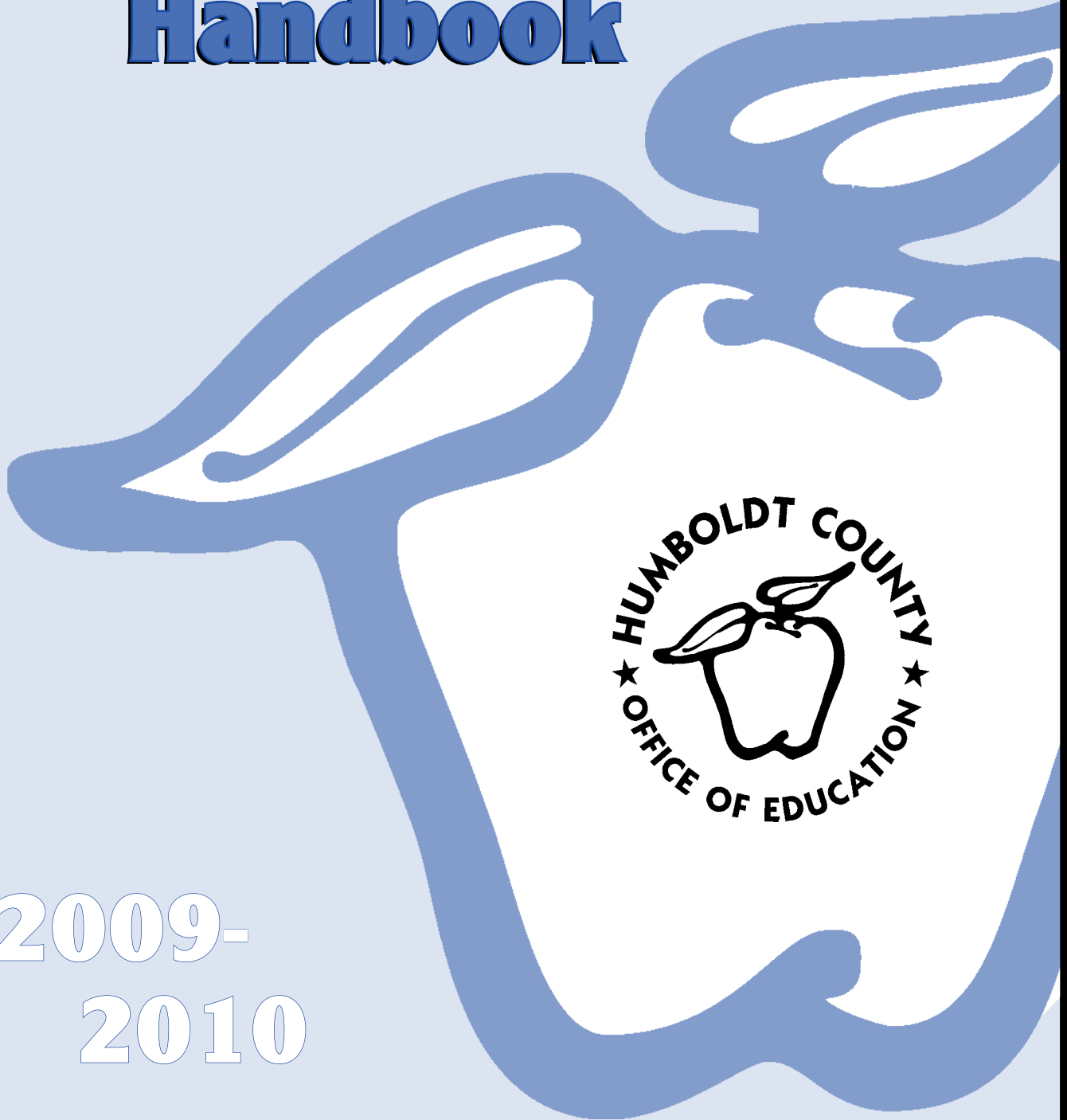


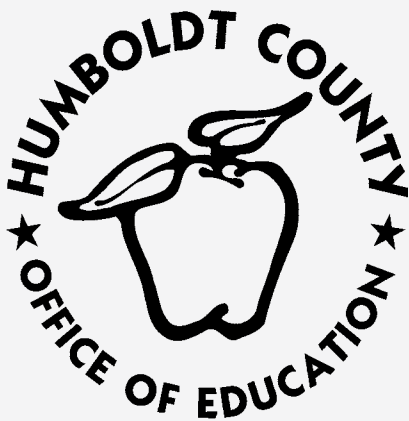
**C O M M U N I T Y   S C H O O L**

# **Student Handbook**



**2009-  
2010**

# **HUMBOLDT COUNTY COMMUNITY SCHOOLS STUDENT HANDBOOK**



*Garry T. Eagles, Ph.D.  
Superintendent*

Jennifer Fairbanks, Principal  
Court/Community Schools

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



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# WELCOME TO COMMUNITY SCHOOL

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

## THE MISSION OF COMMUNITY SCHOOLS IS

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

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

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

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

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

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

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## ENROLLMENT

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

Students are referred to the program by the following:

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

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

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## ORIENTATION

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The Community School Orientation Program helps students prepare to enter the school. All new students, except those in distant parts of the county, complete orientation before starting class in a classroom or independent study program.

On the first day of Orientation, students and their parents or guardians learn about program options, fill out enrollment papers and review school rules.

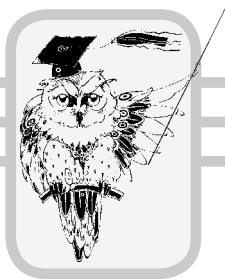
During Orientation, students also complete the following:

- Placement pre-tests in math, English and writing;
- Review of the school handbook;
- Personal and academic goal setting;
- High school or junior high credit and progress check;
- Career and learning styles inventories; and
- Orientation week homework assignments.

### **Social Services School Verification**

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





# GRADUATION REQUIREMENTS

## High School

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

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

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

### California High School Exit Exam

In addition to the 210 credits, students must pass the California High School Exit Exam (CAHSEE) to receive a high school diploma. All high school students in California, including those in Community School and other alternative schools, are required to pass this exam as a graduation requirement.

There were some exceptions for students with disabilities in 2009, and it is not known at this time if similar exceptions will be made for graduates in 2010. Community Schools also offer a Certificate of Completion for students who do not pass the CAHSEE in English and/or math, but complete all coursework and other requirements.

### Graduation Portfolio

The Community School will work closely with students to help them prepare for HCOE competency tests and the High School Exit Exam. Students graduating from high school will be required to complete a graduation portfolio, which they will work closely on with their teachers.

## Junior High School

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

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

### Constitution Test

In addition to the required credits, students must also pass a US Constitution test or equivalent project.



Junior high credits should be in the following areas:

English	20 credits
Mathematics	20 credits
Science	10 credits
Social Studies	10 credits
Electives	30 credits
<b>TOTAL CREDITS</b>	<b>90 credits</b>

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

### Making up credits

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

### Exceptions

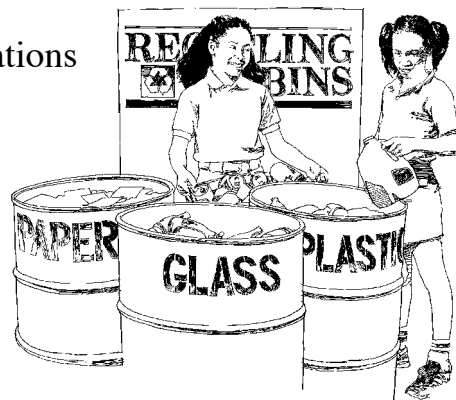
If a junior high school student needs a more individualized plan for promotion to 8th or 9th grade, a Student Study Team with administrative review will formulate an Individual Learning Plan for advancement to the next grade level.

## ALTERNATIVE WAYS TO EARN SCHOOL CREDIT

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

Here is a list of some possible activities.

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



## RETURN TO SCHOOL DISTRICT

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

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

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

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

Students who plan to return to Eureka Unified School District must have a Committee of Alternative Placement (CAP) meeting scheduled by their teacher prior to the end of the semester or school year. Parents may also request their own CAP meeting. Typically, students returning to Eureka City Schools must attend summer school at the high school or junior high school as well as be enrolled in a 5-day-a-week, 5-hour-a-day classroom program. Please inform your child's teacher if you need a CAP meeting scheduled to permit summer school enrollment.

# PROGRAM OPTIONS

## Eureka Area

### COMMUNITY SCHOOL - Cutten

- Serves mainly 7<sup>th</sup>-10<sup>th</sup> grade students.
- Class has 20 students with one teacher and an aide.
- Offers both individualized and group instruction.
- Utilizes Youth Serve AmeriCorps as academic mentors.
- Offers AOD instruction and counseling.
- Has woodshop as an elective option.



### COMMUNITY SCHOOL - 1820 6th Street

- Offers independent study for students who need a flexible schedule.
- Serves 7-12 grade students.
- Utilizes Youth Serve AmeriCorps as academic mentors.
- Offers AOD instruction and counseling.
- Offers block scheduling which permits students to attend up to 5 hours a day 5 days a week.

### COMMUNITY SCHOOL - PEPP Environmental Education Program

- PEPP is a cooperative program that is associated with the Humboldt County Probation Department, Six Rivers District of the US Forest Service, HCOE, and Youthserve AmeriCorps.
- Students deal extensively with environmental science, outdoor projects, field trips, and many outdoor skills.
- Many hands-on learning opportunities are provided.
- Located on the Cutten campus.
- Utilizes Youth Serve AmeriCorps as academic mentors.
- Offers AOD instruction and counseling.
- Offers students opportunity to attend work cre and earn income.

### COMMUNITY SCHOOL - Blue Ox

- Students learn traditional skills of the early 1900s such as blacksmithing, woodworking, food preservation, boat building, and using a manual printing press, in addition to required academic subjects.
- Program emphasizes group projects.
- Works alongside Blue Ox Millworks staff to implement the KKDS 97.7 youth radio station which is always looking for youth created programming.
- Utilizes AmeriCorps student mentors
- Offers AOD instruction and counseling.



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## Fortuna/Rio Dell Area

### COMMUNITY SCHOOL - EEL RIVER

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



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## Southern Humboldt Area

### COMMUNITY SCHOOL - GARBERVILLE

- Serves 7<sup>th</sup> to 12<sup>th</sup> grade students.
- Offers an independent study program for Southern Humboldt County.
- Features individualized instruction and project-based learning.
- Located in Benbow
- Utilizes Youth Serve AmeriCorps as academic mentors.
- Offers AOD instruction and counseling.

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## Eastern Humboldt Area

### COMMUNITY SCHOOL - SIX RIVERS

- Serves 7<sup>th</sup> to 12<sup>th</sup> grade students.
- Offers an independent study program.
- Emphasizes Native American studies and community-based projects.
- Utilizes Youth Serve AmeriCorps as academic mentors.
- Offers AOD instruction and counseling.



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## Other Programs

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

- Von Humboldt at Juvenile Hall.
- New Horizons at Northern California Regional Facility.
- Both utilize Youth Serve AmeriCorps as academic mentors and offer AOD instruction and counseling.

# ATTENDANCE

## Class Time

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

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

## Absences

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

## Attendance Problems

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

- Mandatory conference with student, parent, and school staff.
- Second or third *Letters of Truancy*.
- Referral to the School Attendance Review Board (SARB). SARBs may refer a student to the District Attorney if chronic truancy continues.
- Notification to probation or Department of Social Services of truancy problems.
- Loss of work permit or reduction of work hours for students who are working.
- Referral to Truancy Court.
- Home visits made by an HCOE employee who participates on the Attendance Committee.

## Punctuality

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

- Excessive tardies may result in a *Letter of Truancy*.
- Consequences for tardies may include making up the time after school or extra class sessions for independent study students.
- Excessive tardies are taken seriously, and staff will work with students and parents to help students arrive at school on time.



# BEHAVIOR



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

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

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

## **Injury to Others**

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

## **Weapons**

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

## **Drugs**

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

## **Property of Others**

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

## Pagers and Cell Phones

Pagers and cell phones are not permitted on campus except with a medical clearance. Staff will confiscate these items and contact parents to pick them up.

## Valuables

Students are discouraged from bringing valuables to school. Program staff can not be responsible for their loss or theft.

## Disruptive Items

Students are not permitted to use Walkmen, CD players, or other distracting items during school. Staff will remove any items which cause classroom disruption and contact parents.

## Closed Campus

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

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# SMOKING POLICY

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We are a tobacco-free school. Smoking or using any tobacco products is prohibited at school or within 25 feet of a school, by California law.

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



## DRESS CODE

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

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

If students are not properly dressed, staff will send students home and contact their parents. Students may also change clothes at school to remove inappropriate clothing. Please refer to a recent letter mailed home which outlines “gang” attire on page 22.

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

### DO NOT

- Wear predominantly one color such as red, blue, green white, gray, or black (two or more items of the same color to include shoe laces, shoes, undershirts, etc.). Solid black and white shoes are not included as an item. Hats are still counted as an item.
- Wear one color consistently.
- Throw around gang signs or **what staff perceive** to be gang signs.
- Fight, threaten or intimidate others.
- Carry bandanas in pockets or elsewhere.
- Wear jerseys with the number 18, 13, 14 or 81, 31, 41.
- Wear rosary beads, Holy Trinity, St. Maria, Virgin Mary, or Virgin Maria necklace pendants, sweatshirts or jerseys.
- Write graffiti on school books, schoolwork, school property or academic folders.
- Embellish school art work with gang graffiti.
- Shave eyebrows.

# Sexual Harassment Policy

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

Education Code 231.5 (66281.5)

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

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

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

## **Verbal Behavior**

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

## **Nonverbal Behavior**

Leering  
Whistling  
Suggestive or insulting sounds  
Obscene gestures

## **Physical Behavior**

Brushing the body  
Touching  
Pinching  
Coerced sexual activity.  
Sexual assault

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

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

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

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

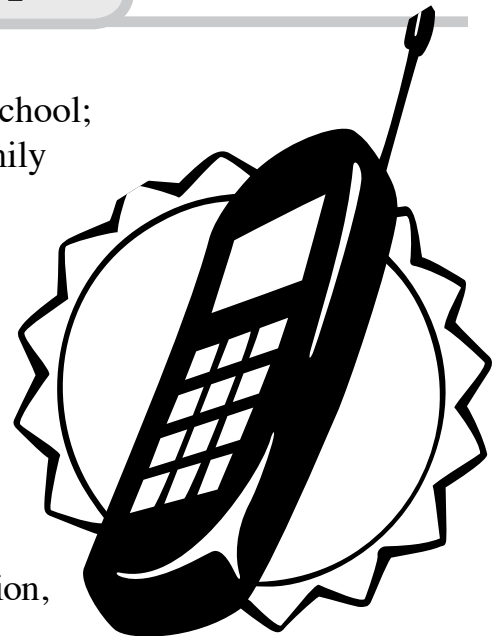
Do not keep it to yourself. You are very likely not the only victim, and by speaking up to an appropriate supervisor/teacher, you may help others as well as yourself.

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

## CELL PHONE POLICY

We would prefer that students do not even bring a cell phone to school; however, we understand your need to be in contact with your family when class is over.

- In order to protect our students, we are requiring that all cell phones remain off during school hours. This does not mean set to vibrate, but off.
- If a phone is taken out and used during school hours, it may be confiscated and held until the end of the day.
- If a student resists handing over the cell phone, upon confiscation, that student will be asked to leave school for the day.
- A meeting with the parent will likely be scheduled should the student use a cell phone during school hours.

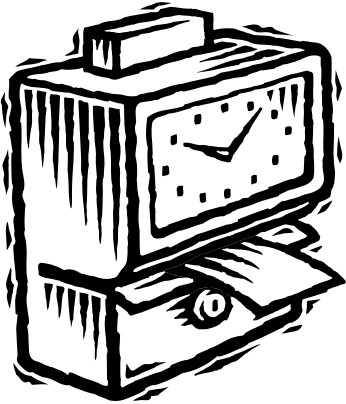


Students may use the school phone, with permission, should they need to contact a family member.

## WORK PERMITS

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

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



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

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

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

## PARENT/GUARDIAN DUTIES AND RESPONSIBILITIES

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

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



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# INTERNET USE

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

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

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

## **Monitoring Internet use**

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

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

## **Internet Contract**

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

## **Additional Considerations**



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

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

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

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

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

## SUPPORT SERVICES

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

**Special Education** - Special education teachers offer support to students with active IEPs.

This staff works individually with students to help them meet their IEP goals. They also help regular teachers modify curriculum, and refer students to appropriate programs in the community.

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

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

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

**HROP** - The Humboldt Regional Occupation Program offers vocational training for students 16 years and older, in computer technology, building trades, careers with children, auto mechanics, health and restaurant occupations. Beginning in 2008-09, CCS offers an automotive restoration program which will provide students the opportunity to earn workplace certificates.

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

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

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

**TAPPN** - This program serves pregnant and parenting teens.

**AmeriCorps**- Twelve AmeriCorps workers provide academic mentoring and service learning projects for Community School students in Eureka, Fortuna, Garberville, and Hoopa.

**Foster Youth/Homeless Youth Education Services**- Rodger Golec provides educational support services, educational advocacy, mentoring and tutoring to homeless and foster youth.

**Student Assistance Counselors**- Amy Terrones and Ric Nelson provide alcohol and other drug education, counseling, and all-around support services to assist youth in attaining school and personal success.



# TEEN HEALTH RESOURCE GUIDE

**IT'S UP TO ME TO BE RESPONSIBLE**

### Teen Friendly Websites

[www.acne.org](http://www.acne.org)  
[www.kidshealth.org](http://www.kidshealth.org)  
[www.youngwomenshealth.org](http://www.youngwomenshealth.org)  
[www.youngmenshealthsite.org](http://www.youngmenshealthsite.org)  
[www.save.org](http://www.save.org)  
[www.reachout.com.au](http://www.reachout.com.au)  
[www.freevibe.com](http://www.freevibe.com)  
[www.1800runaway.org](http://www.1800runaway.org)  
[www.teenrelationships.org](http://www.teenrelationships.org)  
[www.youthresource.com](http://www.youthresource.com)  
[www.glsen.org](http://www.glsen.org)  
[www.sxetc.org](http://www.sxetc.org)  
[www.teenpregnancy.org](http://www.teenpregnancy.org)  
[www.teenwire.com](http://www.teenwire.com)  
[www.advocatesforyouth.org](http://www.advocatesforyouth.org)  
[www.ambientejovent.org](http://www.ambientejovent.org)  
[www.mysistahs.org](http://www.mysistahs.org)  
[www.iwannaknow.org](http://www.iwannaknow.org)

**RESPECT YOURSELF, DON'T NEGLECT YOURSELF.  
PROTECT YOURSELF AND YOU'LL HAVE GOOD HEALTH!**

### TAPESTRY Partners

**TAPESTRY**  
Humboldt County Office of Education  
901 Myrtle Avenue, Eureka  
707-445-7179

Eureka High School Special Projects  
1915 J Street, Eureka  
707-441-0271

Six Rivers Planned Parenthood  
Education Department  
3225 Timber Fall Court, Eureka  
707-445-2018

Ink People Center of the Arts'  
MARZ Project  
411 12th Street, Eureka  
707-442-8413

Blue Ox Youth Radio  
707-441-3995

**Funded by:**

California Department of Public Health  
Office of Family Planning Grant #05-45276

### 24 HOUR CRISIS LINES

All Emergencies..... 911  
 Mental Health 24-hour Crisis Line ..... 707-445-7715  
 Youth Services Bureau 24-hour Youth Crisis Hotline.....707-444-2273  
 North Coast Rape Crisis Team 24-hour Crisis Line .....707-445-2881  
 Humboldt Domestic Violence Services 24-hour Crisis Line .....707-443-6042  
 Child Welfare Services—Child Abuse Intervention .....707-445-6180  
 National Runaway Hotline ..... 1-800-RUNAWAY  
 Alcoholics Anonymous 24-hour Hotline ..... 707- 442-0711  
 California Poison Control 24-hour Hotline ..... 1-800-876-4766  
 Suicide Prevention 24 hour Hotline ..... 1-888-SUICIDE  
 Emergency Contraception Hotline..... 1.888-NOT-2-LATE  
 CDC National STD Hotline ..... 1-800-227-8922  
 Linea Nacional de las ETS de los CDC.....1-800-344-7432  
 National Alcohol and Substand Abuse Information Center .... 1-800-784-6776

### Humboldt County Health Care & Family PACT Clinics

#### Free Confidential Birth Control, STD/HIV Testing & Treatment Services for Teens

**Humboldt County Health Department**  
STD Testing & Treatment  
529 I Street, Eureka • 707-445-6200

**Humboldt Open Door Clinic**  
Teen Clinic Wednesdays, 3-5 p.m.  
770 10<sup>th</sup> St., Arcata • 707-826-8610

**McKinleyville Community Health Center**  
Teen Clinic—days and times may vary  
1644 Central Ave., Suite F, McKinleyville  
707-839-3068

**Mobile Medical Clinic (various locations)**  
Teen Clinics at Fortuna/East High Schls  
707-443-1186 for appt. information

**Redwoods Rural Health Center**  
101 Westcoast Road, Redway  
707-923-2783

**Redwood Women's Health Center**  
3307 Renner Drive, Fortuna  
707-725-6108

**Southern Humboldt Community Clinic**  
509 Elm Street, Garberville  
707-923-3925

**United Indian Health Services**  
1600 Weott Way, Arcata  
707-825-5010

**Willow Creek Public Health Dept.**  
Teen Clinic Wednesdays 9 a.m.-4 p.m.  
77 Walnut Way, Willow Creek  
530-629-2410

**Six Rivers Planned Parenthood  
Drop-in Teen Clinics**

**Eureka** – 3225 Timber Fall Ct  
Thursdays, 2:30-5:00 pm  
707-442-5700

**Hoopa** - #2 Orchard Ave  
707-442-5700 / Call for hours

### Teen Parent Services

**TAPPN** - Humboldt County Health Dept.  
529 I Street, Eureka  
707-476-4914

**CallEARN**  
Employment Training Div.  
930 6<sup>th</sup> Street, Eureka  
707-441-4637

## Glen Paul School & Community School Instructional Calendar

**2009 - 2010**

School Months	Mon	Tues	Wed	Thurs	Fri	Days Taught	Holidays
	17	18	(19)	(20)	(21)		Potential Staff duty days
August 24	24	25	26	27	28		Students start August 24
to	31	1	2	3	4		
September 18	7	8	9	10	11		Labor Day Sept. 7
FIRST MONTH	14	15	16	17	18	19	
September 21	21	22	23	24	25		
to	28	29	30	1	2		
October 16	5	6	7	8	9		
SECOND MONTH	12	13	14	15	16	20	
October 19	19	20	21	22	23	P	
to	26	27	28	29	30		
November 13	2	3	4	5	6		
THIRD MONTH	9	10	11	12	13	19	Veteran's Day Nov. 11
November 16	16	17	18	19	20		
to	23	24	25	26	27		Thanksgiving Holiday Week
December 11	30	1	2	3	4		
FOURTH MONTH	7	8	9	10	11	15	
December 14	14	15	16	17	18		Winter Break Dec. 21-Jan. 1
to	4	5	6	7	8		
January 22	11	12	13	14	15	P	
FIFTH MONTH	18	19	20	21	22	19	Martin Luther King Day
January 25	25	26	27	28	29		
to	1	2	3	4	5		
February 19	8	9	10	11	12		
SIXTH MONTH	15	16	17	18	19	15	Presidents' Holiday Week
February 22	22	23	24	25	26		
to	1	2	3	4	5		
March 19	8	9	10	11	12		
SEVENTH MONTH	15	16	17	18	19	20	
March 22	22	23	24	25	26	P	
to	29	30	31	1	2		Easter Sunday, April 4, 2010
April 16	5	6	7	8	9		Spring Break
EIGHTH MONTH	12	13	14	15	16	15	
April 19	19	20	21	22	23		
to	26	27	28	29	30		
May 14	3	4	5	6	7		
NINTH MONTH	10	11	12	13	14	20	
May 17	17	18	19	20	21		
to	24	25	26	27	28		
June 10	31	1	2	3	4		Memorial Day
TENTH MONTH	7	8	9	10p	(11)	18	Last day for students June 10

( ) Potential Staff Duty Days

 Holiday

 Local Recess

P End of Quarter

1st Quarter - 44 Days

2nd Quarter - 44 Days

3rd Quarter - 44 Days

4th Quarter - 48 Days

180 Days

032609 Admin/Calendars/GP&CS/2009-10

**HUMBOLDT COUNTY OFFICE OF EDUCATION**  
**2009-2010 Court School Year-Round Calendar**

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

248 DAYS

Holiday  
 Local Recess

# COURT/COMMUNITY SCHOOLS DIRECTORY

## ADMINISTRATION AND SCHOOL REGISTRATION

Jennifer Fairbanks, Principal 445-7081 Dr. Garry Eagles, Superintendent 445-7030  
Karen Herskovic, Program Secretary 445-7108 Kim Cobine,  
Mendie Irvin, School Registrar 445-7177 Asst. Supt., Student Programs and Services 445-7043  
Tabatha Pittman, Office Clerk 445-7108  
(fax) 445-7071

## SCHOOL CAMPUSES

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### EUREKA CAMPUSES

#### Cutten Community School,

2501 Cypress, Eureka, CA 95503, PHONE: 445-7137 • FAX: 445-7454

Ron Young ..... Teacher Tracy Jorgensen ..... Instructional Aide

#### PEPP Environmental Education, PHONE 445-7139

Marty Casillas ..... Teacher Christopher Rhodes ..... Instructional Aide

#### Blue Ox Community School

2333 2nd Street, Eureka, CA 95501

Blue Ox, PHONE: 441-3995

Debbie Holton ..... Teacher Jennifer Sherman ..... Instructional Aide

Vivianna & Eric Hollenbeck, Ox Millworks, PHONE: 444-3437

#### Eureka Community School, Educational Resource Center

1820 6th Street, Eureka, CA 95501, PHONE: 445-7097 or 445-7098 or 445-7119 • FAX: 441-6113

Bob Fiock ..... Teacher Karen Kurth ..... Teacher

Laura Madjedi ..... Teacher Scott Mauroff ..... Instructional Aide

Teresa Mondragon ..... Teacher Jason Willard ..... Instructional Aide

Mikey Kishpaugh ..... Resource Specialist Teacher Hilson Parker ..... Instructional Aide

### FORTUNA CAMPUSES

#### Eel River Community School

2292 Newburg Rd, Fortuna, CA 95540, PHONE: 725-0209 or 725-2012 • FAX: 725-0326

Mark Johnson ..... Teacher Kim Cabrera ..... Instructional Clerk

Shari York ..... Instructional Aide

#### Eel River Independent Study Program, PHONE: 725-2947

Alexander Rohn ..... Teacher Trudi Walsh ..... Instructional Aide

Lisa Morrison ..... Resource Specialist Teacher

725-2953

#### Garberville Community School

390 Lake Benbow Dr., Building A, Garberville, CA 95542, PHONE: 923-2550

Karen Kurth ..... Teacher

Kim Cabrera ..... Instructional Clerk

#### Six Rivers Community School

Unit #3, Stevens Building, SR96, Hoopa, CA 95546, PHONE: 530-625-5296, FAX: 530-625-0096

Michael O'Neill ..... Teacher Angie Wilder-Cervantes ..... Instructional Aide

**New Horizons Court School**

2004 Harrison, Eureka, CA 95501, PHONE: 268-3380

Felicia Doherty ..... Teacher      Kerry Goodman ..... Instructional Aide

**Von Humboldt Court School**

2002 Harrison, Eureka, CA 95501, PHONE: 445-7094, FAX: 445-7093

Cheryl Baer ..... Teacher      Denise Simmons ..... Instructional Aide

**PROGRAM SERVICES AND SUPPORT**

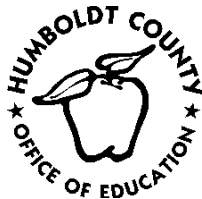
Craig Allen.....	School Psychologist.....	445-7048
Barbara McGee.....	Workability Program.....	445-7174
Lisa Morrison .....	Resource Specialist Teacher.....	725-2953
Ric Nelson.....	Student Assistance Counselor .....	445-7075
Mikey Kishpaugh.....	Resource Specialist Teacher.....	445-7099
Roger Golec.....	Coordinator Foster/Homeless Youth .....	499-5238
Lori Lende .....	Foster Youth/Homeless Services Assistant.....	445-5238
Amy Terrones.....	Student Assistance Counselor .....	445-7075
Russell Terry .....	Resource Specialist Teacher.....	445-7187
Rob Walkenhauer .....	Automotive Restoration ROP Teacher .....	599-8413

**OTHER EDUCATIONAL RESOURCES**

Juvenile Probation .....	268-3378
HROP Vocational Programs .....	445-7018
Employment Training Department .....	441-4600
TAPPN .....	476-4914
AmeriCorps (Cindy Porter).....	839-9892

**BOARD OF EDUCATION**

Robert Siekman .....	Area 1	Mary Scott.....	Area 5
Joan Stewart.....	Area 2	Bill Ruff.....	Area 6
Sharon Omey.....	Area 3	Marc Rowley .....	Area 7
Selena Kahle.....	Area 4		



August, 2009

Dear Parents and Community School Students:

Recently, Court and Community School staff attended training on gang awareness. As a result, new awareness of inappropriate clothing has been discussed at length. Specifically, we were informed by Gang Task Force that certain clothing options advertise gang involvement and are used as intimidation strategies. We want to express that our main concern is to have school be a neutral zone. We are unable to adequately meet students' academic needs if we constantly have to be worrying about gang altercations on site, or the advertisement of criminal/gang involvement. We also recognize that students are clothes conscious and want to look good, which we appreciate and understand. So, the topic of conversation lately has been about whether or not students are attempting to match their clothes versus advertising (consciously or unknowingly) gang involvement.

We are not aware of all of our students' after-school activities, and we are unable to definitively say who is gang involved and who is not, nor do we wish to. We have spent several hours trying to outline a specific, and objective, dress code that students and parents could be informed of, and students would be expected to follow, while in class at any Community School Programs.

**We realize that many parents may not think there is a gang problem, however, through conversations with law enforcement, we have been made aware that many of the recent stabbings and shootings in Eureka are not only gang-involved, but they directly involve many Community School students.**

**At this time we have determined that our strategy will be to follow the outline identified below:**

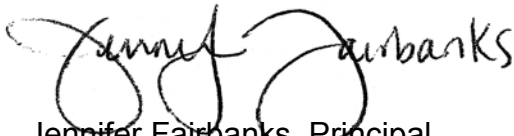
1. Students will be informed at Orientation of the dress code, as stated in the Community School Handbook. (see attached copy)
2. Once the student arrives to enroll in any Community School program, their behavior—as it relates to gang activity—will be documented.
3. Two or more documented incidences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

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

- Wearing predominantly one color such as red, blue or green (two or more items of the same color to include shoe laces, shoes, undershirts, etc.) Solid black and white shoes are not included as an item. Hats are hung up upon arrival to school **but are still** counted as an item.
- Wearing one color consistently
- Throwing around gang signs **or what staff perceive** to be gang signs
- Graffiti on school books, schoolwork, school property or academic folders
- Fights, threatening others, or intimidation
- Bandanas in pockets or elsewhere
- Jerseys with the number 18, 13, 14 or 81, 31, 41
- Rosary beads, Holy Trinity, St. Maria, Virgin Mary, Virgin Maria, necklace pendants, sweatshirts, or jerseys
- School art work with gang graffiti
- Shaved eyebrows

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

Sincerely,

A handwritten signature in black ink that reads "Jennifer Fairbanks". The signature is written in a cursive style with large, flowing loops.

Jennifer Fairbanks, Principal  
Court/Community Schools  
(707) 445-7081

**Humboldt County Office of Education  
Notice of Uniform Complaint Procedure**

The Humboldt County Office of Education shall follow the uniform complaint procedure described below when addressing complaints alleging unlawful discrimination based on actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance. The uniform complaint procedure described below shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and developmental programs, child nutrition programs, special education programs, and federal safety planning requirements. Individuals, agencies, organizations, students and interested third parties have the right to file a complaint using this procedure described below. The Office of Education shall have the primary responsibility to ensure compliance with applicable state and federal laws and regulations.

Complaints must be filed in writing and with the appropriate compliance officer identified below. Complaints alleging discrimination must be filed not later than six (6) months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, unless the time for filing is extended by the Humboldt County Superintendent of Schools or his or her designee.

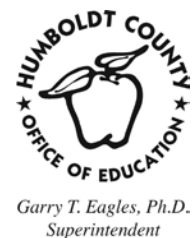
Complaints will be investigated and a written decision sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The Office of Education’s person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621. If the complainant is not satisfied with the local educational agency’s decision, the complainant may file within fifteen (15) days of receipt of the decision a written appeal with the California Department of Education (CDE) in Sacramento, California. The appeal to CDE must include a copy of the locally-filed complaint and a copy of the Office of Education decision.

Complainants may also pursue available civil law remedies, including, but not limited to, injunctions, restraining orders or other orders in federal or state court. Further information about such remedies may be available through a public or private interest attorney, the County Lawyer Referral Service, Legal Aide Society, a mediator, or dispute resolution service.

A copy of the Office of Education’s policy and complaint procedures may be obtained free of charge through the office of the Humboldt County Superintendent of Schools.

Compliance Officer: Executive Assistant to the Superintendent  
 Address: Humboldt County Office of Education  
 901 Myrtle Avenue  
 Eureka, CA 95501  
 Phone: (707) 445-7030

*Legal Reference: Title 5 California Code of Regulations Section 4622*



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

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

**COMPLAINT RIGHTS**

Parents/Guardians, Pupils, and Teachers:

Education Code 35186 requires that the following notice be posted in each classroom:

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

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

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

4. Pupils, including English learners, who have not passed one or both parts of the high school exit examination by the end of grade 12, are to be provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.

To file a complaint regarding the above matters, complaint forms can be obtained from the principal, from the Administration Office at the Humboldt County Office of Education, 901 Myrtle Avenue, Eureka, or can be downloaded from the Humboldt County Office of Education’s website at <http://www.humboldt.k12.ca.us/parents.php> (click on “Williams Complaint Forms”) or the California Department of Education's website at <http://www.cde.ca.gov/re/cp/uc>.

**COMPLAINT FORM:**

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

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

Response requested? \_\_\_\_\_ Yes \_\_\_\_\_ No

Contact Information:

Name:

Address:

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

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

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

School:

Course title/grade level and teacher name:

Room number/name of room/location of facility:

Date problem was observed:

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

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

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

- \_\_\_\_\_ A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
- \_\_\_\_\_ A pupil does not have access to instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
- \_\_\_\_\_ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- \_\_\_\_\_ A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4681)

- \_\_\_\_\_ A semester begins and a teacher vacancy exists. A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position of which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.
- \_\_\_\_\_ A teacher lacking credentials or training to teach English learners is assigned to teach a class with more than 20% English learners in the class.

\_\_\_\_\_ A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facility conditions:

\_\_\_\_\_ A condition exists that poses an emergency or urgent threat to the health or safety of students or staff including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition and any other emergency conditions the Office of Education determines appropriate.

\_\_\_\_\_ A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.

\_\_\_\_\_ The school has not kept all restrooms open during school hours when pupils are not in classes and has not kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when closing of the restroom is necessary for pupil safety or to make repairs.

4. High school exit exam intensive instruction and services:

\_\_\_\_\_ Pupils who have not passed the high school exit exam by the end of grade 12 were not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254(d)(4) and (5) after the completion of grade 12.

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

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

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

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

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

# ACKNOWLEDGEMENTS

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

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

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