

*Colusa Alternative
Home School*



Student Handbook

2023 - 2024

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Principal's Welcome

Welcome to Colusa Alternative Home School. The policies and procedures in this handbook are the result of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you succeed in your school.

Your ability to succeed will be as successful as you set out to make it. Decide now to maintain an attitude of sincere purpose in your schoolwork, be diligent and punctual in your attendance, and strive to value your alternative educational opportunity to better prepare yourself for your future. In so doing, you will earn the respect of your teachers, your parents, and your community.

We, as teachers, see our task as one of leading you to that point where you can effectively think for yourself. Our democracy will survive only so long as each of us is able and willing to decide on our own actions and accept responsibility for them. Making the right decisions for your life is an essential skill we hope to develop.

As you continue your education, we trust your days will be filled with rewarding and happy experiences.

Erika Lemenager, Principal

Colusa Alternative Home School – School Description

Colusa Alternative Home School is a K-12 Independent Study program that focuses on delivering high quality educational experiences in a Home School environment. Our Colusa Alternative Home School is not a WASC accredited school. Students and parents, with the support of district staff and curriculum, are offered a variety of approved classes to meet the needs of the learner. Parents and students have the option of completing their studies at home and utilizing the Home School resource center that was established during the 2004 - 2005 school year. District teaching staff meets with each student and parent a minimum of one hour per week to review work completed and provide materials for future assignments. The teachers offer tutoring hours to further support their students.

The mission of Colusa Alternative Home School is to support families in the educational programs for their K-12 grade level students by providing state adopted curriculum and resources to meet current instructional standards and graduation requirements. Students and families requesting an educational opportunity at Colusa Alternative Home School meet with administration as well as a Colusa Alternative Home School representative to hear the needs of the student and family to provide the best educational experience.

Colusa Alternative Home School's Mission Statement:

Our mission is to provide a safe, student-centered, high-quality education to ALL students.

Colusa Alternative Home School's Vision:

Our vision is to provide, in cooperation with our families, an excellent, well-balanced education where students gain skills necessary for success in an ever-changing world.



Schoolwide Learning Outcomes



<p>Demonstrates awareness of the rights and responsibilities necessary to becoming a responsible member of society</p> <p>Exhibits the ability to understand, communicate and effectively interact with people across cultures</p>	<p>Technology proficient</p> <p>Strategic and extended thinker</p> <p>Takes initiative</p> <p>Motivated by questions</p> <p>Accesses and utilizes appropriate information</p>	<p>High expectations of self perseverance</p> <p>Honesty of work completion & ownership</p> <p>Desire to learn</p> <p>Respects the integrity of the learning process</p>	<p>Values lifelong learning</p> <p>Sets long-term educational goals</p> <p>Develops a passion and curiosity for learning</p> <p>Engages in purposeful yet fun methods of learning</p>	<p>Students speak, listen and write effectively and with clarity</p> <p>Students actively read and comprehend multiple text genres</p> <p>Students adapt language according to audience and utilize technology to enhance communication</p>
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COLUSA UNIFIED SCHOOL DISTRICT
745 Tenth St.
Colusa, CA 95932

2023 - 2024 SCHOOL CALENDAR

S	M	T	W	Th	F	S
July						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

S	M	T	W	Th	F	S
August						
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 14-15: Preservice Days
August 16: First Day of School

S	M	T	W	Th	F	S
September						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

S	M	T	W	Th	F	S
October						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 4: Labor Day
October 9: Teacher Professional Development Day
Quarter End Date October 20

S	M	T	W	Th	F	S
November						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

S	M	T	W	Th	F	S
December						
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 10: Veterans Day (Observed)
November 22-24: Thanksgiving Break
Trimester End Date November 9
Quarter End Date December 22
December 22: Minimum Day
December 25 - January 5: Winter Break

S	M	T	W	Th	F	S
January						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

S	M	T	W	Th	F	S
February						
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18	19	20	21	22	23	24
25	26	27	28	29		

January 15: Dr. Martin Luther King Day
February 19: President's Day
February 20: Lincoln's Birthday (observed)
February 19-23: No School

S	M	T	W	Th	F	S
March						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

S	M	T	W	Th	F	S
April						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Trimester End Date March 1
Quarter End Date March 15
March 29 - Minimum Day
March 31: Easter Sunday
April 1 - April 5: Spring Break

S	M	T	W	Th	F	S
May						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

S	M	T	W	Th	F	S
June						
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 27: Memorial Day
May 30: Home School/CAHS/EMS Graduation
May 31: Last day of school/CHS Graduation
May 30 and May 31: Minimum Day
June 6-9: Colusa County Fair

REQUIRED CLASSIFIED HOLIDAYS:

July 4: Independence Day
Sept 4: Labor Day
Nov 10: Veterans' Day (Observed)
Nov 22-24: Thanksgiving
Dec 26: Christmas Eve (Observed)

Dec 25: Christmas Day
Jan 1: New Year's Day (Observed)
Jan 2: In Lieu of Admission Day
Jan 15: Dr. Martin Luther King Day
Feb 19: President's Day

Feb 20: Lincoln's Birthday (observed)
May 27: Memorial Day
June 19: Juneteenth Holiday

LEGEND:

/ / Legal Holiday
[] Break
() Preservice Day
< > Minimum Day

End of Trimester End of Quarter/Semester Last Day of School

Quick Guide: Colusa Alternative Home School Program

Home School Center/Offices

The Colusa Alternative Home School Center/Offices are located inside the Colusa Unified School District building at 745 10th Street. Students and families are welcome to visit and utilize the center's computers and other resources whenever the center is open, but students are not required to attend classes or work at the center. If students choose to work at the center, they are required to follow posted rules and have parent permission. Students are free to come and go with respect to appropriate social behavior and parent acknowledgement. Students are expected to be on-task while at the center or could lose their privilege of using this resource.

Enrollment Request

Requests for enrollment need to be submitted to the Colusa Alternative Home School administrator or administrative assistant for review. Request can come from parents/guardians or from district schools via referrals from Student Study Teams, counselors or administrators. Enrollment is on a voluntary basis. School referrals must be agreed to by a minor's parent or guardian, and by students who are 18 or older.

All applicants must complete and submit an "Independent/Home Study Request" form to the Colusa Alternative Home School administrator or administrative assistant for review, approval and teacher assignment. If the request is for admission during a current grading period, then the request is submitted to current school officials for review and recommendation.

Out-of-district residents need to secure an Inter-district Agreement from the resident district and be approved in both districts (resident district and CUSD). In some cases, the Inter-district Agreement must be approved prior to entering into a CUSD program. Students requesting to transfer back district's regular education programs are advised to wait until end of current grading period, unless circumstances warrant mid-grading period transfer.

Registration Process

The registration process for Colusa Alternative Home School is identical to the process used in all district programs. It is imperative that all forms are completed and filed prior to the student's enrollment in the program. Parents do not have the option of not following enrollment protocols and requirements, unless all parents have a similar right. Keep in communication with Administrative Assistant to ensure that all forms have been completed.

Contract

An Independent Study Contract is required for each student in the program. The initial contract needs to state what subjects the student is enrolled in and the number of credits for each subject. The contract is valid for one semester and a new contract is required for each succeeding semester. Any changes to the current contract need to be made to the original contract and initialed/dated by teacher, parent/student and administrator.

Note: A full-time high school student is expected to enroll in at least 35 credits of instruction, unless more or less are authorized due to student's status or extenuating circumstances.

Contracts should be completed by the first day of enrollment and filed by the end of the second week of instruction. If a student is new to CUSD, the contract must also have a Student Registration form attached. The first contract of each school year for all students (new and returning) must include a completed Emergency Procedure Card.

Attendance Protocols

Student attendance for ADA purposes is generated from the student completing the assigned amount of work for a given time period; generally, one week's worth at a time. Weekly appointments should be scheduled to accept, review, and assign work for the new week. To remain in the Colusa Alternative Home School program, students are expected to maintain their meeting schedule and produce their weekly assignments. In the event a student misses an appointment and/or fails to produce weekly assignments, an absence for the week will be reported. A student who is chronically absent should be issued a warning letter and referred for intervention. A student who continues in this pattern or fails to meet the stipulations of the warning letter will be dropped from the program. Student will return to the school within CUSD or referred back to his/her district of residence. Monthly attendance reports are due to the Administrative Assistant one week after the end of the month.

Grades

Grading is the prerogative of the teacher but following are some guidelines to assist in this area. Grades are due to the Administrative Assistant by a specific due date at the end of each semester for all students unless a difference due date is established because of a special program or school transfer. Grades should reflect the quality and quantity of work completed during the assignment period. Incomplete or late work (submitted after the contract due date) cannot be used for attendance credit.

Assessments

Student expectation is that students will participate in State, Local and District provided assessments. Assessment data is a required piece of our program to ensure rigor and learning growth. If students do not participate in assessments, it negatively effects our future offering of an alternative program.

Colusa Alternative Home School Opportunities

Increased Credits and/or Course Recovery

- Students enrolled in our alternative school have the opportunity to complete credits at a faster pace if desired. At the high school level, a traditional student completes 35 credits in a semester. At the alternative site, students can complete up to 50 credits in a semester. At that time, their progress must be reviewed in order to approve additional credits. Graduating early is an option if the necessary credits are attained to earn a diploma.

College Courses

- Students are permitted to take college courses, and they will reflect on their transcript.

Employment Opportunity

- Flexibility of student's academic schedule allow students who desire to work (proper work permit required) opportunities of employment otherwise not possible for many students. CTE, vocational education, work experience and/or elective credits are available with proper documentation.

Celebrations

- End of the Year Celebration
- Potential 8th Grade Trip
- Potential 12th Grade Trip
- Field Trips or Career Exploration Opportunities

Concurrent Enrollment

Concurrent enrollment exists when a student is enrolled in another educational program (i.e. another CUSD program or community college) at the same time classes are taken at Colusa Alternative Home School. There are ADA rules that apply in these cases so administrative review and approval is required for concurrent enrollment.

- Concurrent enrollment in another CUSD program requires approval from that program. Protocols are in place to allow for less than half of a student's class load to be taken at a district school. When students are admitted for classes, they are expected to follow all the guidelines of a regular student in that school. A student is not allowed to drop the program and complete it through Home School. In general, concurrent enrollment is meant to offer a program that a student cannot get through Home

School or keep a student involved in a co-curricular program of interest (i.e. Ag, Business, etc.). Concurrently enrolled classes become part of the contract and should be stated at the beginning of each semester.

- Concurrent enrollment in a community college requires administrative approval from both entities. Protocols are established for this purpose. Students should begin this process through the community college and meet their entrance requirements prior to assuming that these classes will displace Home School class requirements. Due to ADA requirements, a student cannot take more than two classes per semester and remain in full-time status in our district.
- Students must check in and out of the front office daily. Concurrently enrolled students must wait in the office prior to the start of their CHS/Egling class to start as well as when waiting for transportation at the end of his or her day at CHS/Egling. Classes taken at Colusa High School must be consecutive.

8th Grade Promotion Requirements

Students are required to pass all classes with a D or better in both their 7th and 8th grade years in order to participate in the graduation activities and ceremony at the end of 8th grade. Students are to have no F grades on final trimester report cards. Students who do have F grades will need to recover/make up their grade in either the after-school credit recovery program or summer school. Students will have until the Friday before graduation week to make up any F grades from their 7th or 8th grade year. It is highly recommended to work hard initially, seek out help when needed and stay on top of one's work.

Students not qualifying for graduation activities will not receive a diploma and will not be allowed to participate in the graduation ceremony and activities. Non-graduates will be promoted to the high school and required to attend summer school to complete coursework. To keep parents informed, progress reports for all classes will be mailed midway through each twelve-week trimester. A second progress report will be sent home at the ninth week of the trimester to parents of students earning a D or F in one or more classes. In order to prepare students for high school, college and the world of work, most teachers have a policy of not accepting late work. Students are expected to record assignments in their Agenda and plan to submit high-quality work on time.

- Students must be enrolled in EMS by the first day of the 4th quarter to qualify for participation in the 8th grade promotion activities.

Senior Graduation Requirements

1. Any senior with more than 2 F semester grades in the entire school year will not be able to participate in graduation ceremonies.
2. Any senior with more than 1 incident resulting in OSS will not be able to participate in graduation ceremonies.
 - 2 days of ISS/Intervention will count as 1 day of OSS
 - Seniors in danger of violating this policy will receive written communication in order to properly notify students. Additionally, students are entitled to exercise their rights by attending an appeal hearing. The student will ask one teacher to speak on their behalf. Other individuals in attendance at the appeal hearing would be: administration (appeal facilitator), counselor, administrative assistant (attendance), Home School teacher and a general education teacher teaching the same grade level at the comprehensive school site.
3. Seniors are required to complete all graduation requirements in terms of credits and senior project in order to qualify to walk at our Colusa Alternative Graduation.

Civil Rights Statement

Colusa Unified School District does not discriminate on the basis of race, color, national origin, religion, sex, age, or handicap in its educational programs and/or activities. Students, parents, or others who wish further information about these regulations, or about handicapped access to vocational facilities, or wish to file a complaint, should contact Mrs. Rebecca Changus, Title IX Coordinator, Colusa Unified School District, 745 Tenth Street, Colusa, CA 95932, (916) 458-7791.

CHS Bell Schedule 2023-24 **Monday, Tuesday, Thursday, Friday**

Period 0	7:00	-	8:00
Period 1	8:10	-	9:04
Period 2	9:09	-	9:58
Break	9:58	-	10:10
Period 3	10:10	-	10:59
Period 4	11:04	-	11:53
LUNCH	11:53	-	12:28
Period 5	12:33	-	1:22
Period 6	1:27	-	2:16
Period 7	2:21	-	3:10

CHS Bell Schedule 2023-24 **Wednesday**

Period 0	7:00	-	8:00
Period 1	8:10	-	8:57
Period 2	9:02	-	9:42
Break	9:42	-	9:54
Period 3	9:54	-	10:34
Period 4	10:39	-	11:19
LUNCH	11:19	-	11:54
Period 5	11:59	-	12:39
Period 6	12:44	-	1:24
Period 7	1:29	-	2:10

EGLING MIDDLE SCHOOL

2023-24 SCHEDULE

4TH GRADE

5TH GRADE

8:15 – 9:10	Class	8:15 – 9:15	Class Time
9:10 – 10:00	Elective/Specials	9:15-10:00	Intervention
10:00 - 10:15	Snack Recess	10:00-10:15	Snack Recess
10:15 – 11:00	Intervention	10:15-11:00	Electives/Specials
11:00-11:40	Lunch	11:00-12:05	Class Time
11:40-1:20	Class	12:05-12:45	Lunch
1:20-1:30	Recess	12:45-1:30	Class Time
1:30-2:30	Class Time	1:30-1:40	Recess
		1:40-2:30	Class Time

*Wednesday is 2:00 dismissal

6TH - 8TH

8:13 – 8:56	7/8 th Response/6 th Elective
8:59-9:45	1 st Period
9:45-9:57	Break
10:00-10:46	2 nd Period
10:49-11:35	3 rd Period
11:38-12:24	4 th Period/6 th Grade Lunch
12:24-1:13	4 th Period/7/8 th Grade Lunch
1:16-2:02	5 th Period
2:05-2:45	7/8 th Elective/6 th Response

*Wednesday there is no elective time 2:00 dismissal

**COLUSA HIGH SCHOOL/CAHS/EGLING MIDDLE SCHOOL (6th – 8th)
GRADING TIMELINE
2023 – 2024**

September 28, 2023	Parent F Notices to the Counseling Office by 3:30pm (D or F Grades) (Freshmen Wheel Only)
October 20, 2023	End of 1st Grading Period Grades due to Counseling Office Monday, October 23 rd by 3:30pm Incompletes due Oct. 26 th
November 27, 2023	1 st Semester Parent F Notices to the Counseling Office by 3:30pm
December 22, 2023	End of 1st Semester Grades due to Counseling Office Friday, December 22 nd at 11:00am
February 26, 2024	Parent F Notices to the Counseling Office by 3:30pm (D or F Grades) (Freshmen Wheel Only)
March 15, 2024	End of 3rd Grading Period Grades due to Counseling Office Monday, March 18 th by 3:30pm Incompletes due March 22 nd
May 2, 2024	2 nd Semester Parent F Notices to the Counseling Office by 3:30pm
May 31, 2024	End of 2nd Semester Grades due to the Counseling Office Thursday, May 30 th by 3:30pm

**EGLING MIDDLE SCHOOL (4th & 5th Grade)
GRADING TIMELINE
2023 – 2024**

4th & 5th Grades

Trimester Dates:

- November 9, 2023
- March 1, 2024
- May 31, 2024

Quick Guide: CHS Counseling Office – Important for Hybrid Students & Students Planning to Return to CHS

Quick Guide: Counseling Office

The Counseling Office is open from 7:45 a.m. to 3:45 p.m. for your needs. The goals of the counseling staff include helping students to complete high school successfully and to plan. We help students make educational, college, and vocational plans and assist in solving personal and family problems that affect their school progress. Students are urged to take advantage of the services available through the Counseling Office.

It's easy to make an appointment to see Ms. Proctor, Colusa High School Counselor. Come in or sign up in the Counseling Office and we will do our best to see you that day or at the very latest the next day. We are often available upon request at any given time. Parents are welcome to contact me by calling 458-2156.

COUNSELING SERVICES

Academic- CHS Counseling offers students the opportunity to get assistance with academic planning, assessing student abilities and needs, class planning and changes and resources for academic improvement. Students who are identified as having special learning problems can be referred for screening for possible placement in special classes through the school counselor and our Student Support Team. For more information on graduation requirements and pathways, please the CHS Course Catalog.

College/Career- CHS Counseling assists students in career guidance, college planning and applications, financial aid and scholarship searching. We also assist students with part-time job search and work permit issuance. CHS Counseling continually plans for various career and education speakers on top of the annual career day at CHS.

- **College Catalogs:** Most college information is available on-line. Information on private colleges, military academics, special vocational schools, and summer programs is available.
- **Applications:** The Counseling Office encourages students to visit college websites to begin planning for applications. The Counseling Office we hold various workshops and speakers to help students through the process.
- **SAT/ACT:** The Counseling Office has resources to help students prepare for these exams as well as fee waivers for students who qualify.
- **Financial Aid:** Information on college scholarships and financial aid programs is available in the Counseling Office. The Counseling staff holds workshops to help with completion of the application for financial aid that is needed by every aid-granting institution.
- **Transcripts:** If you need to send a copy of your grade record (transcript) to a college, a scholarship agency, or an employer, a transcript request form must be completed and turned into our CHS Front Office or Counseling Office. The student must take the initiative to receive this service.

Social Emotional- CHS Counseling provides professional assistance and support to a student or small group of students during times of transition, heightened stress, critical change or other situations impeding student success. School counselors do not provide therapy or long-term counseling in schools; however, school counselors are prepared to recognize and respond to student mental health needs and to assist students and families seeking resources.

CLASS SCHEDULE CHANGES

- 9th – 11th grade students schedule changes will not be made after the start of school as changes are being made prior to the start of school. Seniors ONLY will have the first three days to request changes.
- **Second semester program changes will be completed by Tuesday, January 9th by students. Additional changes may occur per teacher request or leadership team approval.** The program change forms must be processed through the Counseling Office. Students should discuss changes with their parents and counselor.

Lockers: Campus lockers are assigned to all students at the beginning of the school year. If there are any problems with your locker, the Counseling Office Administrative Assistant should be notified. Students are not to switch lockers or use more than one. The locker combination should not be given out to others.

Transfer Students After May 1st Students transferring to CUSD with more than 3 Fs as transfer grades will be placed at Colusa Alternative High School in hopes of completing the necessary credits to be eligible to enroll in CHS in the upcoming fall semester.

Quick Guide: Colusa High School Athletics

Statement of Philosophy

The Colusa Athletic Program should provide a variety of experiences to enhance the development of favorable habits and attitudes that will prepare students for adult life in a democratic society. The interscholastic athletic program shall be conducted in accordance with existing Board of Education policies, rules and regulations. While the Board of Education takes great pride in winning, it does not condone “winning at any cost.” It discourages any and all pressures which might lead to neglecting good sportsmanship and good mental health. At all times, the athletic program must be conducted in such a way that it is an educational activity.

School Fees, Dues and Materials

Student athletes must turn in all necessary equipment and jerseys as instructed by the coach prior to participating in the next sport. In order to participate in games/competitions, the student must pay all CHS overdue balances (cafeteria, library and office). In order to participate in events taking place on Saturdays (prom, athletics, etc), individuals MUST be in attendance on the Friday prior to the event.

Quitting a Sport

An individual who quits a sport prior to the full conclusion of the season (including playoffs) will not be cleared for the next season of sport without an appeal hearing. At the appeal hearing, a student athlete might be granted the right to participate in the upcoming season. Regardless of the appeal hearing, a student athlete who quits a season of sport will not receive a patch, athletic waiver for the 3 year PE requirement or consideration for Mr. RedHawk/Ms. RedHawk recognition senior year.

Attendance:

1. The student is to attend all classes regularly and punctually, and to make every effort to complete all class assignments on time and to the best of his/her ability.
2. The student must attend all classes for the entire period on a given day (this includes school on a Friday that may precede a Saturday game or tournament) in order to participate in an interscholastic contest (tardies will prohibit a student athlete from playing on a game day) unless he/she has a legitimate excuse as determined by the athletic director or principal. Medical, dental and/or optical appointments and probation appointments are possible exception subject to administration approval and accompanied by a doctor's note.
 - 1st Athletic Day Tardy: Detention
 - 2nd Athletic Day Tardy: Saturday School
 - 3rd Athletic Day Tardy: Sit Out an Entire Contest/Game
 - 4th Athletic Day Tardy or More: Parent/Admin/Athlete/AD Meeting
3. The student must attend at least 4 or more periods in order to participate in practice on a given day.

School Discipline Referral — Any student athletes sent to the office for a school rule violation may be denied the privilege of participation in all athletic activities for a period determined by the principal and or athletic director.

School Discipline-Removed from Class-A student is temporarily ineligible to practice or participate in any way on an athletic team while suspended from any class. This includes class suspensions/interventions.

School Suspension- Any student suspended from school will be suspended from athletic activities for one week.

Second School Suspension-Any student suspended from school a 2nd time will be removed from the athletic team.

Intervention, ISS (In School Suspension) and OSS (Out of School Suspension) – Student-athlete is denied the privilege of participating in games for five consecutive school days if assigned Intervention, ISS or OSS, and participation in practices during that week will be coach's discretion.

Grade Requirements

- 1) All student-athletes will be required to maintain a 2.00 grade point average or better.
- 2) Must not receive any F's. (students who have a 2.00 GPA and only one F may use a one -time waiver to be approved by the principal)
- 3) The grade point average from the fourth quarter of the preceding year shall be used for fall athletes. Courses taken and grades earned in summer school may be included.
- 4) The grading periods will be first quarter, first semester, third quarter, second semester.
- 5) Incomplete grades are considered “F” grades for purposes of computing eligibility.
- 6) A probation period is only offered to incoming 9th grade student-athletes for the fall sports seasons. Individuals will only qualify for the probation period if they have been “promoted” from 8th grade. Individuals who are “promoted” due to completion of summer school will be granted this probation period.

CONCURRENT ENROLLMENT GUIDE

COLUSA HIGH SCHOOL INFORMATION:

Students who are allowed to enroll in concurrent courses at Colusa High School must abide by site rules and deadlines. Students will remain in the courses until the end of the semester unless they meet the deadlines indicated below. Regular attendance sets the student up for academic success. CAASPP and PSAT testing will be administered at the site students are enrolled in ELA, math and/or science. ELPAC will be administered at student's Home School weekly meetings.

- Final Date to Drop a Class at CHS
 - Fall Semester – Friday, August 18th
 - Spring Semester – Tuesday, January 9th

CHS Special Events ONLY Available to Concurrently Enrolled Students (1 – 3 Periods):

- Rallies – Administrative Approval Required
- Last Day of School Celebration – Guest Pass Form and Administrative Approval
- Future Farmers of America – Must be Enrolled in Required FFA Class
- Future Business Leaders of America
- Semester Awards Assembly – Per Scheduling & Must Be Pre-Approved

Events Open to Full Time Home School Students and Concurrently Enrolled CHS Students:

- Dances – Guest Pass Form if Attending as a Guest of a CHS student
- Grad Night – Guest Pass Form for Graduating Seniors, Guest Pass Form and Door Fee Grades 9 – 11
- Friday Night Live
- Senior Awards Dinner – If Awarded a Scholarship or Honor – Invitation for Communication

Events ONLY Offered to Fulltime CHS Students (4 – 7 Periods):

- Senior Trip (if offered)
- Senior Walk at EMS and BPS
- Colusa High School Graduation on Friday, June 3rd
- Environmental Sciences Academy
- Homecoming Royalty Nomination
- Athletic PE
- Yearbook
- Athletics – Minimum of 4 Periods at Colusa High School (English IV & Government/Economics)
- California Scholastic Federation – If Qualifying CHS Classes Amount to Proper Points

Concurrently enrolled students must complete beginning of the year documentation (i.e., review of handbook and discipline consequences, general authorization/written consent drug testing and release of liability and assumption of risk agreement, etc.).

- The bulletin and our CHS website are the two forms of communication we encourage all students and parents to turn to throughout the school year.

Appeal Meetings

If a situation is in need of further evaluation, an appeal meeting will be arranged to fully reflect on a particular situation.

Colusa High School – Attendance Responsibility and Consequences

Parent and Student Responsibility

Parents are to call the school between the hours of 7:00 a.m. and 3:30 p.m. on EACH DAY OF ABSENCE.

Unexcused Absences

Students who have excessive unexcused absences will receive conferencing and parent notification as follows:

Attendance notifications will be made as follows:

0. At 3 unexcused absences a letter will be sent home and a student conference with attendance clerk or administration
1. At 5 unexcused absences a letter will be sent home and conference with assistant principal (Mrs. Burke)
2. At 7 unexcused absences a letter will be sent home, conference with administration and DART process effective

Excessive Absences

Students who have excessive absences jeopardize their academic success and progress towards graduation.

Attendance notifications will be made as follows:

3. At 5 absences a letter will be sent home
4. At 10 absences a letter will be sent home and/or a staff member will make a parent contact to set up a Student Study Team Meeting.

Finals Week Policy

1. Independent Study is not offered for any dates indicated on the schedule as winter or spring final weeks. Attendance is extremely important during the final weeks.
2. Teachers will not give finals early per the CHS policy.
3. Students will receive a zero on their final if they are unable to take the final.

Senior Graduation Requirements

1. Any Colusa High School senior who misses more than 15 days/105 periods will not be able to participate in graduation ceremonies. Calculations are based on the number of periods in attendance (reduced day/senior prep/hybrid) adjusts the periods allowed to be missed.

- Tardies count toward attendance as well. Three tardies equals a one period absence. (7 tardies equals one day of absence).
2. Any senior with more than 2 F's for both semesters will not be able to participate in graduation ceremonies.
 3. Any senior with more than 2 incidents resulting in OSS will not be able to participate in graduation ceremonies.
 - 2 days of ISS/Intervention will count as 1 day of OSS
 1. Seniors in danger of violating this policy will receive written communication in order to properly notify students. Additionally, students are entitled to exercise their rights by attending an appeal hearing. The student will ask one teacher to speak on their behalf. Other individuals in attendance at the appeal hearing would be: assistant principal (appeal facilitator), principal, counselor, administrative assistant (attendance), CHS teacher and a CHS student.
 2. Seniors must meet the dress requirements distributed the last month of school in order to participate in the graduation ceremony. Caps are not to be decorated due to current board and CHS policies.

CHS Administration and Attendance Office Support

Attendance

- A. Unexcused absences include class periods, for which there was no written excuse from a parent or guardian and/or telephone communication will result in truancy if they are not cleared within 3 school days per the California Education Code.

Lost and found: Found personal property is stored in the Administration Office to be described and claimed by the owner.

Injury at school: If injured, report this to a teacher and ask for a pass to go to the Administration Assistant in the office.

Illness at school: If a student is ill, report to the teacher and ask for a pass to the Attendance Clerk. A parent or guardian will be contacted for permission to allow the student to leave school.

Bulletins: The daily bulletin is prepared by the Attendance Clerk. All announcements should be submitted by 1:00 p.m. in order to appear in the next day's bulletin. Students may put items in the bulletin only with the signature of a staff member.

Office referrals: If a teacher refers a student to the office, a student must report to the Attendance Clerk and wait to see the Vice Principal.

Telephone: Students are to use office phones located in the front office when communicating.

Early Dismissal: Students leaving campus for other than school related activities must have a note from a parent stating the reason for the early dismissal. This note should be presented to the Attendance Clerk who will issue an early dismissal slip which should be shown to the teacher whose class will be left. Students may leave campus after signing out in the Attendance Office.

Checking out of school: Students checking out of school should have a parent come in to sign the withdrawal forms stating the reason for leaving and the name of the new school the student will be attending. All textbooks must be returned and bills paid prior to checking out of school.

Transcripts: Requests for copies of official transcripts should be made in the counseling office. Transcripts will not be sent if the requesting student owes any money to the school for textbooks or any other damages.

Personal or academic problems: The counselor is available to help students deal with any personal or academic problems that they might have. Many support services are available to us to help students cope with problems.

Lockers: Campus locks and lockers are assigned to all students at the beginning of the school year. If there are any problems with your locker, the Counseling Office Administrative Assistant should be notified. Students are not to switch lockers or use more than one. The locker combination should not be given out to others.

Armed Services information: Local Armed Services recruiters are on campus regularly. Appointments to see them may be made outside of class time, in the Counseling Office.

Medical excuse from P.E.: Students who may not participate in P.E. for medical reasons must have on file in the Counseling Office a doctor's note stating the duration of the medical excuse. A program change may be necessary if the medical excuse is long term. Alternative assignments are required for students medically excused from PE.

Textbooks: Each classroom teacher will issue textbooks to the students at the beginning of the semester. New students will be issued textbooks by their teacher. The student is responsible for all textbooks issued; any damages or losses will be charged to the student.

Internet use: Students may use the designated Internet workstations in the library before or after school, during lunch, and during class time with teacher supervision. Students must have an Acceptable Use Policy on file signed by a parent and themselves.

Litter/Clean Campus

One of the most important aspects of our school is having a clean and trash free environment. Everyone is capable of depositing trash in the cans provided and doing your part to show campus pride.

Classroom Food Policy

Food purchased during break and lunch is not permitted in the classroom.

Search and Seizure Policy

State law and Colusa Unified School District policy allow the administration to search any vehicle brought on campus for any reason. Furthermore, student lockers, which are under the control of both the student and the District, may be opened and inspected without student permission when there is a reasonable suspicion that the search will disclose evidence of illegal possessions or activity. (Note: items in a student locker are assumed to belong to the student assigned to the locker.)

Tobacco

State law and Colusa Unified School District policy forbid the possession or use of tobacco in any form (including chewing tobacco) on school grounds or at school activities. Colusa Schools are to be tobacco-free.

Alcohol, Drugs and Tobacco

There is no tolerance for students who have any of the above on or in them at Colusa High or at CHS activities. We cooperate with the police in enforcing all state and local laws. Violating this rule will result in immediate police and parent contact, suspension, and possible expulsion.

Closed Campus

Colusa High has a closed campus. This means that students are not to leave the campus during the school day for any reason other than what is stated on an early dismissal slip or for an organized student activity. Approved seniors with a 3.0 GPA and no F's may leave campus for lunch as permitted by the administration. Students must have parental approval to leave campus for work experience, student teaching, or for any other reason. All students leaving the campus must sign out in the Attendance Office.

Student Vehicle at School

All students must park vehicles in the Student Parking Lot or in the designated areas on the street that are not reserved for staff and visitors. All students must register their vehicle with the attendance secretary and display the registration tag on the rear-view mirror every day when parked at school. The student parking lot is **off limits** to all students during the school day. There shall be no loitering in or around students' cars. Violation of these rules will be just cause for cancellation of the privilege of driving a car to school, detention, and/or suspension.

Gym use

The gym will be closed to all students before school and during lunch unless approved and supervised by PE teachers.

Public Display of Affection

We want everyone at CHS to care for one another. However, overt displays of affection are inappropriate at school.

Hazing

Students are not to be initiated, hazed or oriented to Colusa High in any harmful or demeaning way. Hazing is a misdemeanor in California and you will be prosecuted in court for such action.

CHS Dance rules

1. Students may sign up one out-of-school guest to CHS dances. Except for the Snowball and the Prom this guest must be either a Colusa High graduate from the previous year or a student from another high school with a student body identification card.
2. Out-of-school guests must be signed up from Tuesday–Thursday of the week of the dance. (This must be done in person; telephone calls will not work.)
3. The student must be with the guest when arriving at the dance.
4. The CHS student is responsible for the behavior of a guest during the dance. If the guest is asked to leave the dance because of behavior problems, the student who brought the individual will be asked to leave also.
5. Colusa High students with behavior problems at the dance will also be asked to leave and may not be admitted to future dances during the year.
6. Students will be admitted until one hour after the dance begins.
7. Anyone leaving the dance will not be allowed to return. Students must sign out and call parents if they leave before the last half-hour of the dance.
8. Any student that is under the influence or in possession of alcohol or drugs will be detained until their parents are called to come to school to take them home. The police will also be notified and consequences from the Activities/Athletic Code will be followed.

CONCURRENT ENROLLMENT GUIDE

EGLING MIDDLE SCHOOL INFORMATION:

Students who are allowed to enroll in concurrent courses at Egling Middle School must abide by site rules and deadlines. Students will remain in the courses until the end of the semester unless they meet the deadlines indicated below. Regular attendance sets the student up for academic success. CAASPP testing will be administered at the site students are enrolled in ELA, math and/or science. ELPAC will be administered at student's Home School weekly meetings. If behavior or academics become detrimental to the student's academic progress, a warning letter will be sent home and a hybrid meeting will be scheduled. Leaving Egling Middle School for behavioral issues, concerns of social interaction and/or bullying may prohibit attendance at Egling Middle School functions.

- Dropping a Class at Egling

4th & 5th Grades

Trimester Dates:

- November 9, 2023
- March 1, 2024
- May 31, 2024

6th – 8th Grades

Quarter Dates:

- October 20, 2023
- December 22, 2023
- March 15, 2024
- May 31, 2024

Egling Activities for Full Time Home School and Concurrently Enrolled Egling Students:

- Athletics (Volleyball, Basketball, Soccer)
- Band
- Maximum of 2 Period Consecutively at Egling Middle School
- 7th & 8th Grade
 - Dances – Guest Pass Form and Administrative Approval
 - Fall Festival – Guest Pass Form and Administrative Approval
- 6th Grade
 - Outdoor School – Guest Pass Form and Administrative Approval

Egling Activities ONLY Offered to Fulltime Egling Middle School Students:

- 8th Grade Promotion on Thursday, May 30th
- 8th Grade Promotion Party
- 8th Grade Trip
- Awards Assemblies

Home School Opportunities ONLY Offered to Full Time Home School Students:

- End of the Year Home School Celebration
- Potential Home School 8th Grade Trip

Appeal Meetings

If a situation is in need of further evaluation, an appeal meeting will be arranged to fully reflect on a particular situation.

BURCHFIELD PRIMARY SCHOOL

Concurrent enrollment is not available for students T-K through 3rd Grade.

EGLING MIDDLE SCHOOL

Concurrent enrollment for 4/5th grades is for elective periods only, no core classes.

Colusa Alternative Home School Credit Summary

Home School Credit Opportunities are **ONLY** offered to full time enrolled home school students or students who are enrolled as primary home school hybrid students, this meaning student will graduate with a diploma from Colusa Alternative Home School.

Credit Summary

Business Applications	10
CTE	10
Economics	5
English I	10
English II	10
English III	10
English IV	10
Fine Arts/Foreign Lang.	10
Government	5
Life Science	10
Math	20
Personal Finance	10
Physical Education	30
Physical Science	10
Senior Project	5
US History	10
World History	10
Electives	35

****Students who opt to graduate from Colusa High School or are enrolled as a Colusa High School Primary Hybrid student need to refer to the Colusa High School Handbook or Counseling Department for the most up to date graduation requirements.**

Colusa Alternative Home School Code of Conduct

DRESS CODE

Colusa Alternative Home School believes that appropriate dress and grooming contribute to a productive learning environment. Students are expected to give proper attention and wear clothes that are suitable for the school activities in which they participate.

The following dress code rules shall apply during regular school hours:

Any violation of the dress code will result in the student calling home for a change of clothing and/or being issued a school shirt. Final decision upon the appropriateness of attire lies with the school administration. If the student misses class time to deal with a Dress Code offense, the teacher can use discretion about allowing (or not allowing) the student to make up missed class work.

Note: If available, a student may change into appropriate clothing provided by the school. If clothing is not available, the student may call home for assistance. If the clothing violation cannot be resolved, the student will remain in the office for the remainder of the day and must do all assigned class work. Time away from class due to a student's decision to violate the dress code can be recorded as an unexcused absence for the time missed.

TOPS/SHIRTS/JACKETS/COATS/SWEATERS

1. All garments must fit properly.
2. No half-shirts or fishnet shirts are allowed.
3. Students are not permitted to wear tank tops of any sort including torn, altered or sleeveless clothing throughout the day including PE classes.

HATS/HOODS

1. Hats with any type of bill or visor must be worn with visor/bill facing forward.
2. Hoods must be worn down while in class.

PANTS

1. Pants must not drag on the ground and may not be excessively baggy. The pant leg bottom should not be able to cover the entire shoe.
2. Pants must be worn above the hips and be able to stay at hip level while walking, even if covered.
3. Undergarments must not show due to pants that are too large.

SHORTS/PANTS/ETC.

1. Shorts and other clothing for the lower portion of the body must be of reasonable length.
2. They must exceed fingertip length when arms are extended.
3. Spandex shorts are not to be worn at any time during the school day including PE.
4. Yoga pants are acceptable if an appropriate topic is worn.

SAFETY ITEMS

1. Pajama slippers are not to be worn at school.
2. Closed toed shoes must be worn in PE and shop classes.
3. Students must wear shoes during all instructional times including extra-curricular events, evening events, weekend events and graduation events.
4. Pajama pants are not to be worn to school as they are flammable in shop and science classrooms.
5. Flip flops and sandals are not to be worn UNLESS a strap around the heel is worn.

- **Clothing with alcohol, tobacco, or drug symbols, terms, etc.** - Any article of clothing which mentions, directly or indirectly, drugs, alcohol or tobacco; shows drugs, alcohol, or tobacco; or has brand names of companies which produce alcohol or tobacco products is not allowed.
- **Clothing with sexual messages** - Any article of clothing with sexual statements or sexual drawings, or which can be interpreted to be sexually offensive is not allowed.
- **Clothing which degrades any race or other group of individuals** - Any article of clothing which can be interpreted as degrading another group of individuals is not allowed.
- **Clothing which is perceived to be vulgar, obscene, or profane is not allowed.**

Gang related items – GANG CLOTHING ON CAMPUS

To ensure the safety of our students from gang violence, it is important that students not wear clothing, jewelry, and/or accessories, which, by virtue of their color, arrangement, trademarks, or any other attribute, denotes membership in and/or affiliation with any gang. Students wearing this clothing, jewelry, and/or accessories (hairnets, scarves, do-rags, red or blue shoe laces, red or blue solid belts, etc.) with the exception of school-related clothing are not allowed at school. They may not wear or write gang affiliated trademarks, anti-social messages or logos that include, but are not limited to: XIII, 13, XIV, 14, 530, 916, Thi22, North, Norte, Sur, Sureno, Norteno, Brown Power/Pride, Nazi symbols, WHP, 88, White Power/Pride, Asian Power/Pride, all one color, N, S, Nebraska, Los Angeles, homies, happy/sad/joker/clown/etc. Students identifying with a gang will be restricted from wearing any identifying clothing/symbols/colors for the remainder of the year. Clothing and hats must be worn as intended to be worn. Students violating this policy will receive further dress code restriction and discipline.

Students dressing as though they are identifying with a gang will be referred to the office. The following will occur:

- Any student who is involved with known gang activity/alignment will not be allowed to wear colors aligned with that gang for the remainder of the year. A second violation will result in suspension/expulsion.
- Students dressing as though they are aligning with a gang will:
 - Have a conference with the administration.
 - Have their parent contacted.
 - Have their locker, backpack, etc., searched to see if any gang affiliated trademarks, anti-social messages or logos are present to validate concern. If gang alignment is validated then item A listed above will be enforced.

Items such as jewelry, insignias, colors (i.e. red and black), paraphernalia, materials, clothing, attire, gloves, bandannas, shoestrings, chains of any type and gang related wristbands are not allowed at Colusa High School or any of its events.

Clothing likely to provoke others to acts of violence - Clothing that is likely to cause acts of violence or to be intimidating to others by fear of violence is not allowed.

DRESS UP DAYS

For certain events such as Homecoming, Senior Servant Day, etc., limited exceptions deemed acceptable by the administration may be made to the dress code. This exception does not apply to undergarments, which must not show. However, if at any time the dress causes excessive distraction to students, staff or the learning environment, the dress must be remedied.

Electronics

California Education Code 48901.5, which states, “Cellular phones can be a disruption to the learning process and potential security issues . . . are not permitted use during school hours.” The following rules regarding electronics and personal transportation devices shall apply during regular school hours:

1. The student use of electronics is prohibited within the classroom unless authorized by school personnel. Electronics include, but are not limited to Kindles, iPods, iPads, and cell phones.
5. Cell phone may not be used during class time. The discipline policy below will be enforced if a student is caught using a phone during class as well as if he or she is caught using a cell phone when using a hall pass (bathroom, library, etc).
 - Cell phone use during break, passing periods and lunch **will be permitted** unless the privilege has been violated.
2. Earbuds are not allowed to be used during classroom, instructional time for any reason!
3. Apple Watches and/or Smart Watches linked to individual’s phones are not permitted on campus.
 - a. Discipline consequences according to the discipline matrix – Disruptive Devices will result.
4. The recording of a teacher, staff member, or student, without their consent, is a violation of the California Educational Code. Any student participating in such action will be subject to an appropriate consequence.
5. No laser lights of any kind are permitted on campus at any time. Penal Code Section 414.27 prohibits the possession of laser pointers on elementary and secondary campuses.
6. **Skateboards, in-line skates, scooters, and/or bikes are encouraged as a means of transportation but are not allowed on school grounds during school time.**

Violation of Electronics or Confiscated Items

3. School personnel have the responsibility to confiscate electronics when used in the classroom. Skateboards, bikes, scooters, in-line skates, and laser lights may be confiscated at any time.
4. Confiscated items, clearly labeled with the name of the owner, should be brought to the office where they will be released to the student or a parent.
5. Refer to the discipline matrix for consequences concerning any of the above rule violations.

Discipline Matrix

Category 1 Infractions (Include but not limited to...)*

OFFENSE	CONSEQUENCES	INTERVENTIONS
		One or more of the following behavioral interventions should be imposed.
Cheating/Forgery	1st Referral – Warning and/or Detention/Campus Clean-up	Parent notification
Classroom Disruption	2nd Referral – Detention and/or half day of intervention.	Recess restrictions
Defiance/Insubordination/ Willful disobedience and disregard of authority.	3rd Referral – Detention and/or half day of intervention.	Administrator/Student conference
Willful defiance of after school care instructions	4th Referral – All day intervention.	Counselor/Student conference
Electronic Device	5th Referral – Refer to Category 2 Infractions, 1 st Referral.	Counseling (individual or group)
Harassment/Bullying/Hazing (grades K-5)	<i>Any behavior causing damage to school property or personal property of another may lead to a requirement to pay for that damage as part of the consequence.</i>	Student Study Team (SST)
Horseplay/Rough Play/Playground Misconduct		Behavior Plan/Contract
Inappropriate Sexual Behavior (grades K-5)		Referral to Community/District/School-Based Services
Littering		Peer Group with Middle School or High School
Vandalism (minor)		SARB/DART
Obscene Act (minor)		Modified Day or Schedule
Object of No Reasonable Use That Causes Undue Disruption		Parent Attends a Portion of Class
Unwanted Physical Contact		
Profanity		
Safety Violation		
School Disruption		
False accusations		
Racial, Discriminatory or Hateful Behavior (minor)		
Theft/Possession of/Attempt to steal school or private property		

Teacher must use classroom interventions prior to first referral to office when appropriate (warning, counseling, parent notification). Based on severity or persistent nature, consequences may lead to more severe consequences, including suspension, at the discretion of the school administration.

Category 2 Infractions (Include but not limited to...)*

OFFENSE	CONSEQUENCES	INTERVENTIONS
		One or more of the following behavioral interventions should be imposed.
Abusive, threatening, willfully defiant, gang- related activities	1st Referral – 1 day Intervention or 1 to 5 day suspension (duration to be determined by administration)	Parent notification
Abusive, threatening, or harassing behaviors towards a pupil who is a witness in a school disciplinary proceeding	2nd Referral – 1 to 5 day suspension (duration to be determined by administration)	Recess restrictions
Arson (minor)	3rd Referral – 3 to 5 day suspension (duration to be determined by administration) or recommendation for expulsion if secondary findings (or other means of correction have repeatedly failed or due to the nature of the act, the presence of the student causes danger to the physical safety of others) are present or contract in lieu of expulsion	Administrator/Student conference
Assault and/or Battery/Threat (minor)	<i>Any behavior causing damage to school property or personal property of another may lead to a requirement to pay for that damage as part of the consequence.</i>	Counselor/Student conference
Bullying or cyber-bullying		Counseling (individual or group)
Creating a hostile school environment		Student Study Team (SST)
Caused, attempted to cause, or threatened to cause physical injury to another person		Behavior Plan/Contract
Willfully used force or violence upon another person, except in self-defense		Referral to Community/District/School- Based Services
Knowingly received stolen school or private property		Peer Group with Middle School or High School
Obscene acts, gestures, unsanitary acts, profanity		SARB/DART
Possession of toy (imitation) firearm		Parent Attends a Portion of Class
Possession or use of tobacco or any products containing tobacco or nicotine		Modified Day or Schedule

Based on severity or persistent nature, consequences may lead to more severe consequences, including suspension, at the discretion of the school administration. Mandatory placement on Behavior Plan on 1st offense and stipulated expulsion upon 2nd offense.

Category 3 Infractions (Include but not limited to...)*

OFFENSE	CONSEQUENCES
Act of hate violence: threatening, intimidating or offensive behavior; EC 48900.3	<p><i>One or more of the following consequences should be imposed for category 3 infractions:</i></p> <p>1st Referral –</p> <ul style="list-style-type: none"> • 2 - 5 day suspension <p>and/or</p> <ul style="list-style-type: none"> • Behavior plan • Contract in lieu of expulsion • Placement in alternative program <p>Recommendation for Expulsion if secondary findings (or other means of correction have repeatedly failed or due to the nature of the act, the presence of the student causes danger to the physical safety of others) are present.</p>
Any action that causes serious physical injury, except in self-defense; EC 48900(a)(2)	<p><i>Any behavior causing damage to school property or personal property of another may lead to a requirement to pay for that damage as part of the consequence.</i></p>
Engaged in an act of bullying, including, but not limited to, bullying by means of an electronic act; EC 48900(r)	
Assault and/or battery upon any school staff; EC 48900(a)(1)(E)	
Possession of a controlled substance, an alcoholic beverage, intoxication of any kind or possession (an ounce or more) or intoxication of marijuana; EC 48900(c); EC 48915(a)(3)	
Possession of dangerous object (including knife) with no reasonable use to the pupil; EC 48900(b)	
Robbery or extortion (major); EC 48900(e)	
Sexual harassment: intimidating or hostile or offensive; EC 48900.2	
Terrorist threats against school officials; 48900, 48900.2, 48900.3, 48900.4	

For grades K-3 we recognize students are still learning the connection between actions and consequences and the corrective measures outlined above are intended to assist in teaching appropriateness and responsibility, while maintaining consistent student discipline on campus. To that end, the site administrators at the elementary and middle school shall use discretion and take into account the many and varied factors in each case involving category 3 infractions when determining consequences.

CUSD Homework Philosophy

Homework is an integral part of student learning. The district supports a reasonable, balanced approach to homework. The amount of homework and the type of homework should logically progress toward independent, high level thinking tasks. The principal and staff at each school have developed, and regularly review, a school-site homework plan which includes guidelines for the assignment of homework and describes the responsibilities of students, staff and parents/guardians.

For each grade level, the amount of time that students will be expected to spend on homework is approximately 6 – 10 minutes per year in school. For example: a student in grade 2 might expect to have 12 – 20 minutes of independent homework nightly. Students in grades 7 & 8 should expect to spend 42 - 80 minutes on independent homework. Students in high school should expect to spend anywhere from 30 – 90 minutes an evening on independent homework. Generally, secondary students will average no more than 90 minutes of homework nightly.

In addition to the independent homework, teachers from each grade level from K – 8 may suggest parental involvement with their student's homework. For example: in Kindergarten, parents may be asked to read to their child for up to thirty minutes nightly. In most cases, the amount of necessary parental involvement will decrease as the student develops learning independence. However, parents are encouraged to adopt attitudes and habits which support student academic learning. A student who has no school-assigned homework will still benefit by reading, reviewing content, or practicing skills.

Homework comprises varying proportions of the class grade depending upon the content of the course and whether that content lends itself to extensive independent practice.

Parents should be aware that teachers plan homework based on the average student's capabilities. Some students may take much longer to complete the assignment. Other students with the same assignment may complete it in a very short amount of time. If your child reports that they have no homework, you are encouraged to direct them to reading quality books, reviewing class notes, or practicing academic skills. If your child is frequently taking much longer than expected to complete the homework, please contact the teacher. Accommodations and modifications can be made to assignments at the teacher's discretion.

Teachers at every level instruct students on how to allocate their time wisely, the importance of meeting deadlines, and developing good personal study habits.

Generally, students will have all the resources they need available at home. In some cases, as when they are learning research skills, students may be directed to certain web sites or print resources contained either in the school library, or available for access in the Public Library. A number of on-line homework assistance programs are available over the internet. Depending on the need and resources, the school or teacher may offer tutoring or other after-school assistance.

Elementary teachers will design homework assignments so that students do not receive an overload of homework one day and very little the next. Secondary teachers will make every effort to communicate with one another to avoid this situation. However, parents should understand that, occasionally, heavy loads of homework may result despite the teachers' best efforts to avoid this situation. Should your student experience frequent excessive homework, please contact the teacher.

Parents are encouraged to help their student organize and segment large homework assignments. A project due in two weeks may take 20 minutes per school night. But this could become 200 minutes of work in a single night if the student does not plan and complete the work in smaller segments.

Also, parents of students taking the most rigorous courses should be prepared to expect significantly higher homework loads. Advanced Placement courses are basically college classes taught in a high school setting. As such, the expectations for additional time commitment by the student are greatly increased.