others and the learning process to demonstrate academic honesty
- Trust in others to act with academic honesty as a positive community-building force in school.
- Responsibility is recognized by all to demonstrate their best effort to prepare and complete academic tasks.
- Fairness and equity are demonstrated so that every student can experience an academic environment that is free from injustices caused by any form of intellectual dishonesty.
- Integrity of all members of the school community as demonstrated by a commitment to academic honesty and support of our quest for authentic learning.

What is Academic Dishonesty?
Cheating is defined as a dishonest violation of rules or giving or receiving unauthorized information in academic, extracurricular or other school work, so as to give an unfair advantage. Examples of cheating include, but are not limited to:
- Unpermitted collaboration on assigned work
- Unauthorized use of a cheat sheet, reference materials, or electronic resources
- Passing test or quiz information to other students
- Unauthorized use of previously administered assessment

Plagiarism is defined as using the words or ideas of another person as if they were your own words

or ideas. Examples of plagiarism include, but are not limited to:
- Submitting a body of work created by another person
- Using another's words or ideas without proper citation
- Having another person complete work assigned to you

Consequences

An essential part of education is developing a sense of academic honesty and integrity. Consequences for infractions of our policy may include a Zero on the assignment or exam, parent/guardian notification, and/or meetings with school personnel.

Dress Code Policy

Students should be dressed appropriately when they arrive at school. For safety reasons, and because school is a neutral place for positive learning, there are general guidelines that must be observed at school and on field trips.

- Clothing should be suitable for a school or work setting.
- Students should be prepared for a range of temperatures and bring clothing that will keep them comfortable.
- Clothing or jewelry with reference to drugs, alcohol, tobacco, violence, sexual or disrespectful language is not permitted.
- Clothing should cover all undergarments.
- Sports logos/teams are not permitted at school.
- Due to strong gang associations, solid red or solid blue clothing and accessories are prohibited
- Numbers with reference to gang affiliation or geographic areas are not permitted (including 831).

The above list is intended as a general guideline. Individual school sites have specific site policies, and determination of appropriate clothing is at the discrepancy of the individual site administrators.

COVID-19 Safety Protocols

Alternative Education follows protocols set forth by the Centers for Disease Control, The California Department of Health, and the local Santa Cruz Health Department. All students and staff must abide by all COVID-19 safety protocols to ensure a safe learning environment for all.

Cellular Telephones Or Use Of Any Other Electronic Signaling Device

Alternative Education schools allow students to possess and use electronic signaling and communication devices while on campus before school and after school. The student is responsible for the well-being of the electronic device they bring to school. Alternative Education is not responsible for any device that is lost, stolen or damaged at the school site. All electronic signaling and communication devices will be in the off mode and out of sight throughout instructional time,

school activities and the nutrition period. Except with prior consent for health reasons, students shall not use during school hours personal electronic signaling devices including, but not limited to pagers; cellular/digital telephones for voice usage, digital imaging, or text messaging or other mobile communications devices. E.C. 48901.5

ChromeBook Safety

Student Internet Acceptable Use

Refer to Appendix

Student Success Team (SST)

SST meetings are held for students and attended by parents/legal guardians/caregivers, teachers, counselors, site administrator, and other school personnel, for the purpose of creating the best educational behavioral plan for the student. This process of intervention focuses on an individual student's academic and behavioral progress through communication among all parties.

Transportation

Licensed students may drive to campus in registered and insured cars; however, students are not allowed to return to their car at breaks. Biking/skateboarding are not allowed on the school campus or in nearby park facilities unless the student first physically leaves the campus after dismissal time.

Campus Visitors

All Alternative Education schools are closed campuses. Only parents, guardians or other approved family members are allowed to accompany students to school.

Smoking/Drugs/Alcohol/Weapons

All Santa Cruz County Office of Education schools and buildings are smoke-, drug- and alcohol-free locations
● Students are not permitted to smoke before, during, or after school while on school property or within designated distances from campus. Students are not to be in possession of smoking products.
● If a student comes to school under the influence, he/she may be sent home and parents will be contacted. Students may be required to participate in school-based counseling to keep the school placement.
● Weapons of any kind are not permitted at school, including any type of knives.

Please note: student bags/backpacks are subject to search at any time by school staff. Students in violation of these policies may face suspension or other disciplinary action.

Appendix

Chromebook Safety Agreement

<div align="center">

Santa Cruz County Office of Education
Chromebook Loaner Parent/Student Guidelines

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1.0   Santa Cruz County Office of Education Chromebook Program
Continuity of learning now requires students to use the Internet for research, publish work online, and interact and collaborate with others through virtual environments. This loaner program aims to support access to devices for students where school and home will be a connected learning environment. Our goal is to provide a learning environment that is authentic, engaging and innovative.This program is reserved for students who have limited to no access to devices at home.

Parents and students must sign and return the Chromebook Parent/Student Agreement when a Chromebook is issued to students. Please review these Guidelines and the Chromebook Loaner Agreement form carefully.

2.0   Chromebook check-out & check-in
  2.1   Chromebooks will be checked out to a student through their @alted.net account.
  2.2   Chromebooks will be checked back in at the end of the school year.

Students who leave their program early or are unenrolled with Santa Cruz COE Alternative Education for any reason must return their individual school Chromebook immediately to their teacher or school staff.

3.0   Student Responsibility
  The Chromebook is school property and all users will follow this agreement and the Santa Cruz COE Acceptable Use Policy and Responsible Use of Technology Agreement.
  3.1   Chromebooks must never be left visible in a car or any unsupervised area.
  3.2   Students should always turn Sign Out of their @alted.net and secure their chromebooks after they are done working to protect their work and information.
  3.3   Students are responsible for keeping their Chromebook *fully charged* and ready for school each day.
  3.5   In cases where use of Chromebook has caused batteries to become discharged at times, students should connect their Chromebooks to a power outlet for connecting to their class.
  3.6   Inappropriate media may not be used as a screensaver or background photo.
  3.7   Students are expected to comply with trademark and copyright laws and all license

agreements.

4.0   Student Care of Chromebook

Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.

4.1   Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Santa Cruz COE.

4.2   Only use a clean, dry, soft cloth to clean screen, no cleansers or liquids of any type

4.3   Do not place weight on the top of the Chromebook when it is closed as this could break the screen.

4.4   Do not drink with uncovered cups while using the Chromebook. If any liquid gets into the Chromebook, please notify the school immediately.

4.5   Chromebooks that malfunction or are damaged must be reported to the school immediately.

4.6   Chromebooks that are stolen must be reported immediately to the teacher or school staff..

5.0   Technical Information

5.1   Students should use wireless network connectivity when off the school campus.

5.2   Students will not change the Chromebook settings, including network settings (exceptions include personal settings such as font size, brightness, etc.)

5.3   Students will not attempt to gain access to other student's accounts, files, and/or data.

6.0   Parent Responsibility

6.1   Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

6.2   Regularly monitor your child's use and activity to ensure only appropriate content is being accessed.

7.0   Chromebook Damage/Loss/theft

All Chromebooks will come with minor wear and tear.

7.1   Chromebooks that come in damaged or lost will result in an initial conversation with school staff and the student and/or parents. A replacement Chromebook will be issued for the first offense. Determination on continued access thereafter will be made on a case-by-case basis.

7.2   Chromebooks that malfunction must be reported to the school immediately. The County Office of Education will be responsible for repairing Chromebooks that malfunction.

7.3   In all cases of theft, vandalism, and other criminal acts, a police report, or in the case of a fire, a fire report MUST be filed by the parent. A copy of the police/fire report must be provided to the teacher or school staff.

8.0   Chromebooks Security

Chromebooks should be kept in secure areas while at home. Under no circumstances should

Chromebooks be left in unsupervised areas. Any Chromebook left in these areas is in danger of being damaged or stolen.

9.0   Student Discipline

If a student violates any part of the above policy, he/she will be subject to disciplinary action and consequences will include those referred to in the Acceptable Use Policy and below.

9.1   **Consequences**

Consequences will be issued based upon violation including, but not limited to:

- *Loss of device access*
- *Parent conference*
- *Limited content access to device*

Internet Use Agreement

STUDENT USE OF TECHNOLOGY

The Governing Board intends that technological resources provided by the district be used in a safe and responsible manner in support of the instructional program and for the advancement of student learning. All students using these resources shall receive instruction in their proper and appropriate use.

(cf. 0440 - District Technology Plan)
(cf. 1113 - District and School Websites)
(cf. 1114 - District-Sponsored Social Media)
(cf. 4040 - Employee Use of Technology)
(cf. 6163.1 - Library Media Centers)

Teachers, administrators, and/or library media specialists are expected to review the technological resources and online sites that will be used in the classroom or assigned to students in order to ensure that they are appropriate for the intended purpose and the age of the students.

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district technology, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with this Board policy and the district's Responsible Use Agreement.

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

Before a student is authorized to use district technology, the student and his/her parent/guardian shall return acknowledgement with their student the Responsible Use Agreement. In that agreement, the parent/guardian shall agree not to hold the district or any district staff responsible for the failure of any

technology protection measures or user mistakes or negligence and shall agree to indemnify and hold harmless the district and district staff for any damages or costs incurred.

(cf. 6162.6 - Use of Copyrighted Materials)

STUDENT USE OF TECHNOLOGY (continued)

The district reserves the right to monitor student use of technology within the jurisdiction of the district without advance notice or consent. Students shall be informed that their use of district technology, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, is not private and may be accessed by the district for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in use of the district technology. Students' personally owned devices shall not be searched except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, district policy, or school rules.

(cf. 5145.12 - Search and Seizure)

The Superintendent or designee may gather and maintain information pertaining directly to school safety or student safety from the social media activity of any district student in accordance with Education Code 49073.6 and BP/AR 5125 - Student Records.

(cf. 5125 - Student Records)

Whenever a student is found to have violated Board policy or the district's Responsible Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's equipment and other technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

The Superintendent or designee, with input from students and appropriate staff, shall regularly review and update procedures to enhance the safety and security of students using district technology and to help ensure that the district adapts to changing technologies and circumstances.

Internet Safety

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. (20 USC 7131; 47 USC 254; 47 CFR 54.520)

STUDENT USE OF TECHNOLOGY (continued)

To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual and/or violent conduct and which lacks serious literary, artistic, political, or scientific value for minors.

The district's Responsible Use Agreement shall establish expectations for appropriate student conduct when using the Internet or other forms of electronic communication, including, but not limited to, prohibitions against:

1. Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs

(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual and Gender-based Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

2. Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking"

3. Distributing personal identification information, including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such

instruction shall include, but not be limited to, the dangers of posting one's own personal identification information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Legal Reference: (see next page)

STUDENT USE OF TECHNOLOGY (continued)

Legal Reference:
*   EDUCATION CODE*
*   49073.6 Student records; social media*
*   51006 Computer education and resources*
*   51007 Programs to strengthen technological skills*
*   60044 Prohibited instructional materials*
*   PENAL CODE*
*   313 Harmful matter*
*   502 Computer crimes, remedies*
*   632 Eavesdropping on or recording confidential communications*
*   653.2 Electronic communication devices, threats to safety*
*   UNITED STATES CODE, TITLE 15*
*   6501-6506 Children's Online Privacy Protection Act*
*   UNITED STATES CODE, TITLE 20*
*   7101-7122 Student Support and Academic Enrichment Grants*
*   7131 Internet safety*
*   UNITED STATES CODE, TITLE 47*
*   254 Universal service discounts (E-rate)*
*   CODE OF FEDERAL REGULATIONS, TITLE 16*
*   312.1-312.12 Children's Online Privacy Protection Act*
*   CODE OF FEDERAL REGULATIONS, TITLE 47*
*   54.520 Internet safety policy and technology protection measures, E-rate discounts*
*   COURT DECISIONS*
*   New Jersey v. T.L.O., (1985) 469 U.S. 325*

Management Resources:
*   CSBA PUBLICATIONS*
*   Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007*
*   FEDERAL TRADE COMMISSION PUBLICATIONS*
*   How to Protect Kids' Privacy Online: A Guide for Teachers, December 2000*
*   WEB SITES*
*   CSBA: http://www.csba.org*
*   American Library Association: http://www.ala.org*
*   California Coalition for Children's Internet Safety: http://www.cybersafety.ca.gov*
*   Center for Safe and Responsible Internet Use: http://csriu.org*
*   Federal Communications Commission: http://www.fcc.gov*
*   Federal Trade Commission, Children's Online Privacy Protection:*
*   http://www.ftc.gov/privacy/privacyinitiatives/childrens.html*
*   U.S. Department of Education: http://www.ed.gov*

Policy	**SANTA CRUZ COUNTY OFFICE OF EDUCATION**
adopted:	Santa Cruz, California
Instruction	E 6163.4(a)

STUDENT USE OF TECHNOLOGY

RESPONSIBLE USE OF TECHNOLOGY

Dear Parent/Guardian,

Santa Cruz County Office of Education's mission is to provide an excellent education for all students. To achieve this, we capitalize upon a unique partnership among teachers, support staff, parents, and community and create powerful learning opportunities that challenge all students to: meet the District's standards of excellence, become ethical leaders in school and community, and make positive contributions to a diverse and changing world.

As the world changes, access to a technological suite of tools is consistently utilized to promote literacy, encourage critical thinking, as well as obtain the collaboration skills required of a future ready learner. This infusion of technology is shifting the way teachers teach and students learn. Supporting the diverse learning needs of our students is recognized as a key element to students achieving academic success. The effective use of technology is an integral part of this. It should help build depth to learning in a manner that all students can access. As students learn to use these tools effectively and ethically, and as they are exposed to a variety of inquiry based activities, guided by their teachers, they then become prepared with the skills and knowledge to make positive contributions to the world.

To assist students with these skills, the Santa Cruz COE has equipped each student with a Gsuite for Education (GoogleEDU) Account where students have access to safe and secure online accounts that are compliant to all federal privacy laws. These accounts provide students access to the following significant tools:

- Learning Management System (Google Classroom)
- Email communication tool - ability to communicate with teachers and peers
- Office Productivity (Word processing, spreadsheets, multimedia presentations, and drawing

tools)
- Calendar
- Websites and Digital Portfolios
- Online assignment submission
- Automation tools such as collaborative bookmarking of research

These core applications allow for accessibility in school, at home, at the library, and anywhere else there in internet access.

E 6163.4(b)

STUDENT USE OF TECHNOLOGY (continued)

Students may also be asked to utilize their secure G Suite account for instructional and appropriate third-party application for single-sign-on access. Student accounts can be monitored and accessed by administrators at any time. Teachers also have access to monitor their online files, websites, and emails. We encourage you to talk to their children about effective online behavior citizenry as well the applications they are currently using in their classes. If you would like to discuss any of these applications and/or you would like to opt-out and discuss alternative ways to access assignments you may contact Assistant Superintendent.

Santa Cruz County Office of Education community works to ensure technology is vetted and meets standards aligned to the following laws with the ultimate goal of keeping students safe:

- The Family Educational Rights and Privacy Act (FERPA)

- Children's Online Privacy Protection Act (COPPA)

- Children's Internet Protection Act (CIPA)

- Protection of Pupil Rights Amendment (PPRA)

- Student Online Personal Information Protection Act (SOPIPA)

- AB1584

Learn more about Federal student privacy laws and/or California specific student privacy.

With all the content filters, laws, and safeguards in place, the District cannot guarantee that students will not access inappropriate materials either accidentally or due to misuse.

Santa Cruz County Office of Education recommends initiating conversations with your student in regards to all aspects of technology and digital information including:

- Internet Safety

- Digital Footprint and Reputation

- Privacy and Security

- Self-image and Identity

- Relationships and Communication

E 6163.4(c)

STUDENT USE OF TECHNOLOGY (continued)

- Information Literacy

- Cyber-bullying

- Creative Credit and Copyright

Common Sense Media provides many resources, tips, guides, media reviews, and research related to students' technology use and access to media. We encourage you to peruse the site.

The partnership between parents, students and teachers is vital in supporting an environment of rich learning experience. Therefore, we ask that you read the Agreement for Technology Use together with your students. You will be asked to mark off that you and your student will follow the rules on your registration form.

Select the appropriate Agreement below to review with your child:
- Agreement for Technology Use - TK-5

- Agreement for Technology Use - 6-12

Agreement for Technology Use - 6-12

It is important to use technology tools at school responsibly and in the way my teacher has demonstrated. I also understand that I am a member of the 6-12 community and my actions must represent a citizen who demonstrates Collaboration, Integrity, and Respect towards all individuals and property. I understand that my use of school technology is a privilege, not a right, and the school can withdraw this privilege if I violate this Technology Use Agreement or other District rules regarding using the District's technology tools and services.

1. I understand that technology is to be used for educational purposes only.

2. I will treat all technology (computers, tablets, Chromebooks, etc.) with care and to make sure they do not become damaged.

3. I will return all technology to the district as I understand that the technology equipment and systems belong to the District. The District can and may review any material developed, viewed, or shared.

4. I will not change or tamper with any of the school equipment or systems. This can include settings, software, downloads, hardware, etc.

5. I will use my own computer on the school's wireless network as if it were a school loaned device (if allowed).

E 6163.4(d)

STUDENT USE OF TECHNOLOGY (continued)

6. I will only represent myself in the digital world, and I will only use my account.

7. I will only work on the programs and websites that are appropriate and beneficial for the school setting.

8. I will keep passwords private only to myself, my parents, and teachers.

9. I will use my online accounts and all other equipment for schoolwork only.

10. I will be respectful to teachers and peers by making eye-contact and putting the device down/away when being requested.

11. I will regularly use digital communication tools that my teacher(s) specify.

12. I will use respectful language in my communications in all areas: verbal, blogs, online documents, websites, videos, emails, etc.

13. I will keep myself and my family and friends safe by only publishing non-identifiable information about myself or others and not posting items such as full names, phone numbers, pictures, addresses, itineraries, events, etc. unless applicable for post-secondary admissions.

14. I will only send, store, or access appropriate and legal materials.

15. I will write essays, reports, etc. with my original thoughts and I will properly cite any information I receive from other sources including images, videos, and other multimedia.

16.   I will report any misuse of technology to an adult.

17.   I will treat all others with respect in the online and digital environment.

18.   I will ask for help immediately when needed or something goes wrong with technology.

Consequences

If any of these agreements are violated, consequences will occur and will be appropriate to the violation. Consequences may include loss of technology use, written apologies, and other typical consequences used in the school.

E 6163.4(e)

STUDENT USE OF TECHNOLOGY (continued)

Agreement for Technology

It is important that I use the technology tools at school responsibly and in the way my teacher has shown me. I promise to do the following:

1.   I will treat the computers, Chromebooks, tablets, and other technology devices carefully and will not break them

2.   I will only work on the programs and websites that are related to school and/or my teachers tell me to use.

3.   I will use online accounts such as Google when I am asked to.

4.   I will keep passwords private only to myself, my parents, and teachers.

5.   I will only use the computer, Chromebooks, tablets or other items safely and to be nice to people. I will never hurt, scare or bully others. I know that the school can look at what I do on the computers and other devices.

6.   I will be respectful to teachers and peers by making eye-contact and putting the device down/away when requested.

7.   I will keep myself and my family and friends safe by not sharing any names, phone numbers, or addresses on the computer, tablet, etc.

8.   I will write reports and papers with my own ideas and will not take others ideas or say it is mine.

9.   I will tell an adult if I read or see something on the screen that is not appropriate for school.

10.   I will only use my school account.

Consequences
If any of these agreements are violated consequences will occur and will be appropriate to the violation. Consequences may include loss of technology use, written apologies, and other typical consequences used in the district.

Adopted February 18, 2021