



Beaumont Adult School General Education Student Handbook



2018-2019

1575 Cherry Avenue, Beaumont, CA 92223

bas.beaumontusd.us

951-845-6012

Table of Contents

- MISSION STATEMENT: 3
- VISION STATEMENT 3
- VALUES 3
- OVERVIEW..... 4
 - Concepts and Roles 4
- ATTENDANCE REQUIREMENTS 5
- BREAKS 5
- COMPLAINTS 5
 - Step 1: Informal Complaint Process..... 5
 - Step 2: Site Level Formal Complaint Process 6
 - Step 3: District Level Appeal 6
 - Step 4: Appeal to the Governing Board 6
- NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS: 6
- COMPLAINT RIGHTS 6
- CONDUCT 7
 - Possession of Personal Electronic Devices..... 8
 - Bullying/Cyberbullying 9
 - Enforcement of Standards 9
- CREDITS 10
- DRESS CODE 10
- ENROLLMENT 10
- GRADUATON REQUIREMENTS 11
- HEALTH CARE AND EMERGENCIES..... 11
 - Emergency Contact Information..... 12
 - Notification/Consent for Medical Treatment 12
- HIGH SCHOOL/EQUIVALENCY CREDENTIAL 12
- PROGRAMS AND COURSES 12
 - Independent Study..... 13
 - Fees 13
- OFFICE HOURS 13

PAYMENTS	14
REFUNDS	14
SEXUAL HARASSMENT	14
STUDENT PRIVACY RIGHTS.....	14
Definition	14
STUDENT RECORDS.....	15
Challenging Student Records	15
Resolution of Challenge/Appeals.....	15
Hearing Panel.....	16
TOBACCO USE	16
Prohibition Against Tobacco Use	16
UNDERAGE MARRIED/PREGNANT/PARENTING STUDENTS	17
VANDALISM AND GRAFFITI.....	17
WEAPONS AND DANGEROUS INSTRUMENTS.....	17
Possession of Weapons.....	17
Possession of Pepper Spray	18
Reporting of Dangerous Objects.....	18
Withholding Grades, Diploma or Transcripts	19

MISSION STATEMENT:

To welcome and support students in learning and inspire them to achieve their goals and further their education.

VISION STATEMENT

To be an inspirational stepping stone for students toward their educational and life goals.

VALUES

- We value an environment that inspires and provides opportunities to succeed and move beyond expectations.
- We value a safe learning environment that provides:
 - Integrity from all
 - Dignity and respect for all
 - Physical safety for all
- We value honesty and integrity in all relationships

Contained in this handbook are policies, procedures, and practices which apply to all General Education students of Beaumont Adult School (BAS). Policy is derived from and may supplement relevant portions of adopted Beaumont Unified School District Board of Trustee Policies, Education Code, and Government Code. This handbook will be reviewed annually and may be adjusted to meet the changing laws as outlined in the aforementioned. For current Beaumont Unified School District policies please visit:

<http://www.gamutonline.net/district/beaumontusd/>

OVERVIEW

Beaumont Adult School believes that education is a lifelong process and that it is important for individuals to continuously develop new skills. Eligible adults will be offered opportunities to enroll in programs and courses that develop academic and workforce skills and, as appropriate, lead to completion of requirements for high school graduation.

The Superintendent or designee will recommend, for approval by the Board and the California Department of Education, courses to be offered through the District's adult education program.

To ensure efficient and coordinated adult education services, the District will collaborate with other local educational agencies and the community college District in the region's adult education consortium. The District will participate in the consortium's identification of the educational needs of adults in the region, identification of available funding and services, development and approval of an adult education plan pursuant to Education Code [84906](#), and implementation of strategies to address the identified needs, improve the effectiveness of District services, and improve students' transitions into postsecondary education and the workforce.

Adult education classes may be offered any day or evening, including weekends, for such length of time during the school year as determined by the site and approved by the Board.

A certificate of completion of the eighth grade will be awarded through the adult school upon successful completion of both of the following:

1. At least one term in the adult elementary program
2. Overall eighth-grade placement on a recognized standardized achievement test

Adult education students who fulfill the District's graduation requirements will receive a diploma of high school graduation.

The Superintendent or designee will regularly report to the Board on the effectiveness of the District's adult education program. This report will include, but not be limited to the number of adults and high school students participating in the program, student participation in each type of adult education course or class, and the extent to which students successfully completed these programs, including, as applicable, the completion of requirements for the high school diploma or certificate of equivalency.

Concepts and Roles

The Principal and staff will make every effort to maintain a safe, positive school environment and student services that promote student welfare and academic achievement. Staff expects students to make good use of learning opportunities by demonstrating regular attendance, appropriate conduct and respect for others.

Staff is fully committed to providing equal educational opportunities and keeping the school free from discriminatory practices. We will not tolerate the intimidation or harassment of any student for any reason.

The Principal will establish and keep students well informed about school and District rules and regulations related to attendance, records, grades and student conduct. When conducting hearings related to discipline, attendance and other student matters, the Principal will afford students their due process rights in accordance with law. This is discussed further under the Complaint Procedures section in this handbook.

ATTENDANCE REQUIREMENTS

The attendance rate is important because students are more likely to succeed in academics when they attend school consistently. It's difficult for the teacher and the class to build their skills and progress if a large number of students are frequently absent. Attendance is important for students and teachers. Students will be dropped after missing 10% of class time in a session. Exceptions may be arranged with the instructor.

BREAKS

State funded classes are not allowed to schedule regular breaks due to state regulations. Fee based classes may schedule breaks at the instructor's discretion.

COMPLAINTS

Administration expects that students will make every effort to resolve complaints and disagreements informally before filing a formal complaint. Retaliation against complainants is prohibited. Administration may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint.

The following guidelines shall prescribe the manner in which complaints are handled:

1. A complaint shall be defined as a signed specific written statement describing the situation or misapplication of school policies, regulations, rules, or procedures.

A respondent is an employee or student of the District against whom a complaint is filed.

2. If a complaint involves sexual harassment, the initial complaint should be made directly to the instructor, unless it is the instructor that the complaint is against. In that case, the offending student should submit his/her complaint directly to the Principal. If the complaint is against the Principal, the complainant should follow District policy and submit his/her complaint directly to the District Office. A student is not required to resolve a sexual harassment complaint with the offending person.
3. A day is defined for the purposes of this complaint procedure as any day on which the offices are open for business.
4. All matters related to a complaint shall be kept confidential. Only those individuals directly involved in resolving the complaint shall be informed of the complaint.
5. All investigative documents, communications, and records dealing with the complaint shall be placed in a site complaint file.
6. No reprisals shall be taken against any participant in a complaint procedure by reason of such participation.

Step 1: Informal Complaint Process

Prior to instituting a formal, written complaint, the student shall first discuss the issue with the offending person. Formal complaint procedures shall not be initiated until the student has first attempted to resolve the complaint informally and the complainant has provided a written description of such efforts.

Step 2: Site Level Formal Complaint Process

If a complaint has not been satisfactorily resolved through the informal process in Step 1, the complainant may file a written complaint with the principal within 15 days of the act or event which is the subject of the complaint. If a student fails to file a written complaint within 15 days, the complaint shall be considered settled on the basis of the answer given at the preceding step.

In the written complaint, the student shall specify the nature of the problem, including names, dates, locations, witnesses, the remedy sought by the student, and a description of informal efforts to resolve the issue.

Within 10 working days of receiving the complaint, the principal shall conduct any necessary investigation and meet with the complainant in an effort to resolve the complaint. Within 10 working days after the meeting, he/she shall prepare and send a written response to the complainant.

Step 3: District Level Appeal

If a complaint has not been satisfactorily resolved at Step 2, the complainant may file the written complaint with the Superintendent or designee within 10 working days of receiving the written response from the immediate supervisor or the principal. The complainant shall include all information presented to the immediate supervisor or principal at Step 2.

Within 10 working days of receiving the complaint, the Superintendent or designee shall conduct any necessary investigation, including reviewing the investigation and written response by the principal at Step 2, and shall meet with the complainant in an effort to resolve the complaint. Within 10 working days after the meeting, he/she shall prepare and send a written response to the complainant.

Step 4: Appeal to the Governing Board

If a complaint has not been satisfactorily resolved at Step 3, the complainant may file a written appeal to the Board within 10 working days of receiving the Superintendent or designee's response. All information presented at Steps 1, 2, and 3 shall be included with the appeal, and the Superintendent or designee shall submit to the Board a written report describing attempts to resolve the complaint and the District's response.

The Board may uphold the findings by the Superintendent or designee without hearing the complaint or the Board may hear the complaint at a regular or special Board meeting. The hearing shall be held in closed session if the complaint relates to matters that may be addressed in closed session in accordance with law.

The Board shall make its decision within 30 days of the hearing and shall send its decision to all concerned parties. The Board's decision shall be final.

NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS: COMPLAINT RIGHTS

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code [35186](#), you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each student, including an English learner, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.

3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

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. A complaint form may be obtained at the school office or District office, or downloaded from the school or District web site. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the District's complaint form or the complaint form from the California Department of Education.

CONDUCT

Staff believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, and while at school activities.

Behavior is considered appropriate when students are diligent in study, careful with school property, courteous, and respectful towards their teachers, other staff, students and volunteers.

Prohibited student conduct includes but is not limited to:

1. Behavior that endangers staff and/or students including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats
2. Behavior that disrupts the orderly classroom or school environment
3. Discrimination, harassment, intimidation, or bullying of students or staff, including, but not limited to, sexual harassment, hate-motivated behavior, cyberbullying, intimidation, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption, in accordance with the section entitled "Bullying/Cyberbullying" below:

Cyberbullying includes the transmission of communications, posting of harassing messages, direct threats, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

4. Willful defiance of staff's authority
5. Damage to or theft of property belonging to the District, staff or students

The District shall not be responsible for students' personal belongings which are brought on campus or to school activity and are lost, stolen, or damaged.

6. Possession or use of laser pointers, unless used for a valid instructional or other school-related purpose, including employment. (Penal Code [417.27](#))

Prior to bringing a laser pointer on school premises, students shall first obtain permission from the principal or designee. The principal or designee shall determine whether the requested use of the laser pointer is for a valid instructional or other school-related purpose.

7. Obscene acts or use of profanity, vulgar or abusive language

8. Plagiarism or dishonesty in school work or on tests, including cheating using electronic devices.

9. Inappropriate attire

10. Tardiness and unexcused absence from school

11. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs

Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during nonschool hours which poses a threat or danger to the safety of students, staff, or District property, or substantially disrupts school activities.

Possession of Personal Electronic Devices

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes.

Electronic devices include any devices powered by batteries, electricity, solar power, etc. Electronic devices include, but are not limited to, devices which utilize computer applications, play/record music, or record and/or send words, text and/or pictures.

Students may possess wireless electronic devices, while at school under the following conditions:

1. Electronic devices shall not disrupt the educational program or school activity.

2. If a disruption occurs, the employee will direct the student to turn off the device and may confiscate the device until the end of the school day or activity. Campus security personnel will log its receipt, label the device with the student's name and the date it was received, and store it in a locked location.

3. A confiscated device that has not been claimed within 60 calendar days will be sent to an electronics recycler, and the proceeds will benefit the school.

4. Maintenance of personal devices is the sole responsibility of student.

5. The school and/or District are not responsible for lost, stolen, or damaged devices. District resources and personnel are not expected to be used to investigate lost, stolen, or damaged devices, including devices stolen while in the possession of school employees. However, administration retains the right to investigate at its discretion.

Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person.

When a student uses any prohibited device, or uses a permitted device in any unethical or illegal activity, a District employee may confiscate the device. The employee shall store the item in a secure manner until an appropriate time.

When a school official suspects that a search of a student's or his/her belongings will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.

Bullying/Cyberbullying

Staff desires to prevent bullying by establishing a positive, collaborative school climate and clear rules for student conduct.

The school may provide students with instruction, in the classroom or other educational settings, that promotes communication, social skills, and assertiveness skills and educates students about appropriate online behavior and strategies to prevent and respond to bullying and cyberbullying.

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

Students may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

When a student is suspected of or reported to be using electronic or digital communications to engage in cyberbullying against other students or staff, or to threaten District property, the investigation shall include documentation of the activity, identification of the source, and specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

Students shall be encouraged to save and print any messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

Any student who engages in cyberbullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline in accordance with District policies and regulations. If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

Enforcement of Standards

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of a violation of these standards, to immediately intervene or call for assistance. If a student believes a matter has not been resolved, he/she shall refer the matter to the principal for further investigation.

Students who violate District or school rules and regulations may be dropped from the program. When the conduct involves intimidation, harassment, or other endangerment of a student or employee, the Principal shall provide appropriate assistance as necessary for the victim and the offender or make appropriate referrals for such assistance. The Principal shall notify local law enforcement as appropriate.

Students also may be subject to legal action, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during nonschool hours which poses a threat or danger to the safety of student, staff, or District property, or substantially disrupts school activities.

CREDITS

Credit for High School Subjects is given after the following:

1. All work for the course is completed to the satisfaction of the instructor.
2. Ten (10) hours of class time (except Independent Study) per credit earned.

DRESS CODE

Dress and grooming contribute to a productive learning environment. Staff expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school environment. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process. The wearing of gang-related apparel is prohibited.

In addition, the following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times.
2. Clothing, jewelry and personal items (backpacks, fanny packs, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, or which advocate prejudice or discrimination on the basis of sex, sexual orientation, sexual identity, gender, ethnic group identification, race ancestry, national origin, religion, color or mental or physical disability. Tattoos which contain any such words, pictures or images shall be covered.
4. Clothes shall be sufficient to conceal undergarments at all times. Bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.

ENROLLMENT

Students may enroll at:

BEAUMONT ADULT SCHOOL
1575 Cherry Avenue
Beaumont, California 92223
Tele: (951) 845-6012

Beaumont Adult School intends to provide continuous learning opportunities to students with as little interruption to the educational process as possible. Therefore, as much as possible, classes are structured on a five-week basis with a one-week break between each session. The regular enrollment period for a session occurs any time prior to 2:00 pm on the Thursday of the week preceding the start of classes. Enrollments received after 2:00 pm on that Thursday will be held over to the next session. Students are given an assessment test prior to the start of session. Test results may determine placement in a class, but may not be the sole indicator for which class a student is enrolled. Education Plans are developed to assist students participating in workforce related programs to meet their educational/workforce goals. The on-site counselor will provide college & career development counseling to classes and individual students as appropriate.

With the exception of programs specified in Education Code [52570](#), adult education classes will be located in a facility which clearly identifies the class as being open to the general public.

Adults will have first priority for enrollment in any adult education class, provided they enroll during the regular enrollment period.

For purposes of the Adult Education Block Grant pursuant to Education Code [84900-84920](#), adults include persons 18 years of age or older.

GRADUATION REQUIREMENTS

California Education Code 51225.3 has specified a minimum set of courses to meet state requirements to graduate from high school and receive a diploma. The Board of local education agencies (LEAs) has the authority to supplement the state minimum requirements at the local level.

To obtain a diploma from Beaumont Adult School, students shall complete 160 credits. Each student shall complete at least the following courses, with each course being one year unless otherwise specified:

1. Three courses in English (30 credits)
2. Two courses in mathematics (20 credits)

At least one mathematics course, or a combination of the two mathematics courses required for completion, shall meet or exceed state academic content standards for Algebra I or Integrated Math I.

Completion, prior to grade 9 of algebra coursework that meets or exceeds state academic content standards shall not exempt a student from the requirement to complete two mathematics courses.

1. Two courses in science, including Biological and Physical or Earth sciences (20 credits)
2. Three courses in social studies (30 credits), including; World History (10 credits); United States History (10 credits); a one-semester course in American Government (5 credits); and a one-semester course in Economics (5 credits).
3. One course in Visual or Performing Arts, Foreign Language, or American Sign Language (10 credits).
4. One course in Career Technical Education (CTE) (10 credits).
5. Elective Courses: A group of courses selected to complete the student's personal education plan (40 credits)

HEALTH CARE AND EMERGENCIES

Staff recognizes the importance of taking appropriate action whenever an emergency threatens the safety, health, or welfare of a student at school or during school-sponsored activities. Every emergency situation is different, and as such, will present unique challenges and safety concerns.

Beaumont Adult School hires medical professionals to operate the Medical Arts program, and can be called upon to assess medical emergencies and provide first aid, if needed. If an incident occurs involving a student on campus, and depending upon the gravity of the situation, the Medical Arts Coordinator may be called to immediately assess the medical condition of the student. Staff has been trained as first responders and will notify the principal or designee of any emergency. Based on the nature of the emergency, office staff will notify emergency/medical response units to respond to the school to provide additional treatment and possible transport to the nearest appropriate/available medical treatment center.

Emergency Contact Information

Students are requested to provide emergency contact information at the time of enrollment in order to facilitate communication in the event of an accident or illness. In addition, students are encouraged to notify the school whenever their emergency contact information changes.

Notification/Consent for Medical Treatment

Whenever a student requires emergency or urgent medical treatment while at school or a school-sponsored activity, for which the student is not conscience or coherent enough to make personal medical decisions, the principal or designee will contact the other person identified on the emergency contact form in order to obtain consent for the medical treatment.

If the student's other contact person cannot be reached to provide consent, the principal may seek reasonable medical treatment for the student as needed, unless the student has previously filed with the school a written objection to any medical treatment other than first aid.

HIGH SCHOOL/EQUIVALENCY CREDENTIAL

Students taking the High School Equivalency test (HiSET, GED, TASC), may earn equivalent credits toward high school graduation. Students passing the following sections may be awarded the following equivalencies:

1. Reading = 10 credits of English
2. Writing= 10 credits of English
3. Math = 20 credits of Math
4. Science = 20 credits of Science
5. Social Studies= 20 credits of Social Studies

Students applying High School Equivalency credits toward graduation requirements would need to earn an additional 60 credits toward earning a high school diploma; 10 credits of English; 10 credits of Social Studies (1 semester of Economics [5], and 1 Semester of American Government [5]); 10 credits of Foreign Language or Visual and Performing Arts; 10 credits of CTE; 20 credits of Electives.

Students earning a high school diploma from Beaumont Adult School are required to enroll and pass a minimum of one course at Beaumont Adult School.

PROGRAMS AND COURSES

Classes offered in the District's adult education program will supplement and not supplant the regular high school curriculum. No course required by the District for high school graduation or necessary for students to maintain satisfactory academic progress will be offered exclusively through the adult education program.

Adult education classes or courses will offer instruction in one or more of the following:

1. Programs in elementary and secondary basic skills, including programs leading to a high school diploma or high school equivalency certificate
2. Programs for immigrants eligible for educational services in citizenship, English as a second language, and workforce preparation
3. Programs for adults, including, but not limited to, older adults, that are primarily related to entry or reentry into the workforce

4. Programs for adults, including, but not limited to, older adults, that are primarily designed to develop knowledge and skills to assist elementary and secondary students to succeed academically in school
5. Programs for adults with disabilities
6. Short-term career technical education programs with high employment potential
7. Programs offering pre-apprenticeship training activities in coordination with one or more approved apprenticeship programs
8. English as a second language
9. Programs for older adults

The Superintendent or designee will annually submit to the California Department of Education for approval the titles of classes that have been approved by the Board of Trustees to be offered in any of the program areas listed above.

All adult education programs, courses, and classes and their enrollment period will be published in the District's catalog of adult education classes provided to the public.

Independent Study

The Superintendent or designee may make independent study available as an instructional strategy for students enrolled in adult education as appropriate to meet their individual needs.

Participation in independent study will be voluntary.

Any course taken through independent study will be a course listed in Education Code [51225.3](#) or otherwise required by the Board for high school graduation. (Education Code [46300.4](#))

An adult who has been continuously enrolled in K-12 education since his/her 18th birthday may remain engaged in K-12 independent study until his/her 21st birthday.

Fees

No fee will be charged for the following adult education programs or classes:

1. A class for which high school credit is granted, if the class is taken by an individual who does not hold a high school diploma.
2. A class in an elementary subject or a class in English as a second language or citizenship, unless the student is a nonimmigrant alien with an F-1 visa status. Any nonimmigrant enrolled in these classes will be charged a fee to cover the full cost of the instruction, not to exceed actual costs. The fee will be adopted by the Board at a regular meeting at least 90 days before the beginning of the class for which the fee is charged.

Except for those fees required by law, the payment of fees may be waived in cases of hardship at the recommendation of the Superintendent or designee.

The Board may fix a charge, not to exceed cost, for books furnished to adult education students. In some cases books may be obtained from the District at cost or may be obtained on loan with the payment of a refundable deposit. In addition, materials purchased from the incidental expense account may be sold to adult school students for use in their classes. (Education Code [52615](#), [60410](#))

OFFICE HOURS

Monday through Thursday: 8:00 am - 4:00 pm

Friday: 8:00 am - 3:00 pm

Summer hours: Mon-Fri 8:00 am – 4:00 pm

Office hours may be subject to change based on staff availability.

PAYMENTS

Beaumont Adult School does not charge fees for general education classes. However, the school will offer limited books that students may purchase at the Beaumont Adult School Office during office hours. Fees for community classes are based on the type of classes being offered and materials required. Payments or purchases can be made by cash or check.

REFUNDS

Community class instructors are paid based upon the enrollment of the class. Last minute drops mean that the instructor is not able to earn the amount paid for a full class. Thus all refunds must be requested seven working days prior to the beginning of class. No refunds will be given after that unless the spot can be filled by a new enrollment.

SEXUAL HARASSMENT

Administration and staff strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal. Once notified, the principal shall take the steps to investigate and address the allegation.

STUDENT PRIVACY RIGHTS

Staff respects the rights of students with regard to the privacy of their personal beliefs and the confidentiality of their personal information.

Staff recognizes the importance of keeping accurate, comprehensive student records as required by law. The Principal ensures that the school site procedures for maintaining the confidentiality of student records are consistent with state and federal law.

Definition

Directory information means information contained in a student record that would not generally be considered harmful or an invasion of privacy if disclosed. Such student information includes:

1. Name
2. Address
3. Telephone number
4. Email address
5. Date of birth
6. Major field of study
7. Dates of attendance
8. Degrees and awards received
9. Most recent previous school attended

Directory information does not include a student's social security number or student identification number. However, directory information may include a student identification number, user identification, or other personal identifier used by the student for purposes of accessing or communicating in electronic systems provided that the identifier cannot be used to gain access to education records except when used in conjunction with a personal identification number, password, or other factor known or possessed only by the authorized user.

Student directory information may be released to representatives of the news media or nonprofit organizations upon the approval by the student. Information may also be limited or denied to any public or private nonprofit organization based on staff's or student's determination of the best interests of students. (Education Code [49073](#))

Colleges and prospective employers, including military recruiters, will have access to directory information. Military recruiters will have access to a student's name, address, and telephone number, unless the student has specified that the information not be released in accordance with law and administrative regulation. Students may request in writing at any time that the school not release the name, address, and telephone number to military recruiters, employers, or institutions of higher education.

Under no circumstances will directory information be disclosed to a private profit-making entity, except for representatives of the news media and prospective employers.

STUDENT RECORDS

Challenging Student Records

Any student who is 18 years of age or attends a postsecondary institution shall have the sole right to challenge the contents of his/her records in accordance with the following procedures.

Procedures for Challenging Records

The student may submit to the Principal a written request to correct or remove from his/her records any information concerning the student which he/she alleges to be any of the following:

1. Inaccurate
2. An unsubstantiated personal conclusion or inference
3. A conclusion or inference outside of the observer's area of competence
4. Not based on the personal observation of a named person with the time and place of the observation noted
5. Misleading
6. In violation of the privacy or other rights of the student

Within 30 days of receiving a request to correct or remove any information from a record, the Principal will meet with the student and the employee who recorded that information, if he/she is presently employed by the District.

If the challenge involves a student's grade, the teacher who gave the grade shall be given an opportunity to state, orally and/or in writing, the reasons for which the grade was given. Insofar as practicable, the teacher shall be included in all discussions related to any grade change. In the absence of clerical or mechanical error, fraud, bad faith, or incompetency, a student's grade as determined by the teacher shall be final.

Resolution of Challenge/Appeals

After considering all relevant information, the Principal will sustain or deny the allegations.

If the student's allegations are sustained, the Principal will order the correction or removal and destruction of the information.

If the Principal denies the allegations, the student may, within 30 days, appeal the decision in writing to the District Superintendent.

If the Superintendent denies the allegations, the student may, within 30 days, appeal the decision in writing to the Board of Trustees. Within 30 days of receiving the written appeal, the Board shall meet in closed session with the parent/guardian and the District employee who recorded the information, if he/she is presently employed by the District. The Board shall then decide whether to sustain or deny the allegations. The decision of the Board shall be final.

If the Board sustains any or all of the allegations, the Superintendent shall immediately order the correction or removal and destruction of the pertinent information from the student's records and shall inform the parent/guardian in writing that the information has been corrected or destroyed.

If the student does not file an appeal, or if the appeal is denied by the Board, the student shall be informed of his/her right to submit a written objection to the information. Any statement submitted by the student shall be maintained with the contested part of the record for as long as the record is maintained and shall be disclosed whenever the related part of the record is disclosed.

Hearing Panel

The Superintendent or designee and/or the Board may appoint a hearing panel to assist in making determinations regarding a challenge to student records or an appeal, as applicable. Such a hearing panel shall consist of the following persons:

1. A chairperson who is a principal of a public school other than the school at which the record is on file
2. A certificated employee appointed by the District's certificated employee council or, if no such council exists, by a parent/guardian
3. A parent/guardian appointed by the Superintendent or designee or the Board, whoever convenes the panel

If possible, the members of the hearing panel shall not be acquainted with the student, or the employee who recorded the information.

The panel shall be provided with verbatim copies of the information that is the subject of the controversy. The panel shall, in closed session, hear the student's objections to the student record and, if the employee is presently employed by the District, the employee's testimony. The proceedings of the hearing shall not be disclosed or discussed by panel members except in their official capacities. The panel shall submit, to the Superintendent or designee or the Board as applicable, its written findings setting forth the facts and decisions of the panel.

TOBACCO USE

Prohibition Against Tobacco Use

Students shall not possess, smoke, or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of District employees.

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking.

Tobacco products include:

1. A product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff
2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah
3. Any component, part, or accessory of a tobacco product, whether or not sold separately

UNDERAGE MARRIED/PREGNANT/PARENTING STUDENTS

Early marriage, pregnancy, or parenting and related responsibilities may disrupt a student's education and increase the chance of a student dropping out of school. Beaumont Adult School desires to support married, pregnant, and parenting students to continue their education, attain strong academic and parenting skills, and promote the healthy development of their children.

For school-related purposes, a student under the age of 18 years who enters into a valid marriage shall have all the rights and privileges of students who are 18 years old, even if the marriage has been dissolved. (Family Code [7002](#))

Education and Support Services for Pregnant and Parenting Students

Pregnant and parenting students shall retain the right to participate in any comprehensive school or educational alternative program. The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the needs of the student and/or his/her child.

VANDALISM AND GRAFFITI

Staff desires to enhance student learning by striving to provide an environment where students and staff can feel safe and secure and can take pride in their school. To that end, students and staff are encouraged to report any graffiti or vandalism to the principal or designee for investigation. The principal or designee shall determine whether the incident necessitates an investigation pursuant to the District's sexual harassment, hate-motivated behavior, or nondiscrimination grievance procedure.

As appropriate, the principal or designee may contact local law enforcement in instances when the graffiti is repetitive, identifies particular targets or groups, identifies the perpetrator, and/or contains incitements to violence, threats, or intimidation. Photographs or other evidence of the vandalism or graffiti shall be preserved as necessary for investigation by the District or law enforcement and as evidence in any District disciplinary proceedings.

A student who commits an act of vandalism or graffiti on school grounds shall be dropped from the program and may be prosecuted to the full extent of the law. If reparation for damages is not made, the District also may seek legal retribution and withhold the student's grades, diploma, and/or transcripts in accordance with law.

WEAPONS AND DANGEROUS INSTRUMENTS

Staff recognizes that students and staff have the right to a safe and secure campus free from physical and psychological harm and desires to protect them from the dangers presented by firearms and other weapons.

Possession of Weapons

Possession of weapons, imitation firearms, or other dangerous instruments, as defined in law and administrative regulation, in school buildings, on school grounds or buses, at school-related or school-sponsored activities away from school is prohibited.

Any school employee is authorized to confiscate any prohibited weapon, imitation firearm, or dangerous instrument from any student on school grounds.

Unless he/she has obtained prior written permission as specified below, a student possessing or threatening others with any weapon, dangerous instrument, or imitation firearm will be dropped from the program.

The principal or designee will notify law enforcement authorities when any student possesses a firearm, explosive, or other prohibited weapon or dangerous instrument without permission, sells or furnishes a firearm, or commits any act of assault with a firearm or other weapon.

Advance Permission for Possession of a Weapon for Educational Purposes

The student who desires to possess a firearm, imitation firearm, or other prohibited weapon on school grounds for an educational purpose shall, at least five school days in advance of the planned possession, submit a written request to the principal which explains the planned use of the weapon and the duration. The student shall also submit a written explanation from the staff person responsible for the school-sponsored activity or class.

The principal may grant permission for such possession when he/she determines that it is necessary for a school-sponsored activity or class or as part of the educational program. Factors that shall be considered include, but are not limited to, the planned use of the weapon, the duration and location of the planned use, whether an audience is expected, and any perceived adverse effects to the safety and well-being of students or staff. If the principal grants such permission, he/she shall provide the student and staff person with a written explanation regarding any limitations and the permissible duration of the student's possession.

When the principal or designee grants permission, he/she shall take all necessary precautions to ensure the safety of all persons on school grounds, including, but not limited to, inspecting a firearm to verify that no live ammunition is present. Any weapon allowed shall be stored in a locked vehicle or in an appropriate, locked container before and after its authorized use.

A student granted permission to possess a weapon may be dropped if he/she possesses or uses the weapon inappropriately.

Possession of Pepper Spray

Students age 16 or older may legally possess tear gas or tear gas weapons such as pepper spray for the purpose of self-defense. However, legal action may be taken against a student if they use such items inappropriately or for any purpose other than self-defense.

Reporting of Dangerous Objects

Administration encourages students to promptly report the presence of weapons, injurious objects, or other suspicious activity to school authorities/security. The identity of a student who reports such activity shall remain confidential to the extent permitted by law.

Prohibited weapons and dangerous instruments include, but are not limited to:

1. Firearms: pistols, revolvers, shotguns, rifles, "zip guns," "stun guns," tasers, and any other device capable of propelling a projectile by the force of an explosion or other form of combustion
2. Ammunition or reloaded ammunition
3. Knives, razor blades, and box cutters: any dirks, daggers, ice picks, or other weapons with a fixed, sharpened blade fitted primarily for stabbing, weapons with a blade fitted primarily for stabbing, weapons with a blade longer than two and one-half inches, folding knives with a blade that locks into place, and razors with an unguarded blade
4. Explosive and/or incendiary devices: pipe bombs, time bombs, cap guns, containers of inflammable fluids, and other hazardous devices
5. Any instrument that expels a metallic projectile, such as a BB or a pellet, through the force of air pressure, carbon dioxide pressure, or spring action, or any spot marker gun
6. Any other dangerous device, instrument, or weapon, including those defined in Penal Code [12020](#), including a blackjack, slingshot, billy, nunchaku, sandclub, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon
7. Any imitation firearm, defined as a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm

Any employee may take any weapon or dangerous instrument from the personal possession of a student while the student is on school premises or under the authority of the District.

In determining whether to take possession of the weapon or dangerous instrument, the employee shall use his/her own judgment as to the dangerousness of the situation and, based upon this analysis, shall take one of the following actions:

1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal, who shall take appropriate action
3. Immediately notify the local law enforcement agency and the principal

When informing the principal about the possession of a weapon or dangerous instrument, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of the possession.

Withholding Grades, Diploma or Transcripts

When a student willfully cuts, defaces, or otherwise injures real or personal property of the District or does not return District property that has been loaned to him/her upon demand of a District employee, the student may be required to pay the costs of all damages. Until the student has paid for the damages, the Principal may withhold the student's grades, diploma, and/or transcripts.

Before withholding the student's grades, diploma, and/or transcripts, the Principal will inform the student in writing of the student's alleged misconduct.

When a student who is transferring into the District has had his/her grades, diploma, and/or transcripts withheld by the previous District, the Principal will continue to withhold the student's grades, diploma, and/or transcripts until notified by the previous District that the decision to withhold has been rescinded.

Upon receiving notice that a student whose grades, diploma, and/or transcripts withheld by the District has transferred to another District in California, the Principal will provide the student's records to the new District and notify the new District that the student's grades, diploma, and/or transcripts are being withheld from the student.

The Principal will also notify the student in writing that the decision to withhold the student's grades, diploma and/or transcripts will be enforced by the new District.