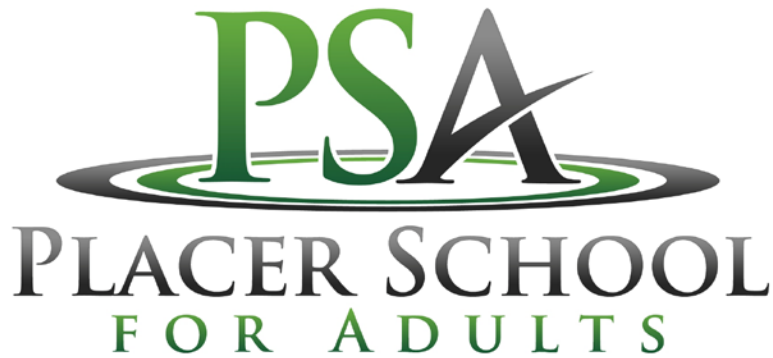


High School Student Handbook



Placer School for Adults provides learning opportunities and services for success throughout life.

390 Finley Street
Auburn, CA 95603
(530) 885-8585
Fax: (530) 823-1406
Website: <http://www.placeronline.org>

*We are glad you have made **Placer School for Adults** your school of choice. We are committed to your success in our classes and look forward to supporting you in meeting your educational goals. The procedures on the following pages have been put together to ensure all students receive instruction in a safe and equitable environment.*

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Mission

Placer School for Adults provides learning opportunities and services for success throughout life.

PERCs

PSA produces the following Student Learning Outcomes:

Productive Citizen

Supports self, family and community

Effective Communicator

Clearly communicates through language, graphics, or other media

Resourceful Thinker

Knows how/where to find the answers and resources needed in the 21st century

Collaborative Worker

Effectively contributes to a team environment

PSA Office Staff

Bill Bettencourt – *Principal*

Sue Lunsford—*Assistant Principal*

Kaeli Hogan – *Counselor*

Molly Engellenner – *Secretary*

Jackie Hubbard – *Attendance Secretary, Registrar*

Greg Bettencourt—*Site System Administrator*

Office Hours

Mondays: 8:00 a.m. – 4:30 p.m.

Tuesday – Thursday: 8:00 a.m. – 7:00 p.m.

Fridays: 8:00 a.m. – 4:00 p.m.

Office hours will vary when evening classes are not in session.

PSA Instructors of Academic Classes

January-December 2015

Susan Gillette **English & Blended Online HS Class**
(sgillette@puhsd.k12.ca.us)

Cameron Layton **Blended Online HS Class**
(clayton@puhsd.k12.ca.us)

Lisa Voss **Algebra/Mathematics & Science**
(lvoss@puhsd.k12.ca.us)

PSA Enrollment – Adults age 18 and up

Students considering a high school diploma with PSA must meet with the counselor prior to enrollment to evaluate transcripts and create a plan. To enroll as an adult high school student with PSA, the individual **MUST** be 18 years of age or older and **cannot be enrolled at another comprehensive, continuation, or independent study high school**. An individual enrolled in the aforementioned high school program that is credit deficient may enroll in PSA high school credit courses as a concurrent student – see below.

PSA Enrollment – Concurrent

As per EC 52500.1 and 52523, all concurrent students must participate in a counseling session with their home high school counselor prior to enrollment. At that time, a *Concurrent Registration Form* will be filled out and sent home with the student for parent signature and returned to PSA prior to the enrollment deadline. Note: any student, **regardless of age**, who is enrolled in high school and wants to enroll in adult education, **MUST** conform to Ed. Code 52500.1 and 52523.

Students requesting enrollment into high school credit courses must be credit deficient at the time of enrollment – students may not enroll to create a “buffer” in the event they fail a current or future class.

High School Program Calendar 2015

Below please find a schedule of classes for high school students. Classes for Spring begin the week of January 20, 2015 and end on May 15, 2015. Classes will be held at Placer School for Adults (PSA) room 630 and Del Oro room 307.

High School Courses

| Course | Day | Time | Room | Teacher |
|-------------------------------------|-------------|---------------------------|-------------|----------|
| English & Multi-high school classes | Mon, Wed | 4:30-6:30pm & 6:30-8:30pm | PSA 630 | Gillette |
| English & Multi-high school classes | Tues, Thurs | 4:30-6:30pm | Del Oro 307 | Gillette |
| Social Studies & Multi-high school | Tues, Thurs | 5:30-7:00pm & 7:00-8:30pm | PSA 630 | Layton |
| Math, Algebra & Multi-high school | Tues, Thurs | 5:30-7:00pm & 7:00-8:30pm | PSA 630 | Voss |

Placer School for Adults High School Graduation Requirements

- A. To graduate and earn a diploma from Placer School for Adults, a student must be 18 years of age or older and must have completed the following course requirements listed below: *(Please note that no student shall graduate from Placer school for Adults in advance of, or concurrent with, the date of his/her normal high school class graduation)*

ADULT SCHOOL GRADUATION REQUIREMENTS

- | | | |
|--------------------------------------|-------------------------------------|-------------------|
| 1. <i>English</i> | | 40 credits |
| 2. <i>Mathematics</i> | | 10 credits |
| 3. <i>Algebra I</i> | | 10 credits |
| 4. <i>Science</i> | | 20 credits |
| | <i>Biological Science</i> | <i>10 credits</i> |
| | <i>Physical Science</i> | <i>10 credits</i> |
| 5. <i>Social Studies</i> | | 30 credits |
| | <i>World Studies and Geography</i> | <i>10 credits</i> |
| | <i>United States History</i> | <i>10 credits</i> |
| | <i>American Government (Civics)</i> | <i>5 credits</i> |
| | <i>Economics</i> | <i>5 credits</i> |
| 6. <i>Fine Arts/Foreign Language</i> | | 10 credits |
| 7. <i>Health & Safety</i> | | 5 credits |

| | |
|--|--------------------|
| 8. Technology/Computers | 2.5 credits |
| 9. College/Career Readiness | 2.5 credits |
| 10. Electives | 70 credits |
| 11. Pass the California High School Proficiency Exam (English and Math) | |

Total Credits Required for Graduation **200 credits**

Proficiencies for Graduation shall be met by the student’s successful mastery of subject material and skills in required courses. A person establishes status as an Adult School student by successfully completing a minimum of 5 credits at Placer School for Adults. Credit toward meeting the graduation requirements enumerated above shall be awarded for the following:

1. Credit earned at the Placer School for Adults.
2. Credits transferred from public and private (including parochial) secondary and adult schools.
3. Credit transferred from community colleges. (California Administrative Code)
4. Credit earned at public and private (including parochial) colleges and universities, including extension courses.
5. Courses taken at approved trade, technical, and vocational schools.
6. Courses taken in military and industrial training programs.
7. Coursework and training taken in approved apprenticeship programs.
8. Courses taken in CETA/JTPA classroom training programs.
9. Courses completed in approved correspondence schools (maximum 40 credits – California Administrative Code).
10. Work Achievement Credit (not to exceed 30 credits – California Administrative Code).
11. Armed Forces Basic Training (15 credits Military Science and Hygiene – California Administrative Code).
12. Placer School for Adults will allow up to 20 credits of Physical Education to count toward electives.
13. Other verifiable education, training, and/or experience as approved and authorized by the Principal of the Placer School for Adults or his/her designee.
14. Students must successfully pass the California High School Exit Examination in order to receive a diploma of graduation.

Instruction

BP 6146.11(c)

ADULT SCHOOL CONCURRENT ENROLLMENT

High school students shall be permitted to enroll in a program, course, or class at the Placer School for Adults for sound educational purposes. Such classes shall not supplant the regular high school curriculum. Enrollment purposes include, but are not limited to, the following. (Education Code §52523)

1. The adult education program, course, or class is not offered in the regular high school curriculum.
2. The student needs the adult education program, course, or class in order to make up deficient credits for graduation from high school.
3. The adult education program, course, or class supplements and enriches the high school student’s educational experience.

High school students are expected to be enrolled in a full time program at their high school before seeking admission to any similar classes offered in the adult education program. A failed course, however, may be repeated through adult education.

Before enrolling in an adult education class, the high school student shall complete a counseling session that includes his/her parent/guardian and a certificated representative of the high school. The certificated high school representative shall ensure that the student's school record includes written documentation of the meeting and includes both of the following statements. (Education Code §52500.1)

1. That the student is enrolling voluntarily in the adult education class.
2. That this enrollment will enhance the student's progress toward meeting educational requirements for high school graduation.

The above statement shall be signed by the student, the parent/guardian, and the certificated high school representative. If the parent/guardian is not available to sign, the high school representative shall verify that a conference was held.

High school students must be at least **16 years old**, and may earn no more than **40 credits per year**.

Enrollment priority will be as follows.

1. Adult school diploma students.
2. In-District high school seniors.
3. In-District sixteen year old juniors.
4. Out-of-District students.

Please note that concurrent students (students enrolled in PSA and regular high school at the same time) will have their credits reported on their regular high school transcripts and will receive their graduation certificate from their high school of record. No student shall graduate from Placer School for Adults in advance of, or concurrent with, the date of his/her normal high school class graduation.

Attendance and Credits

Enrollment is voluntary; however, regular attendance is required. Students are not allowed to miss more than two classes; upon the third absence the student may be dropped. Once a student has been dropped, they will not be able to re-enroll until the next available semester. The student must notify both their home high school counselor and their instructor at the adult school *prior* to an absence. Once classes begin, notifications of no-shows or drops will be sent to counselors.

Drop and Removal from Program

There are no "excused" absences in adult education. Attendance is critical, both for learning and to earn required credit(s). **Students who miss three (3) classes in a given semester are subject to being automatically dropped.**

There is no formal suspension or expulsion policy in adult education. Adults are expected to behave like adults by being responsible for coursework, respectful toward instructors and students, and diligent in their attendance. Students who are unable to conduct themselves in an adult manner are subject to removal from program at the discretion of the PSA Administration. Those attending classes as concurrent students are subject to removal from the adult program AND disciplinary action as per education code, district and home school policy

Courtesy, Conduct, and Dress

Placer School for Adults Students:

- Remove their hats and sunglasses upon entering a classroom or office area.
- Are courteous and use respectful language.
- Use "please" and "thank you."
- Hold the door open for others.
- Help others.

Academic Integrity

Only the student is truly responsible for her/his education. The teacher's job is to provide the student with the tools for learning, but it is up to the student to actually use those tools. The student who values their academic integrity lives by a firm adherence to effort, responsibility and honesty. If a student chooses to cheat, she/he has just corrupted their academic integrity and the academic atmosphere of Placer School for Adults.

Cheating Policy

If a student is caught cheating in any capacity he/she will be dropped from the program and may re-enroll the next semester upon administrative review.

Cell phones

Cell phones are to be turned off and kept in your backpack or car during class time. They are not to be used for any reason from the beginning of class until the end of class. This includes text messaging, storing phone numbers, checking the time, etc. Misused cell phones will be confiscated and brought to the principal's office. The student will have to meet with the principal to retrieve the cell phone.

Placer Union High School District and Placer School for Adults are not responsible for lost or stolen property. Please keep valuable items with you or leave them at home, this includes cell phones & I-pods.

Food and Drinks

No eating or drinking in computer labs. Snacks and drinks may be consumed outside of the classroom.

Dress Code Policy

School is the student's place of business. Any attire or appearance which, in the view of the teaching or administrative staff, substantially disrupts the educational process will be addressed.

- For purposes of health and safety, shoes or comparable footwear shall be worn.
- T-shirts with inappropriate pictures, liquor advertisements, sexually suggestive messages, or tobacco- or drug-related messages are not allowed.
- Scanty attire or bare midriffs are not allowed. All tops must have straps and must cover the chest, midriff, sides and the back. Low cut tops, tube tops, backless tops, or one shoulder tops are not allowed.
- Attire that is deemed gang related is not allowed. Sagging or low cut pants are not allowed.
- No spiked jewelry.
- Placer School for Adults does not allow students to wear clothes or display other paraphernalia that can create a hostile environment or disrupts one's education. Clothing and paraphernalia that contains words or symbols that attack another student's civil rights are not allowed and can lead to disciplinary action.

Mandatory Behavior Policies

According to Education Code Section 48900 and /or District/School Policy the following *will not be tolerated* and will result in disciplinary action including possible expulsion:

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Willfully used force or violence upon another person, except in self-defense.

- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object (this includes “air-soft” guns) unless, in the case of any such object, the pupil had obtained written permission from a certificated school employee which is concurred in by the principal or the designee of the principal. *This is an expellable offense that may result in a mandatory recommendation to expel from the Placer Union High School District for up to one year.
- Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, as defined in Section 11053 of the Health and Safety Code, an alcoholic beverage or intoxicant of any kind. *This is an expellable offense that may result in a mandatory recommendation to expel from the Placer Union High School District for up to one year.
- Any student who furnishes or attempts to furnish a controlled substance or intoxicant (including alcohol) to other students will be suspended and referred to a site level review meeting and may be recommended for expulsion.
- Committed or attempted to commit robbery or extortion.
- Harassed, threatened, or intimidated a pupil who is a complaining witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- Committed an act of sexual harassment, meaning unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature.
- Caused, attempted to cause, threatened to cause, or participated in an act of hate violence punishable under Section 422.6, 422.7, or 422.75 of the Penal Code.
- Intentionally engaged in harassment, threats, or intimidation, directed against a pupil, resulting in materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.
- Terrorist threats against school officials or school property, or both.
- Unlawfully offered or arranged or negotiated to sell any controlled substance, as defined in Section 11053 of the Health and Safety Code, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- Caused or attempted to cause damage to school property or private property.
- Stolen or attempted to steal school property or private property.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of duties.
- Knowingly received stolen school property or private property.
- In accordance with the Education Code of the State of California, Section 16126, no student or other person in attendance at any public school shall "conspire to haze, engage in hazing, or commit any act that injures, degrades or disgraces, or tends to injure, degrade or disgrace any fellow or person attending the institution." Initiation to any organization is illegal. Individuals guilty of hazing will be subject to severe penalties as established by law.
- In accordance with Placer Union High School District policy harassment on the basis of sex is unlawful. Pupils will not engage in conduct constituting sexual harassment. Board Policy prohibits any act of sexual harassment, where such act is related to any school activity or school attendance. Sexual harassment will not be condoned or tolerated. Appropriate disciplinary action will be taken against pupils found to have engaged in sexual harassment. Forms of sexual harassment include but are not limited to the following:
 - a. Verbal harassment, such as derogatory comments, jokes, or slurs.
 - b. Physical harassment, such as unnecessary, unwelcome or offensive

- touching, or impeding or blocking movement.
- c. Visual harassment, such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, or gestures.
 - d. Unwelcome sexual advances, requests, or demands for sexual favors, and other verbal or physical conduct of a sexual nature.

Any pupil wishing to make a complaint of sexual harassment should immediately report it to the principal.

Displaying Gang-Related Clothing/Paraphernalia

- P.U.H.S.D. policy adopted 2-5-91: Any student wearing or displaying articles of clothing or paraphernalia identified by local, county, state, or national law enforcement agencies, or judged by local school officials as "gang related" may have that article of clothing or paraphernalia removed from his/her possession and kept by the school administration until it is claimed by the student or student's parent(s). At that time, the article or clothing or paraphernalia will be returned with the following information and admonitions:
 - a. The article of clothing/paraphernalia has been identified as "gang related."
 - b. The article of clothing/paraphernalia shall not be worn to school by the student because it may provoke an altercation which could endanger not only themselves but other students as well.
- Discrimination against another person based on race, color, national origin, gender, sexual orientation, or handicap is illegal and will not be tolerated.

Cigarette or Chewing Tobacco

In addition to school consequences, the smoking of cigarettes or the chewing of tobacco is a misdemeanor crime that may result in a monetary citation of \$50.00 if under the age of 18. Please do not bring cigarettes or chewing tobacco into class and be aware that smoking is not allowed on any of the school facilities.

Uniform Complaint Procedure

The District shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination against any protected group as identified under education Code 200 and 220 and Government Code 11135, including 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.