



*Venture Academy Family of Schools*

# **School Handbook**

**2022 – 2023**

**APEX**  
**BrainworX**  
**Delta VISTA**  
**Excel**  
**Foundations**  
**Durham Ferry**  
**ImaginEIT**

**Independent Study**  
**Kinect**  
**Synergy**  
**TEACH!**  
**Ventureland**  
**VISA**

2829 Transworld Drive  
Stockton, CA 95206  
[www.ventureacademyca.org](http://www.ventureacademyca.org)

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# Welcome

Venture Academy Family of Schools (VAFS) welcomes you!

We encourage you to explore the many pathways to learning available at VAFS. Whether your child attends a Modified Daily Attendance (MDA) academy or participates in Home Study, you will find that, with the support of a VAFS teacher, each student has the ability to individualize his or her educational plan. Students may choose from a menu of workshops, courses, and activities that spark their interest while fulfilling core academic requirements.

## Vision & Mission Statement

The mission of VAFS Family of Schools is to awaken the imagination, passion, dreams and curiosity of TK through 12 students by providing rich, standards-based educational opportunities for those who seek innovative, non-traditional approaches to learning. Our students will become literate, lifelong learners empowered to embrace challenges, think critically, play passionately, live responsibly and imagine possibilities.

### We believe

- Each individual can learn
- Education empowers individuals
- Each individual has unique strengths and intelligences
- Each individual is important and can make a difference in the world
- Individuals joining together for a common purpose produce powerful results
- Individuals learn best in a nurturing, non-threatening environment
- Imagination, passion, dreams, and curiosity are gateways to learning
- Play is an essential part of learning
- Learning involves embracing challenge and being willing to risk
- Students' needs direct their educational paths
- Education is a team effort involving students, families, teachers and community
- Real world connections enhance learning
- Learning is lifelong

### Schoolwide Learner Outcomes

Schoolwide Learner Outcomes are what each student should know, understand and be able to do upon exit from the school, or by the time the student completes the planned program. VAFS students will:

#### **Embrace challenges**

Students may demonstrate this by (but are not limited to):

- Identifying and reflecting on challenges
- Identifying tools and talents
- Developing and implementing a plan of action

#### **Think critically**

Students may demonstrate this by (but are not limited to):

- Evaluating and applying knowledge/skills in a variety of situations and contexts
- Acquiring knowledge necessary to form an educated opinion

#### **Live responsibly**

Students may demonstrate this by (but are not limited to):

- Exhibiting and making healthy lifestyle choices
- Identifying community needs
- Serving the community

#### **Play passionately**

Students may demonstrate this by (but are not limited to):

- Playing to learn
- Learning to play

- Balancing lives (work and play)
- Exploring the connection between passion and work

### **Learn infinitely**

Students may demonstrate this by (but are not limited to):

- Realizing the world is a classroom
- Demonstrating continuous progress toward mastery of a core body of knowledge
- Initiating and facilitating their own learning

**Imagine possibilities...**

## **General Information**

### **Purpose of Handbook**

Please note your signature on the handbook form indicates that you, as a parent/guardian, have read and understood all information presented in this handbook. This handbook contains VAFS policies and has been developed for students and their parent(s)/guardian(s). Every effort has been made to summarize school regulations so that students and parent(s)/guardian(s) will have a basic understanding of the expectations for students. If you have questions that are not addressed in this handbook, please call the school so your questions can be answered.

The school administration, in consultation with the faculty, staff and Advisory School Council (ASC), reserves the right to amend policies and/or procedures if the need presents itself. Families will be notified of any and all amendments.

### **WASC Accredited School**

Venture Academy Family of Schools is accredited through the Western Association of Schools and Colleges (WASC). This status ensures that high school credits issued through the school will be accepted by other public high schools and validates the integrity of coursework for college entrance.



### **WASC Accreditation:**

- Certifies to the public that the school is a trustworthy institution of learning
- Validates the integrity of a school's program and student transcripts
- Fosters improvement of the school's programs and operations to support student learning
- Assures a school community that the school's purposes are appropriate and accomplished through a viable educational program
- Ensures a school manages change through regular assessment, planning, implementing, monitoring and reassessment
- Assists the school/district in establishing its priority areas for improvement as a result of the perpetual accreditation cycle that includes:
  - School self-assessment of the current educational program for students
  - Insight and perspective from the visiting committee
  - Regular school staff assessment of progress

## **VAFS Governing Board Members**

Janine Kaeslin, Chairman

Brandie Brunni, Vice-Chairman

Kristi Rose, Treasurer

Joni Hellstrom, Secretary (non-voting)

Michael Fields, Board Member

Linda Melson, Board Member

Ken Vogel, Board Member (non-voting)

## **Board Meeting Dates**

<b>DATE</b>	<b>TIME</b>
September 13, 2022	3:00 p.m.
December 13, 2022	3:00 p.m.
March 14, 2023	3:00 p.m.
June 13, 2023	3:00 p.m.
June 20, 2023	3:00 p.m.

Meetings will be held at Venture Academy's Main Site: 2829 Transworld Drive, Stockton, CA 95206  
All board meetings are open to the public.

## **Important Dates**

### **Fall Semester**

- Aug. 2 First Day of School
- Sept. 5 Labor Day (No School)
- Oct. 3 – 7 Fall Break (No School)
- Nov. 11 Veterans Day (No School)
- Nov. 23 – 25 Thanksgiving Break (No School)
- Dec. 22 Last Day of the First Semester
- Dec. 23 – Jan. 6 Winter Break (No School)

### **Spring Semester**

- Jan. 9 First Day of Second Semester
- Jan. 16 Martin Luther King Jr. Day (No School)
- Feb. 20 – 21 (No School)
- Apr. 17 – 21 Spring Break (No School)
- May 19 Last Day of School

## **Daily Schedule, Traffic, and Transportation**

Academy instructors will communicate arrival and departure times, as well as traffic procedures, to families during orientations at the start of school. Our students' safety is our top priority. Families must strictly adhere to the established policies.

### **Transportation**

Parents are responsible for transportation to VAFS sites and programs. Lack of transportation is not an acceptable reason to miss required meetings and/or classes. Missed meetings and/or classes at the start of each year may jeopardize enrollment.

#### **Important**

There is no before or after school supervision available for students not enrolled in scheduled classes or activities; therefore, all students must be picked up in a timely manner.

### **Arrival and Departure Times**

#### **VAFS Main Campus (all high school academies), APEX, VISA and Kinect**

There is no supervision for students prior to 7:45 a.m. All students must be picked up no later than 15 minutes following dismissal time unless prior arrangements have been made with a teacher or administrator. Student safety is our main concern; therefore, it is critical that you follow your child's arrival and departure times. Parent(s)/Guardian(s) will be contacted to resolve issues regarding early drop offs or late pickups. Consequences may include, but are not limited to, campus beautification projects and detention.

#### **Synergy**

All students attending Synergy workshops must be dropped off no earlier than 10 minutes before classes begin and picked up no later than 10 minutes after classes end.

#### **Ventureland**

Parent(s)/Guardian(s) may bring their student to the classroom no earlier than 8:00 a.m. Students are required to be picked up from Ventureland by parent(s)/guardian(s) or persons authorized in the student's file no later than 15 minutes after student dismissal time. There is no supervision for students after this time. Many elementary students have high school siblings who are scheduled for afternoon classes; however, it is not an option for elementary students to be left unsupervised on campus until their high school siblings are dismissed.

#### **Durham Ferry**

Students may not be dropped off before 8:00 a.m. All students must be picked up promptly following school dismissal.

### **Students and Regional Transit**

If your student is riding city buses to and from school, please be aware that the bus schedule is subject to change throughout the year. While VAFS does keep informed of bus schedules, we may not be aware of all students who are using bus services. A change in the bus schedule could leave a student without a ride at the end of the day or having to miss classes to catch the bus. Please check Regional Transit's schedule periodically throughout the school year to make sure any changes are compatible with your student's class schedule. The schedule is available on the Regional Transit District (RTD) website: [www.sanjoaquinrtd.com](http://www.sanjoaquinrtd.com)

### **Student Parking**

All students who drive a car to school must have a parking permit. Students are required to park in spaces marked "Student Parking" in the solar parking lot located in front of the gymnasium (2814 Transworld Drive) and parking permits must be placed in the car in a visible location. To maintain permits, students must obey all traffic laws and school rules. Students may not return to their cars during school hours unless accompanied by a member of Venture's Campus Safety Team. Venture Academy remains a closed campus and students may not leave campus until their school day is finished. A permit may be revoked at any time the student does not abide by school and traffic rules. Students must submit a completed parking permit application to the main office.

## **Programs and Academies**

VAFS provides a variety of learning settings for students. A team consisting of school staff, parent(s)/guardian(s), and the student determines placement in the most appropriate setting.

### **Homeschool Overview**

Students in all grades may participate in a homeschool environment. Homeschool is enhanced through a variety of classes and workshops offered to students. When choosing this path, parent(s)/guardian(s) become team teachers with VAFS teachers. Teachers provide an individualized academic plan, curriculum, and educational assessment of student work. Parent(s)/Guardian(s) enrich this education plan with home and community projects that use the world as a classroom. Families who choose this program for their students must be willing to provide the time to be partners in the education of their students. Students enrolled in homeschool may have the option to attend onsite classes and workshops. To address individual concerns, teachers may require students to attend specific classes. All students are expected to participate in state-mandated assessments.

### **Independent Study (9-12)**

Independent Study students at VAFS work as independent learners. Students are assigned a teacher who monitors and assesses their progress, meets with them regularly, and assigns work based on individual student's goals. Students and their parent(s)/guardian(s) may help in the development of these goals.

### **Synergy Homeschool (TK-8)**

Synergy is a TK-8 full-time homeschool program where the parent(s)/guardian(s) provide(s) instructional support to the student. An assigned teacher partners with parent(s)/guardian(s) to design an individualized academic plan for each student. Curriculum is provided and families are encouraged to use the world as their classroom. Required education assessments are administered, and a variety of classes are offered during the school year. Parent(s)/Guardian(s) and students participate in mandatory monthly check-in meetings and additional support meetings are scheduled as needed. Field trips are planned to connect families with the community.

### **Modified Daily Attendance (MDA) Overview**

In this model, students receive regularly scheduled instruction from credentialed teachers, have opportunities to focus on areas of personal interest, and are held responsible for completing off campus educational assignments. Students attend classes, labs, workshops and meetings at the school site on a modified schedule that requires attendance Monday through Thursday. Fridays are committed to learning activities that take students out of the classroom. Teachers may also require students to report to the school on Fridays.

### **MDA High School Academies:**

#### **BrainworX**

BrainworX is a Critical Thinking academy that focuses on 21st Century skills, integrated thematic learning and real-world application. Our smaller classroom sizes and cohort model allows for a close-knit atmosphere among teachers and students. Our goal is to prepare students for success in any pathway, whether that be career or college. BrainworX prioritizes A-G coursework, Career & Technical Education, and Dual Enrollment through community college credits. Students display mastery of their course content through a summative assessment called Defense of Mastery. Through this process, students have the opportunity to choose a topic they are passionate about, write and defend a thesis, and present to a panel of teachers, peers, and community members each semester. BrainworX has high academic expectations for students, and equally emphasizes community culture through content-specific field trips, game nights, and other culture building events.

#### **Delta VISTA**

The structure of Delta VISTA is one where professionalism is stressed every day in preparation. Several Advanced Placement (AP) courses are offered, including, but not limited to, AP Calculus, AP Chemistry, AP English Language and Composition, AP Human Geography, AP

Psychology, and AP Spanish. AP classes are not offered every year, some are offered on a rotating basis based on student need. A dual enrollment program with Delta College is offered each year to juniors and seniors with a qualifying GPA.

Students interested in Delta VISTA must complete an interview process. Once accepted, students with the assistance of parent(s)/guardian(s) and Delta VISTA teachers will register for the classes that will fill their four-day-a-week schedule.

### Excel

Excel Academy currently serves students grades 9th–12th who have strong interest in the Health or Sports Sciences field. Excel currently places students on A-G pathway and NCAA requirement schedules. The Excel building is also home to the Graphic Design CTE Pathway, as well as the Venture Training Center for students and athletes. The focus of Excel Academy revolves around the opportunities and responsibilities available within the world of sports. Excel focuses on multiple aspects of the sports universe including journalism, broadcasting, weight training, statistics, and anatomy. We encourage students to explore all aspects of being involved in athletics from every angle.

### Foundations Theatre & Performing Arts Program

Students in grades 9th through 12th who are interested in learning by integrating many aspects of the theatre and performing arts with traditional academic learning standards find this academy both challenging and exciting. They learn the same material required of any high school student in the state of California; however, they learn through a theatre and performing arts perspective. While enrolled in the program, students are required to participate in a Drama class. Students are also encouraged to participate in additional performing arts classes: Choir, Piano, Guitar, Set Design, Digital Theater or various Dance classes as a part of their daily learning activities. Teachers and students within the academy work together in the production of Fall, Winter, Spring, and Evening Theatre performances. Every student within the Foundations program participates in some capacity of each production, ranging from set-up to performance, stage-hand, tech crew, concessions, preparation, and clean-up. Participation in all theatre performances is mandatory for every Foundations student.

### Durham Ferry

Durham Ferry is located approximately 7 miles south of Manteca. Durham Ferry provides hands-on experiences in agriculture, natural resources and ecology, leadership, outdoor education and applied multimedia technology. It is located on a 290-acre park nestled within the riparian habitat of the San Joaquin River.

Durham Ferry is comprised of a ranch with state-of-the-art facilities, nature trails through open areas and riparian forests, a student operated visitor center and modern classrooms. Each instructor brings expertise, a passion for teaching and a desire to provide students with rich learning opportunities within this natural laboratory. Students receive instruction using non-traditional, thematic approaches in core academic subjects. Durham Ferry staff is devoted to excellence in teaching, learning, research and developing leadership qualities in students who will make a positive difference both locally and globally. Teachers work toward improving students' ability to think critically, use common sense, and demonstrate a strong work ethic.

Students who attend Durham Ferry are those who are prepared to work hard, get dirty, and play passionately, and leave Durham Ferry career and college ready.

### ImagineIT

ImagineIT Academy is designed for students interested in 21st Century education with an emphasis on Career Pathways. The ImagineIT team believes that a rigorous, project-based curriculum best prepares students for a successful transition into both college and career. ImagineIT teachers partner closely with the Career Technical Education (CTE) team to ensure that all ImagineIT students enroll in one of the many career pathways offered at Venture. Students intentionally choose one or more of the offered pathways which include CTE courses such as Manufacturing, Construction, Mechanical Construction (Welding), and Graphic Design, as well as an option for a university pathway (including AVID and A-G coursework) and a comprehensive Art pathway (including Advanced Art, Art Studio and Art for Careers). This focus on real-world preparation and hands-on exploration extends to the core curriculum as well, creating an environment that is challenging and engaging for all academy students.

### TEACH! (Teacher Education and Early College High)

TEACH! is designed for students with an interest in pursuing a career in the field of education. Through rigorous coursework and an industry-focused teacher education pathway, TEACH! prepares students to be independent thinkers, future changemakers, and champions of equity and access within their communities.

As members of the first Early College High School to be offered at Venture Academy, TEACH! students have an opportunity to graduate high school with both a Venture Academy diploma and an AA in Elementary Teacher Education. The academy is designed with a comprehensive system of support to empower all students to achieve in high school, higher education and beyond. These supports include

a cohort model, dedicated advisory time, the AVID pathway, mentorship and fieldwork opportunities with educators throughout San Joaquin County, and access to counseling services through both Venture Academy and Delta College.

Upon acquiring a bachelor's degree at a local university, TEACH! graduates will have an opportunity to return to their communities, earn a teaching credential through Teachers College of San Joaquin, and educate, inspire, and advocate for the youth of tomorrow.

## **MDA K-8 Academies:**

### **Ventureland – GRADES K-5**

This academy is a fantastic opportunity for families who understand and appreciate the importance of parental involvement in a child's learning. Students attend school Monday through Thursday, and Friday is a homeschool day. Parent(s)/Guardian(s) are responsible for working with their students at least two hours per day Monday through Thursday after class, and for at least 5 hours on Fridays. In addition, parent(s)/guardian(s) are encouraged to volunteer at the school. The curriculum focuses on providing a strong foundation in basic skills and is individualized based on each student's skill level.

### **VISA (Venture Integrated Subjects Academy) – GRADES 6-8**

Venture Integrated Subjects Academy (VISA) is an academy choice for students in grades 6-8 who are interested in enriching their education in modified self-contained cohorts. Students use technology and the arts to explore and expand their understanding of the world in their core curriculum.

### **APEX (Academic Performance EXcellence) – GRADES 7-8**

APEX is an academy choice for students in grades 7 and 8 who rotate through four core classes and three support classes each day. This academy provides an integrated learning option where the focus is on achieving the academic and life skills needed to be college and career ready. Along with essential direct instruction in the core subjects, technology and project based assignments challenge students to explore the world around them.

### **Kinect Academy – GRADES 6-8**

Kinect Academy focuses on kinesthetic learning while balancing student's competitive nature with team building, sportsmanship and collaboration. All students are expected to participate fully in daily physical education class and adhere to an athletic dress code. Core classes and electives are offered to all grades. Additional academic support is available after school and on Fridays.

### **Durham Ferry – GRADES 6-8**

Durham Ferry is a 290-acre site located 7 miles south of Manteca. It provides hand-on experiences in agriculture, natural resources and ecology, leadership, outdoor education and applied multimedia technology. Durham Ferry staff is devoted to excellence in teaching, learning, research and development of leadership qualities in students. Students who attend Durham Ferry are those who are prepared to work hard, get dirty, and play passionately.

## **Enrollment and Attendance**

### **Eligibility**

VAFS is non-sectarian in its programs and admissions policies and does not discriminate on the basis of race, ethnicity, national origin, religion, gender or disability. VAFS does not charge tuition. Parents may, however, be responsible for field trips, sports fee, and special project materials as allowed by law. See Parent Notice of Rights included in this handbook for more information regarding student fees and charges.

Attendance accounting at VAFS is recorded under guidelines regulating independent study throughout the state. These regulations permit any resident of San Joaquin and contiguous counties in grades TK through 12 to apply for enrollment. Students will be enrolled on a "first come, first served" basis until academy or grade level capacities are reached.

Applications for enrollment are accepted for consideration throughout the year based on availability at 2829 Transworld Drive as follows: Monday – Thursday, 9:00 a.m. to 12:00 pm. and Friday by appointment, ((209) ) 468- 5940. In late fall, families of enrolled students will receive re-enrollment packets. It is the parent(s)/guardian(s)' responsibility to meet the deadline for returning all paperwork. Those

students whose paperwork is incomplete or not turned in will lose their secured placement and will be put on a list with new students for the upcoming year.

## **Enrollment Procedures**

Prior to enrollment, it is recommended that all parent(s)/guardian(s) and students familiarize themselves with Venture Academy programs, philosophy, educational objectives, and staff. This can be done online at the school's website ([www.ventureacademyca.org](http://www.ventureacademyca.org)). If required, families will be contacted by a representative of their chosen academy for an interview or for a program-specific orientation.

Parent(s)/guardian(s) must submit a complete enrollment packet with academy preference and student grade level indicated to the VAFS main office. Parent(s)/guardian(s) must provide the following:

- Proof of residence
- Complete immunization records
- Birth certificate
- Report of Health Examination for School Entry (for all TK-1 students)
- Oral Health Assessment (for all TK-1 students)
- Copy of student's current IEP and psychological report (special education), or 504 Plan if applicable
- Court documents if applicable, i.e. custody/guardianship paperwork, educational rights documentation

Registration will not be completed without these documents. It is the expectation that all information provided on the registration forms is accurate and complete. Providing incomplete or falsified information will result in a meeting with administration and possible dismissal from the school. Students are not enrolled until official notification is received. It is important that students remain enrolled in their present schools until the notification is received and enrollment is confirmed. Priority is given to returning students in good standing, siblings, and children of employees of SJCOE.

California schools are required to check immunization records for all new student admissions at TK/Kindergarten through 12th grade and all students advancing to 7th grade before entry. Students WILL NOT be admitted without complete documentation of meeting the immunization requirements for TK/K-12th grade entry. Additional information regarding these requirements can be found on:

- California Code of Regulations Title 17, Division 1, Chapter 4 (<http://eziz.org/assets/docs/IMM-1080.pdf>).
- <https://www.shotsforschool.org/>

## **Lottery Information**

When academy or grade level capacities are reached, a lottery will be conducted to fill openings as they occur. The VAFS Division Director or designee is responsible for executing the lottery. A lottery becomes necessary when one of the "programs of choice" is full and/or there are more requests for enrollment than space available. All names of students requesting a program will be drawn randomly and numbered. The placements into the program will be made in numerical order until all openings are filled. The remaining numbered students will be placed, in numerical order, on a waiting list and will be notified of openings as they arise. For the purpose of the lottery, the following priorities will be honored:

- Children of employees of VAFS or San Joaquin County Office of Education will be given a 3:1 weighted enrollment in the lottery.
- Siblings of students enrolled in any of VAFS programs will be given a 3:1 weighted enrollment in the lottery.
- Students who reside in San Joaquin County will be given a 2:1 weighted enrollment in the lottery.

## **Initial Meetings / Orientation**

Students in Homeschool based academies are assigned to a Teacher of Record (TOR) who will schedule an initial meeting with the parent(s)/guardian(s) and the student. Students enrolled in Modified Daily Attendance (MDA) academies will attend a site orientation, with the dates and times being posted on the website. During these orientations, parents will be informed about the daily operation of the site, classroom rules, drop off and pick up information, academic and program expectations and specific schedule details.

All VAFS students are considered independent study students, with each program offering different levels of support.

All VAFS students and their parents or guardians must sign an Independent Study Master Agreement at the beginning of each year. The Master Agreement is a binding contract, and signing it obligates students, parents and all teachers to abide by all pertinent California

Education Code regulations as expressed in the document. The Independent Study Master Agreement will be signed before the first day of school with the Teacher of Record. Admission and continued enrollment is contingent upon meeting all requirements of the Master Agreement. Violating conditions set forth in the Master Agreement may result in dismissal from the program. Students and parents are encouraged to read the document carefully and to discuss any questions they may have with their Teacher of Record.

To comply with Independent Study regulations, students and parent(s)/guardian(s) must meet the following requirements:

- Provide the VAFS teacher with records of all instructional activities.
- Maintain all completed and evaluated work for the teacher to review during scheduled appointments.
- Communicate and collaborate with the assigned Teacher of Record on a consistent and regular basis.
- Read, understand and sign an Independent Study Master Agreement once each year.
- Meet with Homeschool teacher or attend all classes as scheduled. Homeschool parents and students must meet for the purpose of formally documenting academic progress a minimum of once every school month. Students may be scheduled to meet more frequently.

Failure to meet any one of the above conditions may lead to dismissal from VAFS.

### **Attendance**

State regulations require that attendance accounting and grade transcripts be supported by instructional activity records and samples of student work that are representative of meeting stated academic objectives/standards. VAFS teachers are responsible for verifying that students are making academic progress by assessing the quality of work and verifying that all assignments are completed. This verification is based on their evaluation of assignments and the instructional activity log.

Homeschool students may be assigned to attend classes and/or workshops on campus as required by their Teacher of Record. Regular attendance is expected. Students who choose to attend additional classes offered on campus are expected to make a commitment to attend regularly for the duration of the course.

Students assigned to a Modified Daily Attendance (MDA) classroom are expected to arrive on time and attend every day that class is in session. Lack of attendance and participation may affect a student's grade. For medical absences longer than five consecutive days, please consult your child's Teacher of Record for academy specific information regarding plans for returning to school. This will assist in accommodating the student and support the safety of all students and staff.

### **Early Release of Students**

- If a student must leave school prior to the end of the school day, it is required that a parent(s)/guardian(s) come into the school to sign the student out or give verbal permission over the phone to an authorized school official.
- If a student leaves for an appointment during school hours and will return prior to the end of the school day, a note is also required.
- If a student must leave school during class time, a staff member or student messenger will go to the classroom and escort the student to the lobby. Please allow extra time for the student to be located and brought to the front.

### **Tardy Policy**

It is essential that students are present and ready to learn at the beginning of each class. Students with more than three tardies will be required to make up missed class time in detention. If a student does not make up tardy detentions, or accumulates excessive tardy detentions, further disciplinary action may be warranted.

### **Dismissal From VAFS**

If a student violates the Master Agreement, he or she may be referred back to his or her district of residence. Parent(s)/guardian(s) will be notified whenever a student's enrollment is in jeopardy. As a matter of policy, the student's district of residence will be notified that the student is no longer enrolled.

## **Course Drop/Add Procedure**

In order for a student to add or drop a course, the Add/ Drop Request Form must be completed by the deadline.

<b>Term</b>	<b>Drop/Add deadline</b>
Fall	August 10th, 2022
Spring	January 13th, 2023

## **Academy Transfers**

### **Voluntary**

Parent(s)/guardian(s) may request a transfer to a different VAFS academy by contacting their student's Teacher of Record. Students must be in good standing and space must be available to accommodate this request. All parent-requested transfers are subject to approval by administration, current program teachers and the receiving teacher. The receiving teacher/program may require a pre-transfer interview with the student and parent to determine the appropriateness of a transfer. Approved transfers will take effect at the beginning or end of a semester or with administrative approval.

### **Involuntary**

An administrator may determine that a student's current placement is inappropriate on the basis of academic progress and/or social or behavioral issues and may determine that an involuntary transfer of the student to a different program within VAFS is necessary. This may include independent study with loss of on-site privileges. Prior to action being taken, parent(s)/guardian(s) will be notified and may request a conference with an administrator, teacher, and/or counselor.

## **Academic Instruction**

### **Duration of Instruction**

To ensure student progress toward meeting grade level standards, VAFS offers instruction that meets the annual instruction minute requirements of Education Code 47612.5.

### **Total instructional minutes required**

TK/Kindergarten	36,000 minutes
Grades 1-3	50,400 minutes
Grades 4-8	54,000 minutes
Grades 9-12	64,800 minutes

Instructional minutes are delivered in partnership with parent(s)/guardian(s) and on-site teachers.

### **Important notice**

For students with special needs who have an active Individualized Education Program (IEP) or a 504 Plan, please call (209) 468.5970.

### **Odysseyware Grading and Credits Guidelines**

Students must complete at least 80% of the semester to be able to receive a grade/credit. Any unfinished assignments will be given a "O" and calculated into the final grade/credit. The student will have the option of completing the course in its entirety the following semester. Incompletes will stay on the transcript for the semester in which the course was not completed. If the course is not completed by the following semester, the student will receive either an "F" or a "W" (Withdrawal).

## **Textbooks**

VAFS provides all necessary textbooks for every student enrolled in our school. Students are expected to treat all books with care and keep them in good condition. Students are required to return all books to their Teacher of Record when changing classes, checking out of school, or at the end of the school year. A payment from parent(s)/guardian(s) must be made to replace books that are lost, stolen, defaced or damaged. The school can arrange a payment plan if the parent(s)/guardian(s) is unable to pay the entire amount due at once. For further information, please call the school office.

## **Work Permits**

Students aged 14 to 17 are allowed to have jobs during the school year. By law, students need to obtain a work permit to be legally employed. The steps for obtaining a work permit are as follows:

- Student obtains employment.
- Student informs the school and is given a work permit application.
- Student, employer and parent(s)/guardian(s) complete and sign the application, and student returns the completed form to the school office.
- Student is issued a work permit.
- Students with work permits are required to remain in good standing at school, which is determined by a student's teachers. Students not in good standing may have their work permit revoked.

## **Student Success Team (SST)**

For students that may need a more focused, or individualized plan to be successful, an SST meeting will be held for students and parents, to meet with teachers, administrators, and other significant representatives that may be needed, for the purpose of creating the best educational and/or behavioral plan for the student. This process of intervention focuses on a student's academic and behavioral progress through communication among all parties. SST meetings may be requested through the student's Teacher of Record.

## **English Learners**

All students whose primary language is not English as indicated on the Home Language Survey K-12 are given an Initial ELPAC to designate students as Initially Fluent English Speakers (IFEP), or English Learner (EL). All students with the Designation EL will receive Integrated & Designated English Language Development (ELD) daily within their instructional day. Additionally, all EL students will be assessed annually with the Summative ELPAC to determine their growth in English language proficiency.

All parents/guardians of EL students are encouraged to join the English Language Advisory Committee (ELAC) to give input into and learn about their students EL Programming.

# **Extracurricular Activities**

## **Athletics**

Students in grades 6-12 who are in good standing will be eligible to participate in the VAFS Athletics Program. From the VAFS Athletic Handbook: "The athletic program of VAFS is a dynamic, integral part of the whole educational experience. At all times, the athletic program will be conducted in a way that is complementary and supportive of the academic program. In addition, it will provide meaningful learning opportunities not otherwise offered in the school classroom curriculum. It will assist in developing habits, attitudes, and ideals necessary for the ethical competition and cooperation in our society. A well-conducted athletic program under competent leadership fosters the balance between cooperation and competition. Furthermore, the athletic program will provide our students with lifelong lessons for personal growth such as sportsmanship, teamwork, ethical behavior, perseverance, commitment, loyalty, self-discipline, pride, responsibility, and leadership skills." For further information, please refer to the Athletic Handbook or by calling the Athletic Department at (209) 227-2287.

**VAFS offers the following sports:**

<b>High School</b>	<b>Middle School</b>
--------------------	----------------------

Boys & Girls Volleyball	Girls Volleyball
Boys & Girls Cross Country	Flag Football
Boys & Girls Basketball	Boys & Girls Basketball
Boys & Girls Soccer	Co-Ed Soccer
Boys & Girls Wrestling	Co-Ed Volleyball
Boys & Girls Track & Field	
Boys & Girls Golf	
Softball	
Baseball	

Students who are considering taking a 7th period class will need to check with coaches to determine whether a conflict with extracurricular activities may exist.

**Driver's Education/Safety**

High School students may meet the state requirement for driver's education/safety in one of the following ways:

- Register for a fee--based classroom course through one of the local driving schools. A parent may contact one of these schools directly. Several fee--based online courses are also available. Upon successful completion of the class, the student must present the certificate of completion to the Teacher of Record who will submit a credit report card for 2.5 driver's education/safety credits.
- Students who are 16 years old may take the DMV test for a California Driver's License. Upon obtaining a valid license, present your license to the registrar at VAFS, who will make a copy of it for your file and credit your transcript with 2.5 credits.

**Family & Community Engagement**

**Advisory School Council (ASC)**

The Advisory School Council (ASC) consists of the VAFS Division Director (non-voting member), two teachers, four parents, two community members, two students and an alternate voting member. The ASC conducts the lottery if enrollment exceeds capacity, coordinates school wide fundraising efforts, and reviews and contributes to documents and reports concerning student achievement and school culture. Elections are held in the fall for open positions. For more information please call the school office at (209) 468-5940. The ASC meeting dates and times are posted on the Venture Academy website at the beginning of the school year.

**English Learner Advisory Committee (ELAC)**

The ELAC is a group of parents of English Learner students, students, staff and community that advise the principal and staff in the development of a site plan for English learners, assist in the development of the schoolwide needs assessment, and elect at least one member to the District English Learner Advisory Committee (DELAC).

**Communication**

**Contacting Staff**

All Venture personnel can be reached through phone or email as listed on the school website ([www.ventureacademyca.org](http://www.ventureacademyca.org)). When contacting teaching staff, please respect class times. In case of an emergency, contact the main office at (209) 468-5940.

**School Website**

Please visit our website at [www.ventureacademyca.org](http://www.ventureacademyca.org) for the most current school information. Information is updated frequently for the convenience of our school families. Resources include:

- School events / Fundraisers
- School calendar
- Parent & student resources
- School news
- Policies
- Staff directory
- Sports
- School maps
- SJRTD bus schedules
- Enrollment/admission information
- Senior information
- Testing information

## VAFS Phone Message System

VAFS has a phone calling system for delivering important messages to parents and students. VAFS makes every attempt to tailor the calls to specific groups. It is the parents' responsibility to notify the school of any changes in contact information.

## Messages for Students

In case of emergency, parent(s)/guardian(s) may contact the main office at (209)468-5940 to deliver a message to their students.

## Parent/Teacher Contact

Parent(s)/guardian(s) may contact their students' teachers through email or by telephone, listed on the school website.

Parent(s)/guardian(s) will be given access codes for their students' online grading platform at back to school orientations. Meetings with your student's teacher must be scheduled in advance. To arrange an appointment, parent(s)/guardian(s) are encouraged to contact their teachers directly. Teachers should not be called during class time. Allow sufficient time for the teacher to return your call or email. If you have an emergency, please call the main office number at (209)468-5940. It is the parent's/guardian's responsibility to update information for all methods of communication.

## Other School Contact Information

Service	Contact Name	Contact Email	Contact Phone
Academy Transfer Requests	Maritza Rodriguez	<a href="mailto:marrodriguez@sjcoe.net">marrodriguez@sjcoe.net</a>	209-292-2690
Breakfast/ Lunch Program	Shannon Allen	<a href="mailto:sallen@sjcoe.net">sallen@sjcoe.net</a>	209-292-2684
CAASPP/ELPAC Assessments	Raquel Perez	<a href="mailto:rperez@sjcoe.net">rperez@sjcoe.net</a>	209-468-5968
Enrollment (BrainworX, ImagineIT, TEACH!)	Claudia Rodriguez	<a href="mailto:clrodriguez@sjcoe.net">clrodriguez@sjcoe.net</a>	209-953-2112
Enrollment (Ventureland)	Nancy Millan	<a href="mailto:nmillan@sjcoe.net">nmillan@sjcoe.net</a>	209-468-5972
Enrollment (Synergy, Durham Ferry, Apex)	Sara Bonilla Calderon	<a href="mailto:sbonillacalderon@sjcoe.net">sbonillacalderon@sjcoe.net</a>	209-468-5942
Enrollment (DeltaVista, Foundations, Independent Studies)	Lucy Brown	<a href="mailto:lubrown@sjcoe.net">lubrown@sjcoe.net</a>	209-468-5992
Enrollment (Kinect, Excel, Synergy)	Joselyn Salas	<a href="mailto:josalas@sjcoe.net">josalas@sjcoe.net</a>	209-227-2290
IEP, SST, or 504 Process	Samantha Sclafani	<a href="mailto:ssclafani@sjcoe.net">ssclafani@sjcoe.net</a>	209-468-5970
Military Verification Forms (Student)	Maria Escobar	<a href="mailto:mescobar@sjcoe.net">mescobar@sjcoe.net</a>	209-468-5937
Parking Permits (Student)	Anna Walden	<a href="mailto:awalden@sjcoe.net">awalden@sjcoe.net</a>	209-468-9054
School Website	Maritza Rodriguez	<a href="mailto:marrodriguez@sjcoe.net">marrodriguez@sjcoe.net</a>	209-292-2690
Student Address Changes	Lucy Brown	<a href="mailto:lubrown@sjcoe.net">lubrown@sjcoe.net</a>	209-468-5992
Student Records Requests	Mary Olivarez	<a href="mailto:molivarez@sjcoe.net">molivarez@sjcoe.net</a>	209-468-9201
Transcripts Request	Eva Espinoza	<a href="mailto:eespinoza@sjcoe.net">eespinoza@sjcoe.net</a>	209-468-5974
EL Student Needs	Mark Condit	<a href="mailto:mcondit@sjcoe.net">mcondit@sjcoe.net</a>	209-639-8014
Venture Store (Website)	Anna Walden	<a href="mailto:awalden@sjcoe.net">awalden@sjcoe.net</a>	209-468-9054
Work Permits (Student)	Samantha Sclafani	<a href="mailto:ssclafani@sjcoe.net">ssclafani@sjcoe.net</a>	209-468-5970

# Campus Management

## Respect for School Property

VAFS students, staff and parents are very proud of and grateful for our beautiful facilities. Please make every effort to respect school property by not causing damage or littering. Report damaged property to school staff at once. VAFS has limited custodial staff so please make every effort to help keep our campuses clean both inside and out.

## Personal Property

VAFS is not responsible for the loss of or damage to any personal property. VAFS maintains a lost and found, located in each building.

## Electronic Devices

In general, electronic devices must be turned off and out of sight in the classroom and all educational settings, unless there is explicit permission from the teacher. A violation of this policy may result in the item being confiscated. Repeated violations that result in disrupting the learning environment will result in a suspension. Parents or guardians will be contacted if electronic devices are confiscated by administration. E.C. 48900 (k) Please note: VAFS is not responsible for the loss of or damage to any personal electronic devices.

Education Code 51512 states that, "The Legislature finds that the use by any person, including a pupil, of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school given to promote an educational purpose disrupts and impairs the teaching process and discipline in the elementary and secondary schools, and such use is prohibited."

Students may NOT record other students, teachers, administrators, or any other staff or visitors on campus without the prior consent of all parties. Any student found in violation is subject to appropriate discipline.

## Disruptive/Harmful Behavior

The following behaviors are considered to be harmful and/or disruptive and will result in disciplinary action. Suspension, expulsion and/or notification of the appropriate law enforcement may be recommended for the more serious and/or multiple offenders.

- Excessive or repeated horseplay
- Bullying
- Cyberbullying
- Tagging on VAFS facilities and/or items
- Vulgar language or profanity
- Any form of gambling or possession of gambling paraphernalia
- Public Displays of Affection (PDA) – This includes kissing, hugging, and any other inappropriate physical contact.

## Disruptive/Harmful Items

For safety purposes, items considered disruptive or harmful for students and the school environment are not allowed on the VAFS campuses. Any of these items found in the possession of a student will be confiscated. Recommendations for suspension or expulsion and notification of the appropriate law enforcement may also occur. E.C. 48900 (k) These items include, but are not limited to, the following:

- Lighters/Matches
- Alcohol and/or related items
- Drugs of any kind and/or paraphernalia
- All Tobacco Products
- All Marijuana Products
- Flavored Tobacco products
- Skateboards, Skates, Scooters\*\*
- Vape pens
- Weapons or Toy/look-alike weapons
- Aerosol paint cans/any aerosol products

- Mace or pepper spray

\*\*Skateboards, skates and scooters may be carried, but their use on campus is not allowed

## **Closed Campus**

Students are expected to stay on VAFS school grounds throughout the school day. Students may not leave campus unless explicit parent/guardian permission is submitted to VAFS staff and approval is obtained.

## **Teachers College of San Joaquin (TCSJ) and San Joaquin County Office of Education (SJCOE) business buildings**

Students are not allowed at the TCSJ building unless they are in a scheduled classroom and under the direct supervision of a teacher. Students are not allowed in any of the SJCOE business buildings. Failure to comply will result in disciplinary action.

## **Visitor Policy**

This may be subject to change in accordance with directives from the County Office of Education and the San Joaquin County Department of Public Health. Members of the public must follow identified procedures and guidelines for dropping off or picking up materials. Please note that face coverings are required at all Venture School sites.

When offices and classrooms are open to the public, all visitors to VAFS, including parents and guardians, must sign in and obtain an ID badge. Upon leaving, visitors must sign out.

- Visitors should not enter the classroom buildings during the hours when school is in session unless prior arrangements with a teacher have been made.
- Pick up and drop off procedures, as well as visitor information, will be explained in detail at the start of school orientation.
- VAFS parent(s)/guardian(s) are allowed to observe and, when appropriate, participate in on-campus educational programs. For the safety of all students and to ensure minimal disruption of instructional activities, all visitors to VAFS campuses must abide by the following policies:
  - All visitors must follow the visitor's policy of registering and wearing an ID.
  - All visitors must abide by the school's dress code.
  - All visitors planning a classroom visit must first make an appointment with the teacher.
  - Visitors may not use any electronic devices in a classroom without staff permission.
  - Any actions or behaviors that interrupt instruction or appear to be threatening to any staff or student will result in the individual being asked to leave.
  - Any resistance will result in a call to law enforcement and prosecution to the full extent of the law.
  - All visitors and students must abide by the parking, traffic, and pick-up/drop-off policies as stated in this handbook.

## **Student Visitors**

All student visitors must have prior permission from a specific teacher and approval of administration in order to visit any school site or classroom. All student visitors must check in and receive a visitor badge.

## **Education Code References**

- 32210 Willful disturbance of public school or meeting
- 32211 Threatened disruption or interference with classes; misdemeanor
- 32212 Classroom interruptions
- 35160 Authority of governing boards
- 35292 Visits to schools
- 51512 Prohibited use of electronic listening or recording devices

## **Penal Code References**

- 626-626.10 Schools
- 627-627.10 Access to school premises
- 627.1 Definitions
- 627.2 Necessity of registration by outsider

- 627.7 Misdemeanors; punishment

## **Dress Code**

Venture Academy aligns its dress code policy with California Education Code 48900 (k), which states, “To exhibit any dress, grooming, or appearance that disrupts, or tends to disrupt, the education process, or affects the health or safety of individuals shall be prohibited.” The presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, or any other attribute, denotes affiliation with any group considered harmful to the school environment and/or promotes or insinuates any type of drug, alcohol, tobacco product, profanity, vulgar or obscene image or behavior is prohibited.

- Students must wear a top, bottom and shoes that cover chest, stomach, back and undergarments at all times.
- While school-appropriate hats and hoods are acceptable in common areas, staff have the autonomy to enforce a “no hats” and/or “no hoods” policy in their academic spaces, including classrooms.

Students arriving at school dressed inappropriately will be asked to wear school-issued clothing and/or request a change of clothes from a parent/guardian.

## **Emergency Procedures**

Emergency drills are held periodically throughout the year and a record is kept of dates held and the time it takes to evacuate the buildings. The following drill procedures will be outlined with students at the beginning of the school year.

### **Fire Drill Procedures**

- School staff will ensure that each student has evacuated the building(s).
- Teachers will take students to a pre-designated area.
- Teachers will take roll at the designated area.
- Students will walk quietly back to their classrooms after the “all clear” is announced.

### **Safety Procedures**

In the event of occurrences on campus that are considered to be seriously threatening to student safety, the school will go on emergency alert and the Lockdown Procedure will be immediately initiated. When a lockdown occurs, it may involve releasing students from school or relocating them from one site to a secondary site. All possible attempts to notify parent(s)/guardian(s) of the situation will be made as soon as possible, pending evaluation of the extent and nature of the emergency/cause for evacuation. Notification will be made via the school’s phone calling system. parent(s)/guardian(s) are asked to keep their emergency contact information updated with accurate information at all times.

### **Insurance**

VAFS does not provide student insurance. The parent(s)/guardian(s) is responsible for such coverage. Please see [Appendix C](#) for information on obtaining insurance.

## **Student Meal Program**

### **Breakfast & Lunch**

Venture Academy recognizes the link between student health and successful learning and will implement a program that offers healthy, nutrient dense meals. Students that are scheduled to be on-campus for two or more hours on a school day will be offered breakfast. Breakfast & lunch will be available to all students free of charge regardless of household income or eligibility requirements. All meals are aligned with USDA nutritional standards that limit the intake of fat, saturated fat, and sodium.

VAFS is a closed campus and students are not allowed to leave campus, be in the TCSJ building, or any other SJCOE business buildings during lunch. Students may leave with explicit parent/guardian permission, after notifying school staff. Students who leave campus without permission will be subject to disciplinary measures.

## Academic Guidelines

### Rights and Responsibilities

Cooperation among the teacher, the student and the parent has been proven to improve a child's chance of receiving the best possible education. All are required to do their part equally to ensure that the student experiences a successful academic career.

### Progress Reporting

In the Homeschool model, progress will be discussed at least once a month during check-in meetings. Modified Daily Attendance students and parents may contact their teachers to request updated information regarding credits and progress. Communication about a child's progress toward meeting graduation requirements is crucial. It is recommended that parent(s)/guardian(s) monitor their students' progress via Powerschool or Odysseyware (if either apply) in addition to scheduled visits and/or emails to the teacher. If a parent/guardian or student would like a face-to-face meeting with the teacher, an appointment should be scheduled in advance.

High school credits are recorded and reported to the registrar at the end of each semester. Students may earn a maximum of 75 credits per year. Additional credits may be earned through community service, CTE classes and community college classes. The number of credits earned is dependent upon the quality of work and depth of understanding.

Note: Progress reports may be sent home any time at the discretion of the teacher or at the request of the parent or guardian.

### Academic Integrity

Integrity is a compelling principle, which guides all aspects of student and school life. Academic integrity is highly valued at VAFS. Students should not cheat, plagiarize, or receive/give an unfair advantage to other students. Nor should anyone tolerate such behavior among fellow students.

Cheating is:

- An attempt to earn credit or receive a grade for coursework in a fraudulent, deceitful, dishonest or misleading way.
- Knowingly submitting the work of others and representing it as one's own.
- Aiding, abetting, helping or assisting anyone else to cheat.
- Obtaining an unfair advantage (*i.e. communicating with friends to find out what is on a test before you take it.*)

Plagiarism is:

- Taking the language, ideas or thoughts from another person or resource and submit it as one's own.
- Sources must be cited.

Students who plagiarize or cheat will be subject to disciplinary actions, which may include, but are not limited to, loss of credit for the assignment with a recorded failing grade, requirement to redo or repeat the assignment or assessment, parent meeting, detention, additional research or learning experience about cheating/plagiarism, and administrative consequences. A first time offense for cheating or plagiarism will be addressed by the student's academy. Any second or additional offense will be addressed by the academy and administration.

## Assessment

Initial assessment is completed to determine individual student needs. This may include:

- Review of existing special education records
- Academic pre-tests (math, reading & writing) to determine program/grade level placement
- Evaluation of transcripts
- Informal teacher interview/assessment
- Program orientation

To measure effectiveness of instruction and to address student needs, student progress is assessed on an ongoing basis.

Assessments may include the following:

- Portfolios
- Individual and/or group projects
- Tests in subject areas
- Student Study Team (SST) meetings
- Interest assessment
- Individual assessment information gathered through special education assessment
- Report cards/Progress Reports
- Rubrics
- Student presentations
- STAR Renaissance assessment
- Defense of Mastery

### State Mandated Testing

Venture Academy participates in all state mandated testing. Students should all plan to participate. Detailed information about testing locations, dates and times will be sent to families and will also be available through VAFS's front office and website. Every student's participation in the state mandated assessment program is important. These tests usually include:

Test	Who takes it	When
Smarter Balanced Summative Assessments English language arts/literacy (ELA) and Mathematics	Grades 3-8, 11	Spring
California Science Test (CAST)	Grades 5 and 8, and once in grade 10, 11, or 12	Spring
California Alternate Assessments (CAAs) ELA/ Mathematics	Students with the most significant cognitive disabilities whose active individual educational program (IEP) designates the use of an alternate assessment 3-8 and 11	Spring
California Alternate Assessment (CAA) Science	Students with the most significant cognitive disabilities whose active individual educational program (IEP) designates the use of an alternate assessment 3-8 and 11	September - end of year
English Language Proficiency Assessments for California (ELPAC)	All students whose primary language is not English as indicated on the Home Language Survey K-12	Winter-Spring
Physical Fitness Test (PFT)	5, 7, and 9	Winter-Spring

### Mathematics Placement Policy and Protocol

In 2015, the California Legislature enacted SB 359, the California Mathematics Placement Act of 2015, which mandates that schools adopt a fair, objective, and transparent mathematics placement policy for 9th grade students. In compliance with SB 359, VAFS has developed a Mathematics Placement Protocol, which can be found in [Appendix D](#).

### School-wide Assessments

All students in grades TK-12 will be tested in the beginning, middle, and end of the school year to assess ability and measure progress in Language Arts, Reading and Math. Additional assessments may be scheduled by academies.

### Use of Electronic Devices During Testing

Students may not access any unauthorized electronic devices at any time when test materials are present that are not specified in an individualized education program (IEP), or a Section 504 plan. Use of any unauthorized electronic device during testing may result in disciplinary action.

## Promotion

### 8th Grade Promotion

A recognition ceremony for 8th grade students who have met the requirements for promotion to the 9th grade will take place toward the end of the school year. Students must be in good academic and behavioral standing, and attend a mandatory dress rehearsal, in order to participate.

## Requirements for Graduation

### High School Credits

Upon registration, VAFS's registrar will evaluate high school transcripts to determine into which grade level the students will be placed. Credits are earned on a monthly or semester basis and are posted to transcripts at the end of each semester or when a student exits the school. Grade level determinations will be made at the beginning of the school year.

Grade 9	1 to 49 credits
Grade 10	50 to 99 credits
Grade 11	100 to 149 credits
Grade 12	150+ credits

Students are required to successfully complete the following course of study:

Subject	Credits	Subject	Credits
English	40	Visual/Performing Arts or Foreign Language	10
Math*	20	American Government	5
Physical Education	20	Economics	5
World History / Culture / Geography	10	Community Service	5
US History / Geography	10	Health	2.5
Life Science	10	Electives	57.5
Physical Science	10	<b>Total</b>	<b>205</b>

\*The math requirement includes successful completion of 10 credits of Algebra I

### Community Service

In order to earn the required 5 credits of community service, students must complete community service under the direction of the Teacher of Record. Approval of the community service project by the Teacher of Record must be received prior to beginning the project. [Community Service Logs](#) are linked here, or available on the school's website under the [Student Resource page](#). To receive credit the following criteria must be met:

- Work with an organization that provides service that benefits the community OR
- Provide a benefit to an individual who is unable to meet his or her own needs. (Unless under special circumstances, this should be someone outside of the family and in need of assistance other than babysitting.)
- Community service projects should not benefit individuals with for-profit businesses
- Students will be responsible for recording time spent on the project and requiring a supervisor's signature validating Community Service Log.
- Students must submit a log with the supervisor's signature to their Teacher of Record promptly.

### Graduation by Exhibition (GBE)

GBE is a requirement for graduation from VAFS. VAFS is committed to graduating students who are well prepared to become productive citizens within their communities. GBE is an opportunity to reflect on academic and personal growth; to demonstrate an understanding of the roles and responsibilities of community citizenship; to articulate goals for the future; to identify personal strengths, passions and interests; and to communicate a readiness to "Venture into the World." It is also a time for family and friends to share in the celebration. During the GBE students must demonstrate mastery of the schoolwide learner outcomes:

- Embrace Challenge
- Think Critically
- Live Responsibly
- Learn Infinitely
- Play Passionately

- Imagine Possibilities

The GBE process culminates in a presentation before a panel. Panel members will include the following: a staff advisor, a chairperson, a student representative, and a community member. This presentation is designed to celebrate the candidate's accomplishments and to demonstrate that they are ready for a productive life beyond high school.

Preparation for GBE should begin as soon as a student reaches senior status and may be performed at any time during the school year following completion of all credits. Students in Modified Daily Attendance sites may complete their GBE as early as March upon approval of Teacher of Record. The exhibition is held at the school. Students may invite family and friends in addition to the required panel. Students may present their GBE through various modes, including visual displays, oration, audiovisual technology, and multimedia productions. A Senior GBE Handbook outlining the process is available from the student's Teacher of Record or a counselor.

## **Career and College Preparation**

### **California State University/University of California Admission Requirements**

To learn more about college admission requirements, and for a list of Venture Academy courses that have been certified by the University of California as satisfying the requirements for admission to the UC and CSU, please refer to: [www.ucop.edu/doorways](http://www.ucop.edu/doorways)

### **Course Requirements (A-G)**

- a. History and Social Science-2 years
- b. English-4 years
- c. Math-3 years (4 years recommended for UC)
- d. Laboratory Science-2 years
- e. Language Other than English-2 years
- f. Visual and Performing Arts-1 year
- g. College Preparatory Elective-1 year

Visit CSU and UC websites for grade, GPA and SAT/ACT examination requirements for admission.

- \*\*California State University ([www.calstate.edu](http://www.calstate.edu))
- \*\*University of California ([www.universityofcalifornia.edu](http://www.universityofcalifornia.edu))

### **California Community Colleges**

California community colleges are required to admit any California resident possessing a high school diploma or equivalent. Please visit ([www.cccco.edu](http://www.cccco.edu)) for more information about attending community colleges.

Students are encouraged to meet with teachers and counselors to help them choose courses that will meet college admission requirements or other post-secondary career options.

### **Career Technical Education (CTE)**

Career Technical Education (CTE) programs in the secondary grades integrate core academic instruction with technical and occupational instruction in order to increase student achievement, graduation rates, and readiness for postsecondary education and employment. The CTE program focuses on preparing students to enter current or emerging high-skill, high-wage, and/or high-demand occupations. CTE opportunities may be offered through linked learning programs, partnership academies, apprenticeship programs or orientation to apprenticeships, regional occupational centers or programs, tech prep programs, charter schools, small learning communities, or other programs that expose students to career options while preparing them for future careers in a given industry or interest area. Please review the VAFS Course Catalog for current class offerings.

### **Financial Aid/Scholarships**

\*\*Visit the following websites for financial aid and scholarship information:

[www.fafsa.ed.gov](http://www.fafsa.ed.gov) [www.studentaid.ed.gov](http://www.studentaid.ed.gov) [www.finaid.org](http://www.finaid.org)

\*\*The above is provided as an informational resource for students and their parent(s)/guardian(s). VAFS is not affiliated with these websites.

## **Student Conduct Code/Disciplinary Procedures**

VAFS students are held to standards of behavior that will serve to protect the emotional and physical safety of all students enrolled in the school. Therefore, students should be aware of possible consequences for their behavior. This may include a loss of all site privileges.

Parent(s)/guardian(s) are considered an integral part of their students' education at VAFS and may be contacted by phone, email, or Jupiter message if a significant behavioral issue arises. Often the initial contact and subsequent meeting remedy the situation. In the event that a behavior is very serious and initial interventions have failed to alter the behavior, school administration will take action(s) according to the policies of VAFS and state law, which provide for a safe and secure school environment.

While on field trips, off-campus and extra-curricular activities, participants/spectators carry responsibilities as representatives of the school. All rules of student conduct apply. Students may be subject to discipline for off-campus misconduct if the misconduct is related to school activity or attendance and causes or is reasonably likely to cause a substantial disruption to school activity.

### **Important**

It is noted by your signature on the handbook form that you, as a parent/guardian, have read and understand the Student Conduct Code and will use the school issued modes of communication including electronic grading and communication programs to follow student academic and behavioral progress. If you have questions or concerns about any of the information, or if you disagree with any student conduct code section, please telephone VAFS at (209)468.5940 to request an appointment.

### **Behavior/Consequence**

#### **Bullying**

VAFS recognizes the harmful effects of bullying on student learning and school attendance and is committed to providing a school environment that protects students from physical and emotional harm. VAFS employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyber bully, cause bodily injury to, or commit hate violence against any other student or school personnel.

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

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, SJCOE policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

#### **Bullying Prevention**

To the extent possible, SJCOE and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of VAFS's school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

VAFS may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self--esteem development, assertiveness skills, and appropriate online behavior.

VAFS staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies. Based on an assessment of bullying incidents at school, VAFS

administration may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, cafeterias.

### **Intervention**

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Director or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff witnessing bullying shall immediately intervene to stop the incident when it is safe to do so.

As appropriate, the Director or designee shall notify the parent(s)/guardian(s) of victims and offender(s). Response may involve school counselors, mental health counselors, and/or law enforcement.

### **Complaints and Investigation**

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with SJCOE policy. (SP 5131.2 (21))

When a student is reported to be engaging in bullying off campus and it directly or potentially impacts school activity, school attendance, or the targeted student's educational performance, the Director or designee shall investigate and document the activity and shall identify the specific facts or circumstances involved.

When the circumstances involve cyber bullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying and to notify a teacher, administrator, or other employee so that the matter may be investigated.

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Director or designee also may file a complaint with the Internet site or service to have the material removed.

### **Discipline**

Any student who engages in bullying 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, which may include suspension or expulsion, in accordance with VAFS' policies and regulations.

### **Physical Injury**

Cause, attempt to cause, or threaten to cause physical injury to another person, or willful use of force or violence upon the another's person, except in self-- defense, can result in consequences deemed appropriate for the offense. Consequences range from warning and/or parent contact to a recommendation to expel and/or notification of appropriate law enforcement agencies. Note: Battery is any willful and unlawful use of force or violence upon the person of another. Assault is an unlawful attempt, coupled with present liability, to commit a violent injury on the person of another. E.C.48900 (a) (1), E.C. 48900 (a) (2), E.C. 48915(a) (1)

### **Assault Against Employee**

Whenever any employee of a school district or office of a county superintendent of schools is attacked, assaulted, or physically threatened by any pupil, it shall be the duty of the employee, and the duty of any person under whose direction or supervision the employee is employed in the public school system who has knowledge of the incident, to promptly report the incident to the appropriate law enforcement authorities of the county or city in which the incident occurred. Consequences range from a parent conference and suspension for one day to a recommendation to expel. E.C. 48900 (a) (1), E.C. 48900 (a) (2), E.C. 48915 (a) (5), E.C. 44014 (a):

### **Weapons**

A weapons offense is defined as possession, sale, or otherwise furnishing any firearm, knife, explosive, or other dangerous object; unless, possession of any such object of this type is accompanied by written permission to possess the item from a certificated school employee and signed off by the principal, or a designee of the principal. Consequences for this action can range from a parent conference and suspension for one day to a maximum consequence ranging from a recommendation to expel and/or notification of appropriate law enforcement agency. E.C. 48900 (b), E.C. 48915 (a) (2), E.C. 48915 (C) (1), E.C. 48915 (c) (2)

**Prohibition Against Tobacco Use E.C 48900 (h)**

Students shall not possess, smoke, chew 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 San Joaquin County Office of Education (SJC OE) employees. Prohibited products include, but are not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.

Students' possession or use of nicotine delivery devices, such as electronic cigarettes, electronic hookahs, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products any time is also prohibited. These prohibitions do not apply to a student's possession or use of his/her own prescription products, or other FDA-approved cessation aids such as nicotine patches or nicotine gum. Refer to [Appendix E](#).

**Controlled Substances**

To unlawfully possess, use, sell or otherwise furnish, or be under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind can result in consequences for a controlled substance. Consequences range from a parent conference and suspension for one day to a recommendation to expel and/or notification of appropriate law enforcement agencies. E.C. 48900 (c), E.C. 48915 (a) (3), E.C. 48915 (c) (3)

**Selling Controlled Substances**

To unlawfully possess, offer, arrange, or negotiate to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) or Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, is considered selling a controlled substance. Additionally, this offense includes selling, delivering, or otherwise furnishing any person another liquid, substance, or material represented as a controlled substance.

Note: A student may be subject to arrest according to Penal Code 653G if he/she loiters at or near any school or public place at or near where students attend or normally congregate; or, re-enters or comes upon such school or place after being asked to leave by a school official. According to P.C. 653G, punishment for loitering includes a fine not to exceed \$1,000 and/or imprisonment in the county jail not to exceed 6 months. Consequences range from a parent conference and suspension for one day to a recommendation to expel, and/or notification of appropriate law enforcement agencies. E.C. 48900 (d)

**Disruptive items**

To possess any disruptive items unless obtaining written permission to possess such items from a certificated school employee, which is agreed upon by the principal or the designee of the principal can incur consequences of a disruptive item offense. Consequences will include confiscating the object, and may include a recommendation to expel and/or notification of appropriate law enforcement agencies.

Confiscated materials will be returned to the parents upon request. Confiscated materials will not be returned to the students. E.C. 48900 (k)

**Stolen property**

Knowing receipt of stolen school property or private property results in a stolen property offense. Minimum action for this offense is parent contact while the maximum action is a recommendation to expel and/or notification of appropriate law enforcement agencies. E.C. 48900 (1)

**Imitation Firearm**

Possess an imitation firearm. As used in this section, "imitation firearm" means 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. Consequences range from a parent conference and suspension for one day to a recommendation to expel and/or notification of appropriate law enforcement agency. E.C. 48900 (m) Note: Toy guns are considered objects of a dangerous nature. (Penal Code 12020, AB4546 P.C. 417.2)

**Sexual Assault**

To commit, or attempt to commit, a sexual assault (as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code,) or sexual battery (as defined in section 243.4 of the Penal Code,) will result in a sexual assault consequence. Consequences range from a parent conference and suspension for one day, to a recommendation to expel and/or notification of appropriate law enforcement agencies. E.C. 48900 (n), E.C. 48915 (c) (4)

Note: A student may be subject to arrest according to Penal Code 653G if he/she loiters at, or near, any school or public place where students attend or normally congregate, or re-enters; or, comes upon such school or place after being asked to leave by a school official.

According to P.C. 653G, punishment for loitering includes a fine not to exceed \$1,000 and/or imprisonment in the county jail not to exceed 6 months.

### **Harassment of Witness**

Harassment of a witness is to harass, threaten, or intimidate a pupil who is a complaining witness, or witness, in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness, retaliating against that pupil for being a witness, or both. The minimum action for this offense will be a warning and/or parent contact while a maximum action will be a recommendation for severance and/or notification of the appropriate law enforcement agency. E.C. 48900 (o)

### **Sexual Harassment**

To commit sexual harassment is defined in California Education Code 48900.2 Section 212.5. This section does not apply to pupils in grades K--3. Consequences range from a parent conference and suspension for one day to a recommendation to expel and/or notification of appropriate law enforcement agencies. E.C. 48900.2

### **Violence**

Violence is defined as: to cause, attempt to cause, threaten to cause, or participate in an act of hate or violence. Consequences range from a minimum of a warning and/or parent contact to maximum action of recommendation to expel and/or notification of appropriate law enforcement agencies. E.C. 48900.3

### **Harassment of Pupils**

Students can be guilty of a harassment offense by intentionally engaging in harassment, threats, or intimidation directed against a pupil, or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of 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. Consequences range from a parent conference and suspension for one day to a recommendation to expel and/or notification of appropriate law enforcement agency. E.C. 48900.4

### **Terrorist Threats**

A pupil may be suspended from school if the superintendent or school administrator of the school in which the pupil is enrolled determines that the pupil has made terrorist threats against school officials, school property, or both. This offense may result in a warning and/or parent contact to a recommendation for severance, and/or notification of appropriate law enforcement agency. E.C. 48900.7

### **Detention**

Students may be required to serve time in addition to regular school hours during lunch, after school and/or on Fridays as a consequence for an infraction of school rules or expectations.

### **Suspension/Expulsion**

A pupil may not be suspended from school or recommended for expulsion unless the administration of the school in which the pupil is enrolled determines that the pupil has committed an act which is enumerated in this section and related to school activity or attendance which occurred at any time, including, but not limited to, any of the following:

- While on the school grounds.
- While going to or coming from school.
- During, or while going to, or coming from a school sponsored activity.

A teacher may suspend any student from the teacher's class for any suspendable offense for the day of the suspension and the day following. The director, or designee, may suspend a student from a school site for any of the acts listed in the following pages for not more than five consecutive school days. A student may be suspended on the first offense if it is determined that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process. (E.C. 48914)

The full text from the San Joaquin County Office of Education Administrative Regulations referring to student suspension and expulsion is available upon request at the VAFS office at (209)468.5970.

### **During Suspension...**

- The student is expected to be under the supervision of a parent/guardian during school hours when serving suspension days at home. The student shall not appear on or about any school property during the period of suspension, except in the case of in--school suspensions; unless coming to the office on official business with the parent/guardian by prior arrangement with a school administrator.
- The student is not to attend any school -sponsored event, on or off any school campus, during suspension. This is extended to include weekend and holiday activities, and would include, but not be limited to; field trips, athletic events, theater events, proms, dances, and other school events.
- If a student's suspension enters into an off-session period, the consequences and restitution will be determined by an administrator.
- The teacher may require the suspended student to complete any assignments and tests missed during the suspension. Instead of disciplinary action prescribed by this article, the director or designee may require a pupil to perform community service on school grounds during non--school hours. For the purposes of this section "community service" may include, but is not limited to, work performed on school grounds in the areas of outdoor beautification, campus improvement and teacher or peer assistance programs. E.C. 48900

Violation of suspension rules may result in a minimum consequence of a warning and a maximum consequence of a referral to the appropriate law enforcement agency.

### **Expulsion**

The administration shall recommend the expulsion of a pupil for an act which is enumerated in this Ed Code Section 48915 (a) and 48915 (c) and related to school activity or attendance which occur at any time, including, but not limited to, any of the following:

- While on the school grounds.
- While going to, or coming from, school.
- During, while going to, or coming from, a school sponsored activity.

Disciplinary action will be taken if a student's behavior is disruptive to the instructional process or causes a danger to persons or property even though the offense is not defined in the Student Conduct Code.

### **Appeals**

Students and parents have a right to appeal disciplinary action taken against a student. A meeting must be requested with the administrator/designee prior to any further appeal.

## **Parent Notice of Rights and Responsibilities**

State law requires that parents or guardians be notified of their rights and responsibilities in certain matters pertaining to their children's education.

### **ENROLLMENT**

#### **Student Residency**

A student may be enrolled in Venture Academy by providing proof of residence in San Joaquin County or a contiguous county. (Ed. Code § 51747.3)

#### **Notice of Alternative Schools**

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to:

- a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- b) Recognize that the best learning takes place when the student learns because of the student's desire to learn.
- c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his or her own time to follow his or her own interests. These interests may be conceived by the student totally and independently or may result in whole or in part from a presentation by the student's teachers of choices of learning projects.

- d) Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous permanent process.
- e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to, the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for parent information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. (Ed. Code, § 58501)

### **Pupil Fees**

A pupil enrolled in a public school will not be required to pay a pupil fee for participation in an educational activity. (Ed. Code, § 49011)

- a) The following requirements apply to prohibited pupil fees:
  - i. All supplies, materials, and equipment needed to participate in educational activities must be provided to pupils free of charge.
  - ii. A fee waiver policy shall not make a pupil fee permissible.
  - iii. The District and its schools shall not establish a two-tier educational system by requiring a minimal educational standard and also offering a second, higher educational standard that pupils may only obtain through payment of a fee or purchase of additional supplies that the school district or school does not provide.
  - iv. The District and its schools shall not offer course credit or privileges related to educational activities in exchange for money or donations of goods or services from a pupil or a pupil's parents or guardians, and the District and its schools shall not remove course credit or privileges related to educational activities, or otherwise discriminate against a pupil, because the pupil or the pupil's parents or guardians did not or will not provide money or donations of goods or services to the District or school.
- b) Solicitation of voluntary donations of funds or property and voluntary participation in fundraising activities are not prohibited. The District and its schools are not prohibited from providing pupils prizes or other recognition for voluntarily participating in fundraising activities. (Ed. Code, § 49010 et seq.)

A complaint of noncompliance may be filed under the District's Uniform Complaint Procedures and Title 5 of the California Code of Regulations. (Ed. Code, § 49013)

### Assistance to Cover Costs of Advanced Placement Examination Fees

The District may help pay for all or part of the costs of one or more advanced placement examinations that are charged to economically disadvantaged students. (Ed. Code, §§ 48980(j), 52242)

## **INSTRUCTION**

### **Notification of Rights Under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:

- 1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- 2) The right to request amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise the parent or eligible student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

In addition, the Student Aid Commission may have access to the grade point average (GPA) of all district students in grade 12 and, when required, verification of high school graduation or its equivalent of all students who graduated in the prior academic year, for use in the Cal Grant postsecondary financial aid program. However, such information shall not be submitted when a student, or his or her parent or guardian if the student is under 18 years of age, "opts out" or is permitted by the rules of the Student Aid Commission to provide test scores in lieu of his or her GPA. (Ed. Code, §§ 69432.9, 69432.92) No later than January 1 each year, the Superintendent or designee shall notify each student in grade 11, and the student's parent(s)/guardian(s) if the student is under 18 years of age, that the student's GPA will be forwarded to the Student Aid Commission by October 1 unless the student opts out within a period of time specified in the notice, which shall not be less than 30 days. (Ed. Code, § 69432.9)

Upon request, the School discloses education records, without prior consent, to officials of another school district in which a student seeks or intends to enroll.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

***Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202-5920***

## **Transitional Kindergarten**

The District may admit a child, who will have his/her fifth birthday after February 2, to a transitional kindergarten at the beginning of or at any time during the school year with parental/guardian approval if:

- a) the governing board or body determines that the admittance is in the best interests of the child, and
- b) the parent(s)/guardian(s) is given information on the advantages and disadvantages and any other explanatory information on the effects of early admittance. (Ed. Code, § 48000)

## **Review of Curriculum**

A prospectus of curriculum, including titles, descriptions, and instructional aims of every course offered by each public school, is available at the school site for review upon request. Copies are available upon request for a reasonable fee not to exceed the actual copying cost. (Ed. Code, § 49091.14)

## **Course Assignments**

The District is prohibited from assigning a student enrolled in any of grades 9 through 12 to any course period without educational content for more than one week in any semester, except under specified conditions. Under no circumstances will the District assign a student enrolled in any of grades 9 through 12 to a course period without educational content because there are not sufficient curricular course offerings for the student to take during the relevant period of the designated school day. (Ed. Code, § 51228.1)

The District is prohibited from assigning a student enrolled in grades 9 through 12 to a course that the student has previously completed and received a grade determined by the District to be sufficient to satisfy the requirements and prerequisites for admission to the California public post-secondary schools and the minimum high school graduation requirements, except under specified conditions. Under no circumstances will the District assign a student enrolled in any of grades 9 through 12 to a course the student has previously completed and received a sufficient grade, as specified, because there are not sufficient curricular course offerings for the student to take during the relevant period of the designated school day. (Ed. Code, § 51228.2)

These sections do not apply to students in alternative schools, community day schools, continuation high schools or an opportunity school. The District may continue to authorize dual enrollment in community college, to run evening high school programs, and to offer independent study, work experience education, and other specified courses.

A complaint of noncompliance may be filed under the District's Uniform Complaint Procedures and Title 5 of the California Code of Regulations. (Ed. Code, § 51228.3)

## **PE Instructional Minutes**

The adopted course of study for grades 1 through 6 and instruction in grades 1 through 8 in an elementary school includes physical education for not less than 200 minutes each ten school days, exclusive of recesses and the lunch period. (Ed. Code, §§ 51210, 51223)

A complaint of noncompliance may be filed under the District's Uniform Complaint Procedures pursuant to Title 5 of the California Code of Regulations.

## **Dissection of Animals**

If a student has a moral objection to dissecting (or otherwise harming or destroying) animals, or any part of an animal, the pupil must notify the teacher regarding such objection, and the objection must be substantiated with a note from the pupil's parent or guardian. If the pupil chooses to refrain from participating in such a project or test, and if the teacher believes that an adequate alternative education project or test is possible, then the teacher may work with the pupil to develop and agree upon an alternate education project or test for the purpose of providing the pupil an alternate avenue for obtaining the knowledge, information or experience required by the course of study. No student shall be discriminated against based upon his or her decision to exercise his or her rights under this section. (Ed. Code, §§ 32255-32255.6)

## **Sex Equity in Career Planning**

Parents shall be notified in advance of career counseling and course selection commencing with course selection in Grade 7, to promote sex equity and allow parents to participate in counseling sessions and decisions. (Ed. Code, § 221.5(d))

## **Absence for Religious Exercises and Instruction**

Pupils may be excused, with written permission from a parent or guardian, in order to participate in religious exercises or receive moral and religious instruction away from school property. Every pupil so excused must attend at least the minimum school day. No pupil shall be excused from school for such purpose on more than four days per school month. (Ed. Code, § 46014)

## **No Academic Penalty for Excused Absence**

No pupil may have his or her grade reduced or lose academic credit for any absence or absences which are excused for the reasons specified below when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. (Ed. Code, §§ 48205, 48980(i))

A pupil shall be excused from school when the absence is:

- A. Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
- B. Due to quarantine under the direction of a county or city health officer.
- C. For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- D. For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- E. For the purpose of jury duty in the manner provided for by law.
- F. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a doctor's note.
- G. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- H. For the purpose of serving as a member of a precinct board for an election pursuant to section 12302 of the Elections Code.
- I. For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in section 49701 of the Education Code, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
- J. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
- K. For the purpose of participating in a cultural ceremony or event.
- L. Authorized at the discretion of a school administrator based on the facts of the pupil's circumstances, which are deemed to constitute a valid excuse, including, but not limited to, working for a period of not more than five consecutive days in the entertainment or allied industries if the pupil holds a work permit, or participating with a not-for-profit performing arts organization in a performance for a public school pupil audience for a maximum of up to five days per school year provided the pupil's parent or guardian provides a written note to the school authorities explaining the reason for the pupil's absence. (Ed. Code, §§ 48260, 48205, 48225.5)

A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

"Immediate family," as used in this section refers to the parent or guardian, brother or sister, grandparent, or any relative living in the household of the pupil. (Ed. Code, § 48205)

## **Equal Opportunity**

Equal opportunities for both sexes in all educational programs and activities run by the District is a commitment made by the District to all students. (Title IX of the Education Amendments of 1972) Inquiries on all matters, including complaints, regarding the implementation of Title IX in the District may be referred to the District official listed below at the following address and telephone:

**Joni Hellstrom, Division Director of Venture Academy Family of Schools**  
**email: [jhellstrom@sjcoe.net](mailto:jhellstrom@sjcoe.net), telephone: (209) 468-5940, address: 2829 Transworld Drive, Stockton, CA 95206**

## **SPECIAL NEEDS**

### **Every Student Succeeds Act (ESSA)**

The Every Student Succeeds Act (ESSA) took full effect in 2018 to replace the No Child Left Behind Act in modifying the Elementary and Secondary Education Act of 1965 (ESEA). If updates are provided by the California Department of Education, the following notice may change, and new information may be added.

### **Information Regarding Professional Qualifications of Teachers, Paraprofessionals, and Aides**

Upon request, parents have a right to information regarding the professional qualifications of their student's classroom teachers, paraprofessionals, and aides. This includes whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he/she teaches, whether the teacher is teaching under an emergency permit or other provisional status because of special circumstances, the major or field of discipline for any degrees or certifications held by the teacher, and whether any instructional aides or paraprofessionals provide services to the parents' child and, if so, their qualifications. In addition, parents have a right to notice when the parent's child has been taught for four or more weeks by a teacher who is not highly qualified. (ESEA § 1111(h)(6) (as amended by ESSA))

### **Information Regarding Individual Student Reports on Statewide Assessments**

Upon request, parents have a right to information on the level of achievement of their student on every State academic assessment administered to the student. (ESEA § 1111(h)(6) (as amended by ESSA))

### **School Identified for School Improvement**

A local educational agency shall promptly provide notice to a parent or parents of each student enrolled in an elementary school or a secondary school identified for school improvement (school that fails for two consecutive years to make adequate yearly progress as defined in the State's plan), for corrective action or for restructuring. The notice will be in an understandable and uniform format, and to the extent practicable, in a language the parents can understand. The notice will include an explanation of what the identification means; how the school compares in terms of academic achievement to other elementary schools or secondary schools served by the local educational agency and the State educational agency; the reasons for the identification; an explanation of what the school identified for school improvement is doing to address the problem of low achievement; an explanation of what the local educational agency or State educational agency is doing to help the school address the achievement problem; an explanation of how parents can become involved in addressing the academic issues that caused the school to be identified for school improvement; and an explanation of the parents' option to transfer their child to another public school (with transportation provided by the agency when required or to obtain supplemental educational services for the child). (ESEA § 1116(b)(6) (as amended by ESSA))

### **Limited English Proficient Students**

ESSA requires notice be given to parents of limited English proficient students regarding limited English proficiency programs, not later than 30 days after the beginning of the school year (or, for students identified later in the school year, within two weeks). Notice includes: the reasons for the identification of the student as limited English proficient; the need for placement in a language instruction educational program; the student's level of English proficiency and how such level was assessed; the status of the student's academic achievement; the methods of instruction used in the available programs (including content, instructional goals, and the use of English and native language); the exit requirements for the program; how the program meets the objectives of the student's IEP, if applicable; and, parent options for removing a student from a program, declining initial enrollment and/or choosing another program. (ESEA § 1112(g)(1)(A) (as amended by ESSA)) In addition, the notice shall include the following: (1) whether the student is a long-term English learner or at risk of becoming a long-term English learner; (2) the manner in which the program will meet the needs of long-term English learners or those at risk of becoming long-term English learners; and (3) the manner in which the program will help long-term English learners or those at risk of becoming long-term English learners develop English proficiency and meet age-appropriate academic standards. (Ed. Code, §§ 313.2, 440; 20 U.S.C. § 6312)

The information provided above is available upon request from each student's school or the district office. Additional notices that may be required shall be sent separately. (20 U.S.C. § 6301 et seq.)

## **Language Acquisition Program**

If the District implements a language acquisition program pursuant to Education Code section 310, it will: 1) comply with the kindergarten and grades 1-3, inclusive, class size requirements specified in Education Code section 42238.02; and (2) provide the parent or legal guardian of a minor pupil annually, or upon the pupil's enrollment, with information on the types of language programs available to pupils enrolled in the District, including, but not limited to, a description of each program, the process to be followed in making a program selection, identification of any language to be taught in addition to English when the program includes instruction in another language, and the process to request establishment of a language acquisition program. (Ed. Code, § 310; Cal. Code Regs., tit. 5, §§ 11309, 11310)

## **Children in Homeless/Foster Care Situations, Former Juvenile Court School Students, Migrant Students, and Newcomers**

Each local district shall designate a staff person as a liaison for homeless children who shall ensure the dissemination of public notice of the educational rights of students in homeless situations. (Ed. Code, § 48852.5, 42 U.S.C. § 11432(g)(1)(J)(ii)) The District's liaison is Joni Hellstrom and can be contacted at (209) 468-4806, 2829 Transworld Drive Stockton, CA 95206.

A homeless child will be allowed to continue his/her education in their school of origin through the duration of homelessness at the point of any change or any subsequent change in residence once a child becomes a homeless child. If the child's status changes before the end of the academic year so that he/she is not homeless, the District will allow a child in high school to continue his/her education in the school of origin through graduation. For a child in grades K through 8, the District will allow the formerly homeless child to continue his/her education in the school of origin until the end of the academic school year. A homeless child transitioning between school grade levels will be allowed to continue in the school district of origin in the same attendance area. If a homeless child is transitioning to a middle or high school where the school designated for matriculation is in another school district, the homeless child must be allowed to continue to the school designated for matriculation in that school district. The new school will be required to enroll the child immediately regardless of any outstanding fees, fines, textbooks or other items or moneys due to the school last attended or if the child is unable to produce clothing or records normally required for enrollment, including academic records, medical records, proof of immunization history, proof of residency, other documentation, or school uniforms. (Ed. Code, § 48852.7)

The District has designated Joni Hellstrom as the educational liaison for foster children and can be contacted at (209) 468-4806, 2829 Transworld Drive Stockton, CA 95206.. The educational liaison will disseminate a standardized notice to foster children that has been developed by the State Department of Education and includes complaint process information. (Ed. Code, § 48853.5)

A foster child shall be allowed to continue his/her education in the school of origin under specified circumstances. If it is determined that it is in the best interests of the foster child to transfer to a school other than the school of origin, the foster child shall immediately be enrolled in the new school, regardless of any outstanding fees, fines, textbooks, or other items or moneys owed to the school last attended or if the child is unable to produce clothing or records normally required for enrollment, including academic records, medical records, proof of immunization history, proof of residency, other documentation, or school uniforms. The last school attended must provide all records to the new school within two business days of receiving the request. (Ed. Code, §§ 48853, 48853.5)

Upon receiving a transfer request or notification of a student in foster care the District shall, within two business days, transfer the student out of school and deliver the educational information and records to the next educational placement. Grades and credits will be calculated as of the day the student left school and no lowering of grades will occur as a result of the student's absence due to the decision to change placement or for a verified court appearance or related court activity. (Ed. Code, § 49069.5)

The District shall exempt from local graduation requirements a student who is in foster care, a homeless child or youth, a child of a military family, a former juvenile court school student, a migratory child, or a pupil participating in a newcomer program for recently arrived immigrant pupils and who transfers between schools under certain circumstances. (Ed. Code, §§ 51225.1, 51225.2)

A district shall accept coursework done by a student who is in foster care, a homeless child or youth, a child of a military family, a former juvenile court school student, a migratory child, or a pupil in a newcomer program while attending another school. The District will not require those students to retake courses or partial courses they have satisfactorily completed elsewhere. (Ed. Code, § 51225.2)

A complaint of noncompliance alleging violations of these sections, except for Education Code section 48852.7, may be filed under the District's Uniform Complaint Procedures pursuant to Title 5 of the California Code of Regulations.

## **Pregnant and Parenting Pupils**

Pregnant and parenting pupils are entitled to accommodations that provide them with the opportunity to succeed academically while protecting their health and the health of their children. "Pregnant or parenting pupil" means a pupil who gives or expects to give birth or a parenting pupil who has not given birth and who identifies as the parent of the infant.

A pregnant or parenting pupil is entitled to eight weeks of parental leave. This leave may be taken before the birth of the pupil's infant if there is a medical necessity and/or after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction. A pregnant or parenting pupil is entitled to additional leave if deemed medically necessary by the student's physician. (Ed. Code, § 46015)

The person holding the student's educational rights (i.e. the pupil if over 18 or the parent if under 18) may notify the school of the student's intent to exercise this right. Leave may still be taken even if notice was not provided.

During the leave, the student's absences shall be deemed excused and the student shall not be required to complete academic work or other school requirements.

A pregnant or parenting pupil may return to the school and the course of study in which he or she was enrolled before taking parental leave. Upon return to school after taking parental leave, a pregnant or parenting pupil is entitled to opportunities to make up work missed during his or her leave, including, but not limited to, makeup work plans and re enrollment in courses.

A pregnant or parenting pupil may remain enrolled for a fifth year of instruction in the school in which the pupil was previously enrolled when it is necessary in order for the pupil to be able to complete state and any local graduation requirements, unless the local educational agency makes a finding that the pupil is reasonably able to complete its graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high school.

A student who chooses not to return to the school in which he or she was enrolled before taking the leave is entitled to alternative education options offered by the local educational agency to include educational programs, activities, and courses equal to those he or she would have been in if participating in the regular education program.

A student will not incur any academic penalties as a result of using the accommodations in this section. (Ed. Code, § 46015)

A complaint of noncompliance may be filed under the District's Uniform Complaint Procedures in accordance with Title 5 of the California Code of Regulations.

## **Student Parent Lactation Accommodations**

The District is required to provide reasonable accommodations to a lactating student on a school campus to address breastfeeding needs. (Ed. Code, § 222)

A student may not be penalized academically because of the reasonable accommodations provided during the school day. A student must also be given the opportunity to make up missed work.

A complaint of noncompliance may be filed under the District's Uniform Complaint Procedures pursuant to Title 5 of the California Code of Regulations.

## **Temporary Disability**

A temporary disability which makes it impossible or inadvisable for a student to attend class may entitle the student to receive individualized instruction. It is the responsibility of the pupil's parent or guardian to notify the school district in which the pupil is deemed to reside of the pupil's need for individualized instruction.

### Home Instruction:

The district in which the student resides is to provide individual instruction if the student is receiving the instruction in his or her home. Individual instruction in a pupil's home pursuant to Education Code section 48206.3 shall commence no later than five working days after a school district has determined that the pupil shall receive this instruction.

### Hospital or Health Facility Instruction:

The school district in which the hospital or other residential health facility, excluding a state hospital, is located must provide individual instruction to a student with a temporary disability. Within five working days of receipt of the notification, the district must determine whether the pupil will be able to receive individual instruction, and, if so, when the individual instruction will begin. Individual instruction will commence no later than five working days after a positive determination has been recorded. A student with a temporary disability who is in a hospital or other residential health facility, other than a state hospital, which is located outside the student's school district of residence shall be deemed to comply with the residency requirements of the school district in which the hospital is located. A school district may continue to enroll a pupil with a temporary disability who is receiving individual instruction in a hospital or residential health facility to facilitate the timely reentry of the pupil in his or her prior school after the hospitalization has ended, or in order to provide a partial week of instruction. On days in which the student is not receiving individual instruction in a hospital or other residential health facility, he or she may attend school in his or her district of residence if well enough to do so. A pupil receiving individual instruction who is well enough to return to a school shall be allowed to return to the school, including a charter school, that he or she attended immediately before receiving individual instruction, if returning during the same school year. (Ed. Code, §§ 48206.3, 48207, 48207.3, 48207.5, 48208, 48980(b))

Pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom shall be treated in the same manner and under the same policies as any other temporary disabling condition. (Ed. Code, § 221.51)

### **Pupil Find System; Policies and Procedures**

Any parent suspecting that a child has exceptional needs may request an assessment for eligibility for special education services through the Director of Student Services and/or Special Education, or his/her designee. Policy and procedures shall include written notification to all parents of their rights pursuant to Education Code section 56300 et seq. (Ed. Code, § 56301, 34 C.F.R. § 104.32(b))

### **Services for Students with Exceptional Needs or a Disability**

State and federal law require that a free and appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. Students classified as individuals with exceptional needs for whom a special education placement is unavailable or inappropriate may receive services in a private nonsectarian school. Please contact the local director of special education for specific information. (Ed. Code, § 56040 et seq.) In addition, services are available for students who have a disability which interferes with their equal access to educational opportunities. (Section 504 of the Rehabilitation Act of 1973, 34 C.F.R. § 104.32) The District official listed below is responsible for handling requests for services under Section 504 and may be reached at the following address and telephone:

**Silvia De Alba, Director I of Venture Academy Family of Schools**  
**email: [sdealba@sicoe.net](mailto:sdealba@sicoe.net), telephone: (209) 953-3558, address: 2829 Transworld Drive, Stockton, CA 95206**

### **Continued Education Options for Juvenile Court School Students**

A juvenile court school student, or the person holding the right to make educational decisions for the student, may voluntarily defer or decline issuance of their diploma until after the student is released from the juvenile detention facility, thereby allowing the student to take additional coursework at a local education agency. The county office of education will notify the student, the person holding to right to make educational decisions for the student, and the student's social worker or probation officer of all of the following:

- a) The student's right to a diploma;
- b) How taking coursework and meeting other educational requirements will affect the student's ability to gain admission to a post-secondary educational institution;
- c) Information about transfer opportunities available through the California Community Colleges; and
- d) The option to defer or decline the diploma and take additional coursework. (Ed. Code, §§ 48645.3(a), 48645.7)

## **STUDENT DISCIPLINE**

District and school rules pertaining to student discipline are available to parents or guardians of district students in the school office. (Ed. Code, § 35291) Students may be subject to discipline for off-campus misconduct if the misconduct is related to school activity or attendance and causes or is reasonably likely to cause a substantial disruption to school activity. For example, a student using technology such as a home computer, cellular phone, or other electronic device may be disciplined for bullying, engaging in unlawful harassment, or making threats against students, staff, or district property even if such misconduct occurred off-campus and during non-school hours. (Ed. Code, § 48900(r))

### **Sexual Harassment Policy**

Each student will receive a written copy of the district policy on sexual harassment. The purpose of this policy is to provide notification of the prohibition against sexual harassment as a form of sexual discrimination and to provide notification of available remedies. A copy of the District's policy on sexual harassment is attached. (Ed. Code, §§ 231.5, 48980(f))

## **COLLEGE & CAREER PLANNING**

### **Military Recruiter Information**

20 U.S.C. section 7908 requires that school districts disclose the names, addresses and telephone numbers of high school students to military recruiters upon request, unless parents request that this information not be released without prior written consent. Parents have the option of making such a request. If parents do not wish this information to be provided to military recruiters, they must notify the District office of this fact in writing. The writing should be directed to the District official listed below at the following address:

**[Joni Hellstrom, \(209\)468-4806, 2829 Transworld Drive, Stockton, CA 95206](mailto:Joni.Hellstrom@stockton.k12.ca.us)**

### **Regional Occupational Centers and Programs/County Offices of Education Programs/Adult Education Programs**

A regional occupational center or program, county office of education program, or adult education program must meet specified requirements for certification by the Superintendent of Public Instruction in order to provide an employment training program for adults or to authorize an education program beyond secondary education that leads to a degree or certificate. (Ed. Code, § 52334.7)

A complaint alleging that a local agency violated federal or state laws or regulations governing adult education programs under Education Code section 52501 or regional occupational centers and programs may be filed under the District's Uniform Complaint Procedures and Title 5 of the California Code of Regulations. A complaint alleging that a county office of education violated federal or state laws or regulations governing the county office's participation in any student financial assistance program authorized by Title IV may also be filed under the Uniform Complaint Procedures and Title 5 of the California Code of Regulations.

## **HEALTH**

### **Nutrition Program**

The State Department of Education has established a statewide program to provide nutritious meals and milk at school for pupils, and to provide free meals to the neediest children. In some instances, nominal cash payments may be required. (Ed. Code, § 49510 et seq.)

### **Sexual Health Education and HIV/AIDS Prevention Education**

#### **Excuse from Instruction in Health**

A parent or guardian has the right to excuse their child from comprehensive sexual health education, HIV prevention education, and assessments related to that education. A parent or guardian who wishes to exercise this right must state their request in writing. (Ed. Code, § 51938) A parent or guardian may inspect the written and audiovisual educational materials used in comprehensive sexual health education and HIV/AIDS prevention education. Parents have a right to request that the district provide them with a copy of the California Healthy Youth Act. (Ed. Code, § 51930 et. seq.)

Upon written request of a parent or guardian, a pupil may be excused from any part of instruction in health which conflicts with the parent(s)' or guardian(s)' religious training or beliefs (including personal moral convictions). (Ed. Code, § 51240)

Parents or guardians shall be notified in writing if the district plans to administer an anonymous, voluntary and confidential test, questionnaire, or survey containing age-appropriate questions about the pupils' attitudes concerning or practices related to sex in grades 7 to 12 and given the opportunity to review the test, questionnaire or survey. A parent or guardian has the right to excuse their child from the test, questionnaire, or survey by stating their request in writing. (Ed. Code, § 51938)

Every child's parent will be notified prior to the commencement of any comprehensive sexual health education and HIV/AIDS prevention education instruction whether the instruction will be taught by district personnel or by outside consultants. If outside consultants or guest speakers are used, the notice shall include the date of the instruction, and the name of the organization or affiliation of each guest speaker will be identified. Parents have a right to request that the District provide them with a copy of Education Code sections 51933, 51934, and 51938. (Ed. Code, § 51938) If arrangements for instruction by outside consultants or guest speakers are made after the beginning of the school year, the Superintendent or designee shall notify parent(s)/guardian(s) no less than 14 days before instruction is given. (Ed. Code, § 51938)

Please contact your child's Teacher of Record, school nurse, or a school administrator to request an appointment to inspect the curricula and ask questions of a staff member trained on the legal requirements and curriculum being presented to your child. Upon inspection, a parent/guardian may make copies at the school of any written educational material that will be distributed to pupils if it is not copyrighted and has been or will be presented by an outside consultant or guest speaker. If a parent or guardian elects to make copies, the school may charge up to ten cents (\$0.10) per page Section 51938 (c). All Health Connected curricula and presentations are copyrighted materials.

### **Administration of Medication**

Medication prescribed by a physician or ordered by a physician assistant for a child may be administered during the school day by the school nurse or other designated school personnel, or self-administered by the child if the medication is prescription auto-injectable epinephrine or prescription inhaled asthma medication, but only if the parent consents in writing and provides detailed written instructions from a physician, or a physician assistant as specified by law.

In order for a child to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, the physician or physician assistant must also provide a written statement detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the pupil is able to self-administer auto-injectable epinephrine or prescription inhaled asthma medication. Parents must also provide a release for the school nurse or designated school personnel to consult with the pupil's health care provider regarding questions that may arise with regard to the medication, and releasing the district and its personnel from civil liability if the self-administering pupil suffers an adverse reaction as a result of self-administering auto-injectable epinephrine or prescription inhaled asthma medication. The written statements specified in this section shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes. Forms for administering medication may be obtained from the school secretary. (Ed. Code, §§ 49423, 49423.1, 49423.5, 49480)

### **No Over the Counter Medications**

Students are not allowed to carry, or be in possession of, any over-the-counter medications. All medications must be registered with the school nurse and can only be administered by a designated staff member.

### **Students on Medication**

Parents are to notify the school nurse or other designated certificated school employee if their child is on a continuing medication regimen. This notification shall include the name of the medication being taken, the dosage, and the name of the supervising physician. With parental consent, the school nurse may confer with the physician regarding possible effects of the drug, including symptoms of adverse side effects, omission or overdose and counsel with school personnel as deemed appropriate. (Ed. Code, § 49480)

### **Medications Administered at School Form - English**

[http://www.ventureacademyca.org/uploads/2/2/8/7/22875116/prescribed\\_medications\\_administered\\_in\\_school\\_updated\\_2019\\_fillable\\_pdf.pdf](http://www.ventureacademyca.org/uploads/2/2/8/7/22875116/prescribed_medications_administered_in_school_updated_2019_fillable_pdf.pdf)

### **Medications Administered at School Form - Spanish**

## **Immunizations**

The District shall exclude from school any pupil who has not been immunized properly, unless the pupil is exempted from the immunization requirement pursuant to Chapter 1 (commencing with section 120325) of part 2 of division 105 of the Health and Safety Code. The immunization exemption based on personal beliefs has been eliminated. (Health & Saf. Code, § 120325)

A student who, prior to January 1, 2016, submitted a letter or affidavit on file at the District, stating beliefs opposed to immunization, is permitted to enroll in that institution until the student enrolls in the next grade span. Grade span means: 1) birth to preschool; 2) kindergarten and grades 1 through 6, inclusive, including transitional kindergarten; and 3) grades 7 through 12, inclusive. On or after July 1, 2016, the District shall exclude from school for the first time or deny admittance or deny advancement to any student to the 7th grade unless the student has been immunized for his or her age as required by law. (Health & Saf. Code, § 120335)

A student may still be exempted from the immunization requirement based on medical condition or circumstances. A licensed physician, or surgeon, must transmit a completed medical exemption certification form from the California Department of Public Health directly to the local educational agency and the California Immunization Registry. The standardized medical exemption form shall be the only documentation of a medical exemption that shall be accepted by the District. (Health & Saf. Code, §§ 120370, 120372)

A parent or guardian may consent in writing for a physician, surgeon, or health care practitioner acting under the direction of a supervising physician and surgeon to administer an immunizing agent to a pupil at school. The health care practitioner may administer immunizations for the prevention and control of diseases that present a current or potential outbreak as declared by a federal, state, or local public health officer. (Ed. Code, §§ 48216, 48980(a), 49403; Health & Saf. Code, §§ 120325, 120335)

## **Physical Exams and Testing**

The District is required to conduct certain physical examinations and vision and hearing testing of students, unless the parent has a current written objection on file. However, the child may be sent home if he or she is believed to be suffering from a recognized contagious or infectious disease and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist. (Ed. Code, §§ 49451, 49452, 49452.5, 49455; Health & Saf. Code, § 124085) The District may provide for scoliosis screening of every female student in grade 7 and every male student in grade 8. (Ed. Code, § 49452.5)

## **Confidential Medical Services**

For students in grades 7 through 12, the district may release a student for the purpose of obtaining confidential medical services without obtaining the consent of the student's parent or guardian. (Ed. Code, § 46010.1)

## **Medical Coverage**

### Medical Coverage for Injuries

Medical and hospital services for pupils injured at school, school-sponsored events, or while being transported, may be insured at parent's expense. No pupil shall be compelled to accept such services without his or her consent or, if the pupil is a minor, without the consent of a parent or guardian. (Ed. Code, § 49472)

### Medical and Hospital Services Not Provided

The District does not provide medical and hospital services for students injured while participating in athletic activities. However, all members of school athletic teams must have accidental injury insurance that covers medical and hospital expenses. (Ed. Code, §§ 32221.5, 49471)

### Mental Health Services

The District shall notify pupils and parents or guardians no less than twice each school year of the steps to initiate, or access to, available pupil mental health services on campus and/or in the community. (Ed. Code, § 49428) The mental health services available include services by school counselors upon request. To initiate services, a parent or student may visit the counseling center and pick up a form to initiate counseling services.

## **STUDENT INFORMATION**

### **Protection of Pupil Rights (PPRA)**

PPRA affords parents and students who are 18 years old or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and administration of certain physical exams. These include the right for parents of minor students to:

- Consent before students are required to submit a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (DE)
  - 1) Political affiliations or beliefs of the student or student’s parent;
  - 2) Mental or psychological problems of the student or student’s family;
  - 3) Sex behavior or attitudes;
  - 4) Illegal, anti-social, self-incriminating, or demeaning behavior;
  - 5) Critical appraisals of others with whom respondents have close family relationships;
  - 6) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - 7) Religious practices, affiliations, or beliefs of the student or parents; or
  - 8) Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of
  - 1) Any other protected information survey, regardless of funding;
  - 2) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate exam or screening permitted or required under State law; and
  - 3) Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use
  - 1) Protected information surveys of students;
  - 2) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes;
  - 3) Instructional material used as part of the education curriculum.

VAFS will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. VAFS will directly notify parents and eligible students of these policies at least annually and after any substantive changes. VAFS will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually, of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any unprotected information survey not funded in whole or in part by Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with the following agency:

***Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington D.C. 20024***

### **Release of Student Information**

The District does not release information or records concerning a child to noneducational organizations or individuals without parent consent except by court order, receipt of a lawfully issued subpoena, or when otherwise allowed by law. The following categories of directory information may be made available to various persons, agencies or institutions unless the parent or guardian notifies the District in writing not to release such information:

- A. Name
- B. Address
- C. Telephone
- D. Date of birth
- E. Email address
- F. Major field of study
- G. Participation in officially recognized activities and sports
- H. Weight and height of members of athletic teams
- I. Dates of attendance
- J. Diplomas and awards received
- K. Most recent previous educational institution attended

(Ed. Code, §§ 49060 et seq., 49073; 20 U.S.C. § 1232g; 34 C.F.R. § 99.7) In accordance with state and federal law, the District may also make available photographs, videos, and class rosters.

Directory information will not be released regarding a pupil identified as a homeless child or youth unless a parent, or pupil accorded parental rights, has provided written consent that directory information may be released. (Ed. Code, § 49073(c); 20 U.S.C. § 1232g; 42 U.S.C. § 11434a (2))

### **Information Obtained from Social Media**

A school district that considers a program to gather or maintain in its records any information obtained through social media of any enrolled student shall notify students and their parents or guardians about the proposed program and provide an opportunity for public comment at a regularly scheduled public meeting of the Governing Board of the school district. The notification shall include, but is not limited to, an explanation of the process by which a student or a student's parent or guardian may access the student's records to examine the information gathered or maintained, and an explanation of the process by which a student or student's parent or guardian may request the removal of information or make corrections to information gathered or maintained. (Ed. Code, § 49073.6)

### **Inspection of Student Records**

State law requires that the District notify parents of the following rights which pertain to student records. (Ed. Code, §§ 49063, 49069, 34 C.F.R. § 99.7)

- a) A parent or guardian has the right to inspect and review student records relating directly to his or her child during school hours or obtain a copy of such records within five (5) business days of his/her request.
- b) Any parent who wishes to review the types of student records and information contained therein may do so by contacting the principal at his/her child's school. The principal of each school is ultimately responsible for maintenance of student records.
- c) A parent with legal custody has a right to challenge information contained in his/her child's records. Any determination to expunge a student's record is made after a review of said record(s) by site administrators and certificated staff. Following an inspection and review of student records, the parent may challenge the content of the student's record. The right to challenge becomes the sole right of the student when the student becomes eighteen (18) years of age.

A parent may file a written request with the Superintendent of the District to remove any information recorded in the written records concerning the child which is alleged to be:

- i. Inaccurate.
- ii. An unsubstantiated personal conclusion or inference.
- iii. A conclusion or inference outside of the observer's area of competence.
- iv. Not based on the personal observation of a named person with the time and place of the observation noted.
- v. Misleading.
- vi. In violation of the privacy or other rights of the pupil.

Within thirty (30) days, the Superintendent or designee shall meet with the parent/guardian and the certificated employee who recorded the information, if any, and if the person is still employed with the District and sustain or deny the allegations. If the allegations are sustained, the Superintendent shall order the correction, removal or destruction of the information. If the Superintendent denies the allegations, the parent may appeal the decision to the Governing Board within thirty (30) days. The Board shall determine whether or not to sustain or deny the allegations. If the Board sustains the allegations, it shall order the Superintendent to immediately correct, remove or destroy the information from the written records of the student. (Ed. Code, § 49070)

If the final decision of the Board is unfavorable to the parents, or if the parent accepts an unfavorable decision by the District Superintendent, the parent shall have the right to submit a written statement of objections to the information. This statement shall become a part of the student's school record until such time as the information objected to is removed.

Both the Superintendent and the Board have the option of appointing a hearing panel in accordance with Education Code sections 49070-49071 to assist in the decision making. The decision as to whether a hearing panel is to be used shall be made at the discretion of the Superintendent or the Board and not of the challenging party.

- d) A Student Records Log is maintained for each student. The Student Records Log lists persons, agencies or organizations requesting and/or receiving information from the records and the legitimate interests therefore to the extent required by law. Student Records Logs are located at each school and are open to inspection by parents or guardians. (Ed. Code, § 49064)
- e) School officials and employees having a legitimate educational interest, as well as persons identified in Education Code sections 49076 and 49076.5 and in the Family Educational Rights and Privacy Act, may access student records without first obtaining parental consent. "School officials and employees" are persons employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and District-employed law enforcement personnel), a Board member, a person or company with whom the District has contracted to perform a special service (such as an attorney, auditor, medical consultant, or therapist), or a parent, student, foster family agency, short-term residential treatment staff, or caregiver whose access to student records is legally authorized. A "legitimate educational interest" is one held by a school official or employee whose duties and responsibilities create a reasonable need for access. (Ed. Code, §§ 49063(d), 49076, 49076.5; 20 U.S.C. § 1232g)
- f) Parents and guardians have the right to authorize the release of student records to themselves. Only parents and guardians with legal custody can authorize the release of student records to others.
- g) Parents and guardians will be charged \_\_\_\_\_ ( ) cents per page for the reproduction of student records.
- h) Parents have a right to file a complaint with the U.S. Department of Education for alleged violations of parent rights related to student records. (20 U.S.C. § 1232g(g))
- i) Parents may obtain a copy of the District's complete student records policy by contacting the Superintendent.

## **Family Educational Rights and Privacy Act**

Parents have certain rights regarding student information and records which are guaranteed under federal law. A handout notifying parents of these rights is attached.

## **PHYSICAL SCHOOL STRUCTURES**

### **Asbestos Management Plan**

The current management plan for asbestos-containing material in school buildings is available at the District Office. (40 C.F.R. § 763.93)

### **Pesticide Products**

All schools are required to provide parents or guardians with annual written notice of expected pesticide use at schools. The attached list provides the name of each pesticide product, the active ingredient(s) and the Internet address for further information. Parents or guardians may request prior notice of individual pesticide applications at the school. If a parent wishes to be notified every time a pesticide is going to be applied, he or she must complete the attached form and return it to his or her child's school. A copy of the integrated pest management plan for the school site or District may be provided on the school website or viewed at the school office. (Ed. Code, §§ 48980.3, 17611.5, 17612)

# Uniform Complaint Procedures

## **San Joaquin County Office of Education Uniform Complaint Procedures Annual Notification**

To: Students, Employees, Parents or Guardians of its students, School and District Advisory Committees, Appropriate Private School Officials or Representatives, and Other Interested Parties

San Joaquin County Office of Education (SJCOE) has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs.

SJCOE shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by the San Joaquin County Board of Education. Unlawful discrimination complaints may be based on actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in Consolidated Categorical Aid Programs, Migrant Education, Career Technical and Technical Education and Training Programs, Child Care and Developmental Programs, Child Nutrition Programs, Special Education Programs, and Safety Planning Requirements.

Complaints must be filed in writing with the following compliance officer:

Director of Operations, P.O. Box 213030, Stockton, CA 95213-9030, (209)468-9102

Complaints alleging discrimination must be filed within six (6) months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) daytime period may be extended by written agreement of the complainant. The Local Education Agency (LEA) person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 5 CCR 4680--4687 and in accordance with local procedures adopted under section 5 CCR 4621.

The complainant has a right to appeal the LEA's Decision to the California Department of Education (CDE) by filing a written appeal within fifteen (15) days of receiving the LEA's Decision. The appeal must include a copy of the complaint filed with the LEA and a copy of the LEA's Decision.

Civil law remedies may be available under state or federal discrimination laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the LEA's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. A copy of the SJCOE UCP policy and complaint procedures shall be available free of charge. (Los Procedimientos Uniformes de Quejas están disponibles en Español en la sección de los padres de nuestra pagina de internet escolar: [www.ventureacademyca.org](http://www.ventureacademyca.org))

### **Complaints (Special Education)**

Parents may file a complaint concerning violations of federal or state law or regulations governing special education related services. Parents may submit a description of the manner in which the parent believes special education programs do not comply with state or federal law or regulations to:

**Silvia De Alba, Director I of Venture Academy Family of Schools**  
email: [sdealba@sjcoe.net](mailto:sdealba@sjcoe.net), telephone: (209) 953-3558, address: 2829 Transworld Drive, Stockton, CA 95206

### **Complaints Alleging Discrimination, Harassment, Intimidation, and Bullying:**

State and federal law prohibit discrimination in education programs and activities. The District is primarily responsible for compliance with federal and state laws and regulations. (Cal. Code Regs., tit. 5, § 4620.)

Under state law, all pupils have the right to attend classes on school campuses that are safe, secure, and peaceful. (Ed. Code, § 32261) State law requires school districts to afford all pupils equal rights and opportunities in education, regardless of their actual or perceived characteristics, such as disability (mental and physical), gender (includes gender identity, gender expression, and gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth), actual or potential parental, family, or marital status, pregnancy (including childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), nationality (includes citizenship, country of origin and national origin), immigration status, race or ethnicity (includes ancestry, color, ethnic group identification and ethnic background), religion (includes all aspects of religious belief, observance and practice, including agnosticism and atheism), sexual orientation (heterosexuality, homosexuality or bisexuality), or association with a person or group with one or more of these actual or perceived characteristics. (Ed. Code, §§ 210-214, 220 et seq., 234 et seq., Cal. Code Regs., tit. 5, § 4900 et seq., 20 U.S.C. § 1681 et seq., 29 U.S.C. § 794, 42 U.S.C. § 2000d et seq., 42 U.S.C. § 12101 et seq., 34 C.F.R. § 106.9)

The District prohibits discrimination, harassment, intimidation, bullying, and retaliation in all acts related to school activity or attendance. In addition to being the subject of a complaint, a pupil engaging in an act of bullying as defined by Education Code section 48900(r) may be suspended from school or recommended for expulsion.

The District's Uniform Complaint Procedures may be used in cases where individuals or a group have suffered discrimination, harassment, intimidation, or bullying. (Cal. Code Regs., tit. 5, §§ 4610, 4630, 4650, Ed. Code, §§ 234 et seq., 48900(r))

- a) Any individual, public agency or organization has the right to file a written complaint alleging that he/she has personally suffered unlawful discrimination or that an individual or specific class of individuals has been subjected to unlawful discrimination. (Cal. Code Regs., tit. 5, §§ 4610, 4630(b)(1))
- b) Copies of the District's complaint procedures are available free of charge. (Cal. Code Regs., tit. 5, § 4622)
- c) Complaints must usually be filed with the superintendent/designee of the District.
- d) Discrimination complaints must be filed within six (6) months of the date the alleged discrimination occurred, or within six (6) months of the date the complainant first obtained knowledge of the facts of the alleged discrimination. Within that six (6) month period, complainant may file a written request with the district superintendent or designee for an extension of up to ninety (90) days following the six (6) month time period. Extensions will not be automatically granted, but may be granted for good cause. (Cal. Code Regs., tit. 5, § 4630(b))

### **Complaints Other Than Discrimination, Harassment, Intimidation, and Bullying:**

The District has a written complaint procedure which may be used in cases where any individual, public agency or organization alleges violations of state or federal law, other than those relating to discrimination, harassment, intimidation, and bullying.

- e) Written complaints may be made regarding:
  - i. Adult Education
  - ii. After School Education and Safety
  - iii. Agricultural Career Technical and/or Vocational Education
  - iv. American Indian Education Centers and American Indian Early Childhood Education
  - v. Bilingual Education
  - vi. California Peer Assistance and Review Programs for Teachers
  - vii. Consolidated Categorical Aid Programs
  - viii. Migrant Child Education Programs
  - ix. Every Student Succeeds Act (formerly No Child Left Behind)
  - x. Career Technical and Technical Education and Technical Training Programs
  - xi. Child Care and Development
  - xii. Child Nutrition
  - xiii. Compensatory Education
  - xiv. Consolidated Categorical Aid
  - xv. Economic Impact Aid
  - xvi. Special Education
  - xvii. "Williams Complaints"
  - xviii. Pupil Fees

- xix. Instructional Minutes for Physical Education
- xx. Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP)
- xxi. Pregnant and Parenting Pupils, including parental leave
- xxii. Student Parent Lactation Accommodations
- xxiii. Course Assignments already Completed or without Educational Content
- xxiv. Physical Education Instructional Minutes
- xxv. Foster Youth, Homeless Youth, former Juvenile Court School Student Services, Migrant Youth, and Pupils of Military Families
- xxvi. Regional Occupational Centers and Programs
- xxvii. Continued Education Options for Former Juvenile Court School Students
- xxviii. School Safety Plans
- xxix. School Plans for Student Achievement (SPSA)
- xxx. Tobacco-Use Prevention Education
- xxxi. School site Councils
- xxxii. State Preschool
- xxxiii. State Preschool Health and Safety Issues in Local Education Agencies Exempt From Licensing
- xxxiv. Any other district-implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code section 64000
- xxxv. Any other educational programs the Superintendent deems appropriate

(Cal. Code Regs., tit. 5, §§ 4610(b), 4622, 4630, Ed. Code, §§ 222, 4845.7, 8200-8498, 8500-8538, 32289, 33315, 33380-33384, 35186, 41500-41513, 46015, 47606.5, 47607.3, 48853.5, 49013, 49069.5, 49490-49590, 49701, 51210, 51223, 51225.1, 51225.2, 51226-51226.1, 51228.1, 51228.2, 51228.3, 52060-52075, 52160-52178, 52300-52490, 52334.7, 52500-52616.24, 52800-52870, 54000-54029, 54400-54425, 54440-54445, 54460-54529, 56000-56867, 59000-59300, 64001, 20 U.S.C. §§ 1400, 4600, 6601, 6801, 7101, 7201, 7301 et. seq., Health & Saf. Code, §§ 1596.792, 1596.7925, 104420)

Any individual, public agency or organization has the right to file a written complaint alleging that the District has violated a federal or state law or regulation governing any program listed above. (Cal. Code Regs., tit. 5, § 4630(b)(1))

Copies of the District's complaint procedures are available free of charge. (Cal. Code Regs., tit. 5, § 4622)

Complaints must usually be filed with the superintendent or designee of the District under the timelines established by District policy. (Cal. Code Regs., tit. 5, § 4630(b))

Within 60 days from the date of receipt of the complaint, the District's responsible officer or his/her designee shall conduct and complete an investigation of the complaint in accordance with local procedures adopted pursuant to California Code of Regulations, title 5, section 4621 and prepare a written decision. The time period may be extended by mutual written agreement of the parties.

- f) Williams Complaints: Complaints, including anonymous complaints, may be made and addressed on a shortened timeline for the following areas: (Ed. Code, §§ 8235.5, 35186)
  - i. Insufficient textbooks and instructional materials;
  - ii. Emergency or urgent school facilities conditions that pose a threat to the health and safety of pupils;
  - iii. Noncompliance with the requirement of Education Code section 35292.6 to stock, at all times, at least half of the restrooms in the school with feminine hygiene products and to not charge students for the use of such products;
  - iv. Teacher vacancy or misassignment; or
  - v. Noncompliance of a license-exempt California State Preschool Program (CSPP) with health and safety standards specified in Health and Safety Code section 1596.7925 and related state regulations.

A complaint of noncompliance with Education Code section 35186 may be filed with the school principal or designee under the Uniform Complaint Procedures. A complainant not satisfied with the resolution of a Williams Complaint has the right to bring the complaint to the

district governing board at a regularly scheduled hearing. In the case of a complaint regarding emergency or urgent school facilities conditions, a complainant has the right of appeal to the State Superintendent of Public Instruction.

- g) **Pupil Fees Complaints:** A pupil enrolled in the District shall not be required to pay a pupil fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities. (Ed. Code, § 49010 et seq.)

A pupil fee includes, but is not limited to, all of the following: a fee charged to a pupil as a condition for registering for school or classes, as a condition for participation in a class or an extracurricular activity, as a security deposit to obtain materials or equipment, or a purchase that a pupil is required to make to obtain materials or equipment for an educational activity.

A complaint of noncompliance with Education Code section 49010 et seq. may be filed with the school principal under the Uniform Complaint Procedures. A complaint shall be filed not later than one calendar year from the date the alleged violation occurred. A complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. A complainant not satisfied with the decision of the school may appeal the decision to the California Department of Education.

- h) **Foster, homeless, former juvenile court pupils and pupils in military families:** the District will post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in a school district, and pupils in military families as specified in Education Code sections 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

**Responsible Official:** The District official responsible for processing complaints is listed below at the following address:  
**Joni Hellstrom, (209)468-4806, 2829 Transworld Drive, Stockton, CA 95206**

### **Complaints Made Directly to the State Superintendent:**

Complaints may be filed directly with the State Superintendent of Public Instruction in the following cases:

- i) Complaints alleging that the District failed to comply with the complaint procedures described herein, including failure or refusal to cooperate with the investigation.
- j) Complaints regarding Child Development and Child Nutrition programs not administered by the District.
- k) Complaints requesting anonymity, but only where complainant also provides clear and convincing evidence that complainant would be in danger of retaliation if filing complaint at District level.
- l) Complaints alleging that the District failed or refused to implement a final decision regarding a complaint originally filed with the District.
- m) Complaints alleging that the District took no action within sixty (60) days regarding a complaint originally filed with the District.
- n) Complaints alleging immediate and irreparable harm as a result of applying a district-wide policy in conflict with state or federal law and that complaining at the local level would be futile.
- o) Complaints relating to Special Education, but only if:
  - i. The District unlawfully refuses to provide a free appropriate public education to handicapped students;
  - ii. The District refuses to comply with due process procedures or fails to implement due process hearing order;
  - iii. Children may be in immediate physical danger, or their health, safety or welfare is threatened;
  - iv. A handicapped pupil is not receiving the services specified in his/her Individual Educational Program (IEP); or
  - v. The complaint involves a violation of federal law.
- p) The District refuses to respond to the State Superintendent's request for information regarding a complaint originally filed with the District.

(Cal. Code Regs., tit. 5, §§ 4630, 4650)

### **Appeals:**

- q) Except for Williams Complaints, a complainant may appeal the District's decision to the California Department of Education. (Ed. Code, § 262.3(a), Cal. Code Regs., tit. 5, §§ 4622, 4632)
- i. Appeals must be filed within fifteen (15) days of receiving the District decision.
  - ii. Appeals must be in writing.
  - iii. Appeals must specify the reason(s) for appealing the District decision, including whether the facts are incorrect and/or the law has been misapplied.
  - iv. Appeals must include a copy of the original complaint and a copy of the District decision.
  - v. Pupil fee complaints appealed to the California Department of Education will receive a written appeal decision within 60 days of the department's receipt of the appeal.
  - vi. If the school/District finds merit in a complaint, or the California Department of Education finds merit in an appeal, the school/District will provide a remedy to all affected pupils, parents, and guardians. For pupil fee complaints, this includes reasonable efforts by the school to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.
- r) If a complaint is denied, in full or in part, by the Department of Education, the complainant may request reconsideration by the State Superintendent of Public Instruction. (Cal. Code Regs., tit. 5, § 4665)
- i. Reconsideration must be requested within thirty-five (35) days of receiving the Department of Education report.
  - ii. The original decision denying the complaint will remain in effect and enforceable unless and until the State Superintendent of Public Instruction modifies that decision.

### **Civil Law Remedies**

In addition to the above-described complaint procedure, or upon completion of that procedure, complainants may have civil law remedies under state or federal discrimination, harassment, intimidation or bullying laws. These civil law remedies can include, but are not limited to, injunctions and restraining orders. These civil law remedies are granted by a court of law and may be used, in part, to prevent the District from acting in an unlawful manner. Delay in pursuing civil law remedies before a court of law may result in loss of rights to those remedies. Any questions regarding civil law remedies should be directed to an attorney. (Ed. Code, § 262.3(b), Cal. Code Regs., tit. 5, § 4622)

## **Appeals, & Due Process**

### **Due Process in Addressing Concerns**

Any classroom issues and/or concerns should be addressed directly with the student's classroom teacher. If the issue or concern is unable to be resolved with the classroom teacher, the parent and student should discuss with the Teacher of Record (TOR) and/or the counselor. If the issue or concern is not resolved by the TOR or counselor, the issue or concern should be brought to the main office for review by an administrator.

Any concerns or issues outside the classroom should be brought to the Teacher of Record (TOR) and/or counselor first, as appropriate. Any concerns or issues not resolved with the TOR or counselor, or those concerns not appropriate to be brought to the TOR or counselor, should be addressed immediately with the main office for review by an administrator.

### **Appealing a Grade**

If a student or parent feels that a grade incorrectly represents the student's mastery of the content, they must email or speak to the subject teacher as soon as the grade is received. If a resolution is not achieved with the teacher, the student/parent may appeal the grade in writing to the Division Director or school designee within 10 business days of the date the grade was given.

### **Appealing a Suspension**

When a student receives a suspension, the student or the student's parent/ guardian may appeal the suspension and/or loss of school privilege to the Division Director or school designee. This appeal must occur within ten days of the incident.

# **Student Internet Ethics and Acceptable Use Agreement**

San Joaquin County Office of Education Data Processing JPA Student Internet and Network Access Ethics

## **I. INTRODUCTION**

During these past years access to the Internet has radically changed the way our county and school districts relate to the world. The information superhighway has become a reality. From your school, the district office, or from your home, you are able to travel all over the world to gather information. As we continue to travel this electronic highway, rules to keep traveling safe have become even more vital to successfully completing the journey.

The San Joaquin County Office of Education Data Processing JPA Network (IT JPA WAN) and the Internet represent powerful resources, which allow you to find information in this world-wide electronic network. You are able to connect to and correspond with businesses, major universities, national libraries, other schools, and other people around the world.

Just as you learn social codes and behaviors, which are acceptable at your school, you need to learn the correct procedures and rules for using the network of information services. We require all students to adhere to these guidelines. If you break any of these rules, you will not be allowed to continue to use the system. At the beginning of each school year, you and your parents, or legal guardians, will be required to sign the Consent and Waiver form attached. This means that you and your parents are aware of the school rules and proper procedures for using the Internet and the IT JPA WAN, and the consequences, which would result if these rules are broken. This signed statement becomes your permission slip to take trips on the information highway.

## **II. THE INTERNET**

The Internet is a global technology network made up of many smaller contributing networks to support the open exchange of information among many different kinds of institutions all over the world. This system gives immediate access to information. It's like being able to open any book in any library from your computer. You can look at (and print out) articles, documents, and pictures, and review current facts about news, weather, and sports that you may use in your classes.

## **III. IT JPA WAN**

The IT JPA WAN is one of the hundreds of thousands of networks that make up the Internet. The DP JPA Department of Information Technology has connected most of the district offices and many of schools sites to the Internet through direct high-speed connections within the IT JPA WAN. Access through the Internet will typically occur in the school site libraries and at other locations such as student computer centers and classrooms. The IT JPA WAN provides information sharing and communication with other districts and school sites possible. This network supports activities, which have educational value for administration, teachers, students, and parents.

## **IV. GETTING STARTED**

Before you begin to use the IT JPA WAN and its connection to the Internet, it is important to your teachers, parents, and school administrators that you understand the many consequences of the new computer connections that you wish to make. It is important that you understand that your use of this powerful educational tool is a privilege. It can provide you with countless hours of exploration and use, but like a driver's license, it is a privilege that can be taken from you for breaking the rules. The Internet does include some material that is not suited for students. All minors using these resources will receive training in appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, cyber bullying awareness and proper response. The intent of San Joaquin County Office of Education Department of Information Technology JPA (DP JPA) is for students to use connections to the Internet only for purposes consistent with the school district's approved curriculum. Anyone who uses the network illegally or improperly will lose the privilege of using it. Additionally, you cannot use the IT JPA WAN for commercial, political, or for profitable services. This document will detail for you what is the proper way to use this communication tool.

## **V. WHO IS WATCHING?**

The Internet and IT JPA WAN are "public places." You must always remember that you are sharing this space with many other users. Potentially, millions of individuals at the same time may be interacting across the network. Your actions can be monitored by others on the network. If you use a particular service on the network chances are that someone knows the connections that you are making, knows about the computer shareware that you have borrowed, and knows what you looked at while you were in the system. Because these connections are granted to you as part of the larger scope of educational materials, the DP JPA reserves

the right to monitor all traffic on the network. We do this to make sure that the network continues to function properly for all of its users.

## **VI. SCHOOL CONDUCT CODES**

Your school or district office has a behavior code and student handbook for all students that detail appropriate school behavior, outline rights, and set expectations for students. Because the IT JPA WAN is used as part of a school activity, the school's code of conduct applies to network activities as well. Therefore, the network use policy is an extension of the school's behavior code. These rules apply to vandalism of computer equipment, unauthorized access to information, computer piracy, and any tampering with hardware or software. These rules also apply to the electronic use of harassing and abusive or obscene language, and the sending or receiving of obscene images (sexting). You may not use the network to annoy, harass, cyber bully, or offend other people.

“Harassing,” means to engage in a knowing and willful course of conduct directed at another which seriously alarms, annoys, or harasses another, and which serves no legitimate purpose. In addition, “harassment” shall also mean to subject another to unwelcome sexual advances, request for sexual favors and other verbal, visual or physical conduct of a sexual nature as set forth in California Education Code section 212.5

Other types of damage and information loss to a computer system are viruses and worms. If you are responsible for a computer becoming infected with viruses or worms, you could be held liable.

## **VII. MORAL AND ETHICAL ISSUES**

The moral and ethical issues involving the use of worldwide information systems deal with the appropriate access to information, the type of information accessed, and the behavior of the user. DP JPA wants to provide you with a stimulating educational environment, but at the same time, we want to protect you from information that is not appropriate for students to use.

The DP JPA wants you to use this valuable educational tool, but at the same time we cannot condone the use of inappropriate information on the Internet. We simply acknowledge the fact that these materials exist and then do everything we can to actively avoid them. We cannot weed out all of the materials that are unacceptable for academic purposes, but it should be clearly understood by all students that access to such material in any form is strictly forbidden. The network is designed to achieve and support instructional goals, and any information that does not support classroom learning is to be avoided. Although the actual percentage of unacceptable materials is small, it is a cause for concern for students, parents, and teachers. If a student stumbles onto the information while doing legitimate research, he should contact your teacher or the person responsible for technology at your school.

## **X. ELECTRONIC FIELD TRIPS**

The Internet and IT JPA WAN offer many opportunities for “electronic field trips” to distant locations. The DP JPA considers all connections to remote locations as field trips. Therefore, the rules that apply to student conduct on field trips apply to these electronic field trips as well. It is important that you realize you are acting as an ambassador for your school. Just as parental/guardian permission slips are required before you may take field trips, your parents, or legal guardians, have to give you permission for electronic field trips by signing the attached contract.

## **XI. EXPECTED BEHAVIOR**

You are expected to use the network to pursue intellectual activities, seek resources, access libraries and find international friends. We want you to explore this new “space” and discover what is available there. We want you to learn new things and share that newly found knowledge with your friends, parents, and teachers. When you are using the computer network and communicating with others in remote or even close locations, keep the following in mind:

- 1) You cannot see them;
- 2) You cannot tell how old they are or even what sex they are;
- 3) They can tell you anything, and you cannot always be sure what they are telling you is true; and
- 4) Absolute privacy cannot be guaranteed in a network environment. So, you need to think carefully about what you say and how you say it.

For your own safety and for the safety of others, remember to exercise caution when you are communicating with people in the outside world. Do not give out your home phone number or your address to anyone. They do not need to have that information. If you feel there is a problem or if you feel uncomfortable with the information someone is giving you, tell your teacher or school site technology coordinator

immediately. By the same token, you may not harass other users. You do not want to run the risk of breaking the law by bothering other people. If a user on the network asks that you no longer send him/her e-mail or in any other way contact him/her; you are obliged to stop all contact immediately. You may feel you have the right of freedom of expression, but others have the right to be free from harassment.

## **XII. LEGAL ISSUES**

### **A. The Law**

The State of California passed a computer crime bill in December 1979. The bill added section 502 to the Penal Codes making it a felony to intentionally and without permission access any data, computer, computer system or network for the purpose of: (1) devising any scheme or artifice to defraud, deceive or extort or (2) wrongfully obtaining money, property, or data.

It is also a felony to knowingly and without permission access, add, alter, delete, damage, or destroy any computer, computer system, computer software, computer program, or data. Penalties includes fines up to \$10,000 and/or imprisonment in the state prison for up to 16 months or in the county jail for two or three years, or a fine of \$5,000 and/or imprisonment in the county jail for up to one year. Anyone committing acts of this kind will face police charges and disciplinary action by the school. The person will be punished to the full extent of the law.

Some examples of offenses are removing another user's accounts, changing other user's passwords, using an unauthorized account, damaging any files, altering the system, or using the system to make money illegally. You may not cause damage to any school or district property. This includes the network system.

### **B. Plagiarism**

The dictionary defines plagiarism as "taking ideas or writings from another person and offering them as your own." The student who leads readers to believe that what they are reading is the student's original work when it is not is guilty of plagiarism. Credit should always be given to the person who created the article or idea.

Be careful when you are using the Internet. Cutting and pasting ideas into your own document is very easy to do. So, be sure that you give credit to the author. That way your teacher will know which ideas are yours, and you won't be guilty of plagiarism.

### **C. Copyright**

Copyright is another issue altogether. According to the Copyright Act of 1976, "Fair Use" means that you may freely use any information that you legally find on the Internet as long as you do so only for scholarly purposes. You may not plagiarize or sell what you find.

Suppose, for example, that you find a copy of Microsoft Works on the Internet. Could you legally copy it? The answer is NO. This is copyrighted software. You have to purchase software packages before you use them legally. Suppose you find an article about the use of Microsoft Works on the Internet. Can you legally copy it? The answer is yes, as long as you give credit to the author and do not sell the article for profit.

## **XIII. DP JPA POLICY**

The DP JPA declares unethical and unacceptable behavior just cause for taking disciplinary action, revoking networking privileges, and/or initiating legal action for any activity through which an individual:

- Uses the IT JPA WAN for illegal, inappropriate, or obscene purposes, or in support of such activities. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, and/or purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle.
- Uses the IT JPA WAN for any illegal activity, including violation of copyrights or other contracts
- violating such matters as institutional or third-party copyright, license agreements and other contracts.
- Uses the IT JPA WAN to access harmful matter. Penal Code section 313 defines "harmful matter" as "matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest, and is a matter which, taken as a whole, depicts or describes in a patently offensive way sexual conduct and which, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors."
- Intentionally disrupts network traffic or crashes the network and connected systems.
- Degrades or disrupts equipment or system performance.

- Uses IT JPA WAN or equipment for commercial or financial gain or fraud.
- Steals data, equipment, or intellectual property.
- Gains or seeks to gain unauthorized access to resources or entities.
- Forges electronic mail messages, or uses an account owned by another user.
- Invades the privacy of individuals.
- Posts anonymous messages.
- Creates, distributes, or purposely activates a computer virus or worm.
- Uses IT JPA WAN to send or request racist, inflammatory, or sexist messages.
- Sends or requests messages or documents that are inconsistent with school or district policies, guidelines, or codes of conduct.
- Possesses any data, which might be considered a violation of these rules in paper, magnetic (disk), or any other form.

#### A. Consequences of Violations

Possible consequences of violations include, but are not limited, to:

- Suspension of Internet access
- Revocation of Internet access Suspension of IT JPA WAN privileges
- Revocation of IT JPA WAN privileges
- Suspension of computer access
- Revocation of computer access
- School suspension
- School expulsion
- Legal action and prosecution by the authorities

#### B. Remedies and Recourses

If you are accused of any of the violations, you have all of the rights and privileges that you would have if you were accused of school vandalism, fighting, and so forth.

The district, school site, and DP JPA have the right to restrict or terminate network and Internet access at any time for any reason. The district and DP JPA have the right to monitor network activity in any form that it sees fit to maintain the integrity of the network.

## Math Placement Policy

### Instruction

#### Placement in Mathematics Courses

The Governing Board believes that a sound educational program must include the study of subjects that prepare students for admission to higher education and/or a fulfilling career. To the extent possible, Venture Academy Family of Schools (VAFS) students shall be provided an opportunity to complete a sequence of mathematics courses recommended for admission into the University of California and California State University systems.

The Administrator or designee shall work with VAFS teachers, counselors, and administrators and the representatives of feeder schools to develop consistent protocols for placing students in mathematics courses offered at VAFS. Such placement protocols shall systematically take into consideration multiple objective academic measures that may include, but are not limited to, interim and summative assessments, placement tests that are aligned to state-adopted content standards in mathematics, classroom assignment and grades, and report cards.

Students shall be enrolled in mathematics courses based on the placement protocols. No student shall repeat a mathematics course, which he/she has successfully completed based on the placement protocols of VAFS.

When a student does not qualify to be enrolled in a higher level mathematics course based on a consideration of the objective measures specified in the placement protocols, he/she may nevertheless be admitted to the course based on the recommendation of a teacher or counselor who has personal knowledge of the student's academic ability.

The placement protocols shall specify a time within the first month of the school year when students shall be reevaluated to ensure that they are appropriately placed in mathematics courses and shall specify the criteria VAFS will use to make this determination. Any student found to be misplaced shall be promptly placed in the appropriate mathematics course.

Within 10 school days of an initial placement decision or a placement decision upon reevaluation, a student and his/her parent(s)/guardian(s) who disagree with the placement of the student may appeal the decision to the Administrator or designee. The Administrator or designee shall decide whether or not to overrule the placement determination within 10 school days of receiving the appeal. The decision of the Administrator or designee shall be final.

VAFS staff shall implement the placement protocols uniformly and without regard to students' race, sex, gender, nationality, ethnicity, socioeconomic background, or other subjective or discriminatory consideration in making placement decisions.

The Administrator or designee shall ensure that all teachers, counselors, and other VAFS staff responsible for determining students' placement in mathematics courses receive training on the placement protocols.

Prior to the beginning of each school year, the Administrator or designee shall communicate the commitment of VAFS to providing students with the opportunity to complete mathematics courses recommended for college admission, including approved placement protocols and the appeal process, to parent(s)/guardian(s), students, teachers, school counselors, and administrators.

This policy and the mathematics placement protocols of VAFS shall be posted on the VAFS web site.

Annually, the Governing Board and the Administrator or designee shall review student data related to placement and advancement in the mathematics courses offered at VAFS to ensure that students who are qualified to progress in mathematics courses based on their performance on objective academic measures are not held back in a disproportionate manner on the basis of their race, ethnicity, gender, or socioeconomic background. The Governing Board and Administrator shall also consider appropriate recommendations for removing any identified barriers to students' access to mathematics courses.

cf. SP 0410 Nondiscrimination in Programs and Services

Legal Reference:

EDUCATION CODE, 200-262.4 Prohibition of discrimination, 48070.5 Promotion and retention; required policy, 51220 Areas of study, grades 7-12, 51224.5 Completion of Algebra I or Mathematics I, 51224.7 California Mathematics Placement Act of 2015, 51225.3 High school graduation requirements, 51284 Financial literacy, 60605 State-adopted content and performance standards in core curricular areas 60605.8 Common Core standards

(12/15)

## **Appendix A – District/School Sexual Harassment Policy**

The San Joaquin County Office of Education (SJC OE), the district for VAFS Family of Schools, recognizes that sexual harassment can cause embarrassment, feeling of powerlessness, loss of self--confidence, reduced ability to perform schoolwork, and increased absenteeism or tardiness. To promote an environment free of sexual harassment, site supervisors and managers shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff in-service or student instruction and counseling. Teachers shall discuss this policy with their students in age-- appropriate ways and shall assure them that they need not endure any form of sexual harassment.

The SJC OE will not tolerate sexual harassment of any student by any other student or SJC OE employee, including harassment because of sexual orientation. Any student or employee who is found guilty of sexual harassment shall be subjected to disciplinary action.

The SJC OE encourages students or staff to immediately report incidences of sexual harassment to the program administrator or designee. The program administrator or designee shall promptly investigate each complaint of sexual harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person.

Upon verifying that sexual harassment occurred, he/she shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of the harassment. In addition, the student may file a formal complaint with the Superintendent or his designee in accordance with the SJC OE's uniform complaint procedures.

The SJC OE prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

Uniform Complaint Procedures cf: 1312 Legal Reference: Education Code 212.5 Sexual harassment 230 Particular practices prohibited 48900.2 Additional grounds for suspension or expulsion, sexual harassment

### **TITLE VII OF THE CIVIL RIGHTS ACT OF 1964**

### **TITLE IX OF THE EDUCATION AMENDMENTS OF 1972**

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature against another person of the same or opposite gender, in the educational setting. Issues that may constitute sexual harassment include:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress;
- Submission to or rejection of the conduct by individual is used as the basis for academic decisions affecting the individual;
- The conduct has the purpose or effect of unreasonably interfering with the other individual's academic performance; creating an intimidating, hostile or offensive educational environment; or of adversely affecting the other individual's
- evaluation, advancement, assigned duties, or any other condition of education, or career development;

Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding services, honors, programs, or activities available at or through the San Joaquin County Office of Education (SJC OE).

Types of conduct which are prohibited throughout the SJC OE and SJC OE-- sponsored programs, whether committed by a supervisor, a teacher, or another student, and which may constitute sexual harassment include but are not limited to:

- Sexual flirtations or propositions;
- Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions;
- Graphic verbal comments about an individual's body, or overly personal conversation;
- Sexual jokes, notes, stories, drawings, pictures, or gestures;
- Spreading sexual rumors;
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class;
- Touching an individual's body or clothes in a sexual way;
- Purposefully cornering or blocking normal movements;

- Limiting a student's access to educational tools;
- Displaying sexually suggestive objects in the educational environment;
- Sexual comments, innuendoes, or slurs, oral or in writing, regarding a person's sexual orientation.

Any act of retaliation against an individual who reports a violation of SJCOE's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

All SJCOE personnel have the responsibility of maintaining an educational environment free of sexual harassment. This responsibility includes discussing SJCOE's sexual harassment policy when asked and assuring students that they are not required to endure sexually insulting, degrading, or exploitative treatment or any other form of sexual harassment.

SJCOE will make its best effort to investigate and resolve all complaints within five working days of receipt of the complaint.

### **Notifications**

A copy of the SJCOE sexual harassment policy and regulation shall:

- Be included in the notifications that are sent to parent(s)/guardian(s) at the beginning of each school year;
- Be displayed in a prominent location near each school office;
- Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session;
- Appear in any school or SJCOE publication that sets forth the schools or SJCOE's comprehensive rules, regulations, procedures, and standards of conduct.

### **Investigation of Complaint at School**

The Program Administrator or designee shall promptly investigate all complaints of sexual harassment. In so doing, he/she shall talk individually with: The student who is complaining; the person accused of harassment; anyone who saw the harassment take place; anyone mentioned as having related information.

The student who is complaining shall have an opportunity to describe the incident, present witnesses and other evidence of the harassment, and put his/her complaint in writing.

The Program Administrator or designee shall discuss the complaint only with the people described above. When necessary to carry out his/her investigation or for other good reasons that apply to the particular situation, the Program Administrator or designee also may discuss the complaint with the following persons:

The Superintendent or designee; The parent(s)/guardian(s) of the student who complained; The parent(s)/guardian(s) of the person accused of harassing someone; A teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth; Child protective agencies responsible for investigating child abuse reports; Legal counsel for SJCOE.

When the student who complained and the person accused of harassment so agree, the Program Administrator or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator, or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided.

The Program Administrator or designee shall tell the student who complained that he/she has the right to file a formal complaint at any time in accordance with SJCOE's uniform complaint procedures. If the student wishes to file a formal complaint, the Program Administrator or designee shall assist the student in doing this.

In reaching a decision about the complaint, the Program Administrator or designee may take into account.

Statements made by the persons identified above;

- The details and consistency of each person's account;
- Evidence of how the complaining student reacted to the incident;

- Evidence of past instances of harassment by the accused person;
- Evidence of past harassment complaints that were found to be untrue.
- To judge the severity of the harassment, the Program Administrator or designee may take into consideration:
- How the misconduct affected one or more students' education;
- The type, frequency, and duration of the misconduct;
- The number of persons involved;
- The age and sex of the person accused of harassment;
- The subject(s) of harassment;
- The place and situation where the incident occurred;
- Other incidents at the school, including incidents of harassment that were not related to sex.

The Program Administrator or designee shall write a report of his/her findings, decision, and reasons for the decision and shall present this report to the student who complained, and the person accused. The Program Administrator or designee shall give the Superintendent or designee a written report of the complaint and investigation. If he/she verifies that sexual harassment occurred, this report shall describe the actions he/she took to end the harassment, address the effects of the harassment on the person harassed, and prevent retaliation or further harassment.

Within two weeks after receiving the complaint, the Program Administrator or designee shall determine whether or not the student who complained has been further harassed. The Program Administrator or designee shall keep a record of this information and shall continue this follow-up at his/her discretion.

#### **Enforcement**

The Superintendent or designee shall take appropriate actions to reinforce SJCOE's sexual harassment policy. As needed, these actions may include any of the following:

- Removing vulgar or offending graffiti;
- Providing staff in-service and student instruction or counseling;
- Notifying parent(s)/guardian(s);
- Notifying Child Protective Services;
- Taking appropriate disciplinary action. In addition, the Program Administrator or designee may take disciplinary measures against any person who is found to have made a complaint of sexual harassment that he/she knew was not true.

#### **Superintendent's Designee**

The Superintendent designates the Deputy Superintendent, Associate Superintendent, Assistant Superintendent of the program area in which the alleged harassment took place as designee for these procedures. cf: 1312 Uniform Complaint Procedure, 5141.41 Child Abuse Prevention, 5145.6 Parent Notifications

## Appendix B – Healthy Schools Act

Notice to all students, parent(s)/guardian(s) and employees of the VAFS Family of Schools and its school district, San Joaquin County Office of Education (SJCOE):

Education Code sections 17608 et seq., requires, among other things, that school districts notify parents and staff about the use of pesticides at school. The purpose is to reduce exposure to toxic pesticides through information and application of an integrated pest management system at schools. Towards this end, and pursuant to the requirements of this legislation, please be advised of the following:

The SJCOE School District expects to use the following pesticides at its campuses during the upcoming year:

Product .....	Active Ingredient
PT-565 .....	Pyrethrins
Advion Ant Gel .....	BaitIndoxacarb
Cy-Kick .....	Cyfluthrins
Wasp Freeze .....	Allethrin
Contract Bait Blox .....	Bromadiolone
Termidor SC .....	Fipronil
Suspend SC.....	Deltamethrin
Talstar One .....	Bifenthrin
Maxforce Ant Bait Gel .....	Fipronil
Maxforce Roach Bait Gel .....	Fipronil
Delta Dust .....	Deltamethrin
Microcare .....	Pyrethrins
Tempo.....	Cyfluthrin
Premise 75.....	Imidacloprid
Phantom .....	Chlorfenapyr

Product .....	Active Ingredient
PT-565 .....	Pyrethrins
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Cy-Kick .....	Cyfluthrins
Wasp Freeze .....	Allethrin
Contract Bait Blox .....	Bromadiolone
Termidor SC .....	Fipronil
Suspend SC.....	Deltamethrin
Talstar One .....	Bifenthrin
Maxforce Ant Bait Gel .....	Fipronil
Maxforce Roach Bait Gel .....	Fipronil
Delta Dust .....	Deltamethrin
Microcare .....	Pyrethrins
Tempo.....	Cyfluthrin
Premise 75.....	Imidacloprid
Phantom .....	Chlorfenapyr

parent(s)/guardian(s) of VAFS and its school district, SJCOE, can register with the school office to receive notification of individual pesticide applications by calling ((209)468-5940.

Persons who register for this notification shall be notified at least seventy-two (72) hours prior to the application, except in emergencies, and will be provided the name and active ingredient(s) of the pesticide as well as the intended date of application.

If you wish to access information on pesticides and pesticide use reduction developed by the Department of Pesticide Regulation pursuant to California Food and Agricultural Code section 13184, you can do so by accessing the Department's website at: [www.cdpr.ca.gov](http://www.cdpr.ca.gov).

# Appendix C – Health Insurance Options for Families



## Enroll. Get Care. Renew. Health Coverage All Year Long

### Health Coverage Options

#### Medi-Cal:

- ▶ Children—regardless of immigration status—foster youth, pregnant women, and legally present individuals—including those with DACA status—may be eligible for no- or low-cost Medi-Cal.
- ▶ Medi-Cal covers immunizations, checkups, specialists, vision and dental services, and more for children and youth at no or low cost.
- ▶ Medi-Cal enrollment is available year round.

#### Covered California:

- ▶ Covered California is where legal residents of California can compare quality health plans and choose the one that works best for them.
- ▶ Based on income and family size, many Californians may qualify for financial assistance.
- ▶ Enroll during Open Enrollment or any time you experience a life-changing event, like losing your job or having a baby. You have 60 days from the event to complete enrollment.

**! Immigrant Families** visit: [www.allinforhealth.org/immigrantfamilies](http://www.allinforhealth.org/immigrantfamilies)  
*Immigration status information is kept private, protected, and secure. It will not be used by any immigration agency to enforce immigration laws, but only to determine eligibility for health programs.*

#### You and your family may qualify for financial help:

Household Size	If 2019 household income is less than...		If 2019 household income is between...
1	\$17,237	\$33,244	\$17,237 - \$48,560
2	\$23,336	\$44,981	\$23,336 - \$65,840
3	\$29,439	\$56,738	\$29,439 - \$83,120
4	\$35,535	\$68,495	\$35,535 - \$100,400
5	\$41,635	\$80,253	\$41,635 - \$117,680
6	\$47,735	\$92,010	\$47,735 - \$134,960
▶	Adults may be eligible for Medi-Cal	Children may be eligible for Medi-Cal	May be eligible for financial help to purchase insurance through Covered California

### Enroll.

Three ways to enroll in Medi-Cal and Covered California:

- [www.coveredca.com](http://www.coveredca.com)
- 1(800) 300-1506
- Find in-person help: [www.coveredca.com/get-help/local/](http://www.coveredca.com/get-help/local/)

### Get Care.

- ▶ Find a primary care doctor in your network.
- ▶ Schedule an annual checkup for you and your family.
- ▶ Make sure to take your child to the dentist.
- ▶ Pay your monthly premium if your plan requires it.

### Renew.

- ▶ Medi-Cal must be renewed every year. If you receive a renewal notice, complete and return. You can also renew online or by phone. For help, contact your local Medi-Cal office.
- ▶ Health plans through Covered California must be renewed every year. Renewal information will be mailed at the end of the year, or contact Covered California at 1 (800) 300-1506.

For more information go to:  
[www.allinforhealth.org](http://www.allinforhealth.org)  
 March 2019



# Appendix D – Math

## VENTURE ACADEMY FAMILY OF SCHOOLS Ninth Grade Mathematics Placement Protocol

In 2015, the California Legislature enacted SB 359, the California Mathematics Placement Act of 2015, which mandates that schools adopt a fair, objective and transparent mathematics placement policy for 9<sup>th</sup> grade students. In compliance with SB 359, Venture Academy Family of Schools has developed the following placement protocol. For the full Venture Academy Math Placement policy, please refer to our webpage or student handbook.

### INITIAL PLACEMENT

*Ninth grade initial placement determination will be made in the spring of the student's 8th grade year and reevaluated within 30 days of the beginning of his/her 9<sup>th</sup> grade year.*

- Introduction to College Preparatory Math course: Student does meet not a minimum of two placement indicators.
- Integrated Math 1 or Algebra I: Student meets a minimum of two placement indicators.
- Algebra II, Geometry, or Integrated Math 2: Student has successfully completed Algebra I or Integrated Math 1.

### PLACEMENT VERIFICATION

**9<sup>th</sup> Grade Math Placement Indicators** *(Including but not limited to:)*

#### **Initial Placement Indicators** *(Spring of 8<sup>th</sup> Grade Year)*

<ul style="list-style-type: none"><li>• Grade of a C or better in 8<sup>th</sup> grade math</li></ul>
<ul style="list-style-type: none"><li>• 8th grade CAASPP Scores: Nearly met, Met or Exceeds Standards</li></ul>
<ul style="list-style-type: none"><li>• Teacher Recommendation</li></ul>
<ul style="list-style-type: none"><li>• Scores indicating readiness got Algebra 1 from CSU/UC Diagnostic Mathematics Readiness Test</li></ul>
<ul style="list-style-type: none"><li>• A Star Renaissance score of 1065 or better on general Mathematics assessment</li></ul>

#### **Placement Check** *(Within 30 days)*

<ul style="list-style-type: none"><li>• Initial Teacher Assessment (test, quiz, project)</li></ul>
<ul style="list-style-type: none"><li>• Fall Star Renaissance score of 1065 or better on general Mathematics assessment</li></ul>

# Appendix E – Tobacco Policy

## **BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

### **Tobacco-Free Schools**

The Superintendent recognizes that the health hazards associated with smoking and the use of tobacco and nicotine products, including the breathing of second-hand smoke, are inconsistent with its goal to provide a healthy environment for students and staff.

The Superintendent prohibits smoking and/or the use of tobacco products at any time in any San Joaquin County Office of Education (SJCOE) owned or leased buildings, on SJCOE property, and in SJCOE vehicles.

This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off SJCOE property. Any written joint use agreement governing community use of SJCOE facilities or grounds shall include notice of SJCOE tobacco-free schools policy and consequences for violations of SJCOE policy.

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. Any 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.

This policy does not prohibit the use or possession of prescription products and other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as nicotine patches or nicotine gum.

Smoking or use of any tobacco-related products and disposal of any tobacco-related waste are prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited.

*cf:* 1330 Facility Use Policy  
3514 Safety

5131.62 Tobacco  
6142.8 Smoke Free Education  
6143 Courses of study

Legal Reference:

**EDUCATION CODE**

48900 Grounds for suspension/expulsion

48901 Prohibition against tobacco use by students

**BUSINESS AND PROFESSIONS CODE**

22950.5 Stop Tobacco Access to Kids Enforcement Act; definitions

**HEALTH AND SAFETY CODE**

39002 Control of air pollution from nonvehicular sources

104350-104495 Tobacco use prevention, especially:

104495 Prohibition of smoking and tobacco waste on playgrounds

104559 Tobacco use prohibition

119405 Unlawful to sell or furnish electronic cigarettes to minors

**LABOR CODE**

3300 Employer, definition

6304 Safe and healthful workplace

6404.5 Occupational safety and health; use of tobacco products

**UNITED STATES CODE, TITLE 20**

6083 Nonsmoking policy for children's services

7111-7122 Student Support and Academic Enrichment Grants

**CODE OF FEDERAL REGULATIONS, TITLE 21**

1140.1-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors

(7/16)

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Policy Adopted: Nov. 17, 1993  
Policy Amended: August 28, 2017  
San Joaquin County Office of Education

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**Tobacco-Free Schools**

Information about San Joaquin County Office of Education's (SJCOE) tobacco-free schools policy and enforcement procedures shall be communicated clearly to employees, parent(s)/guardian(s), students, and the community.

The Superintendent or designee may disseminate this information through annual written notifications, SJCOE web sites, student and parent handbooks, and/or other appropriate methods of communication.

The Superintendent or designee shall ensure that signs stating "Tobacco use is prohibited" shall be prominently displayed at all entrances to SJCOE property.

**Enforcement/Discipline**

Any SJCOE employee or student who violates SJCOE's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

Any other person who violates SJCOE's policy on tobacco-free schools shall be informed of SJCOE's policy and asked to refrain from smoking. If the person fails to comply with this request, the Superintendent or designee may:

1. Direct the person to leave SJCOE property;
2. Request local law enforcement assistance in removing the person from SJCOE premises; and/or
3. If the person repeatedly violates the tobacco-free schools policy, prohibit him/her from entering SJCOE property for a specified period of time.

The Superintendent or designee shall not be required to physically eject a nonemployee who is smoking or to request that the nonemployee refrain from smoking under circumstances involving a risk of physical harm to SJCOE or any SJCOE employee.

*cf:* 1250 Visits to the School  
4112.9/4212.9/4312.9 Employee Notifications  
4118 Disciplinary Action  
4218 Dismissal/Suspension/Disciplinary Action  
5144 Discipline  
5144.1 Suspension and Expulsion/Due Process

(07/16)

**INSTRUCTION****Tobacco**

The Superintendent recognizes the serious health risks presented by tobacco use and desires to ensure that, through adoption of consistent policies, students are made aware of those risks and, to the extent possible, protected from them. The Superintendent or designee shall establish a coordinated school health system which includes a comprehensive behavioral health education component that teaches students the knowledge, skills, and attitudes they need in order to lead healthy lives and avoid high-risk behaviors, such as tobacco use.

The Superintendent or designee shall provide prevention intervention, and cessation education, information, activities, and/or referrals to students and shall ensure consistent enforcement of San Joaquin County Office of Education (SJCOE) policies prohibiting student possession and use of tobacco products.

**Prohibition Against Tobacco Use**

Students shall not possess, smoke, chew 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 SJCOE 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.

These prohibitions do not apply to a student's possession or use of his/her own prescription products. However, student possession or use of prescription products in school shall be subject to SJCOE policy and regulation for addressing the administration of medications on campus.

**Prevention Instruction**

SJCOE shall provide developmentally appropriate tobacco-use prevention instruction for students at selected grade levels from K-12. Such instruction shall be aligned with state content standards and the state curriculum framework for health education and with any requirements of state and/or federal grant programs in which SJCOE participates.

### **Intervention/Cessation Services**

SJCOE may provide or refer students to counseling, intensive education, and other intervention services to assist in the cessation of tobacco use. When appropriate, such intervention services may be provided as an alternative to suspension for tobacco possession.

### **Program Planning**

The SJCOE tobacco-use prevention and intervention program shall be based on an assessment of tobacco-use problems in SJCOE schools and the community, an examination of existing services and activities in the community, and a determination of high-risk student populations that are most in need of SJCOE services.

The Superintendent or designee shall coordinate with the local health department in program planning and implementation. He/she may establish an advisory council including students, parent(s)/guardian(s), SJCOE staff, representatives of the local health department and community organizations, law enforcement professionals, and/or others with demonstrated expertise in tobacco prevention and cessation.

The Superintendent or designee also shall coordinate tobacco-use prevention and intervention program with other SJCOE efforts to reduce students' use of illegal substances and to promote student wellness.

The Superintendent or designee shall select anti-tobacco programs based on the model program designs identified by the California Department of Education (CDE) and may modify the model to meet SJCOE needs.

The Superintendent or designee shall not accept for distribution any materials or advertisements that promote the use or sale of tobacco products. He/she also shall not accept tobacco-use prevention or intervention funds or materials from the tobacco industry or from any entity, which has received funding from the tobacco industry.

### **Program Evaluation**

To evaluate the effectiveness of the program and ensure accountability by SJCOE, the Superintendent or designee shall biennially administer the California Healthy Kids Survey or other appropriate student survey at selected grade levels in order to assess student attitudes toward tobacco and student use of tobacco. He/she also shall annually report to the CDE if required, the data specified in Health and Safety Code 104450.

The results of program evaluations shall be used to refine program goals and objectives and make changes as needed to strengthen program implementation.

- cf:*
- 1220 Citizen Advisory Committee
  - 1325 Advertising and Promotion
  - 3290 Contributions and Gifts
  - 3513.3 Tobacco-Free Schools
  - 3514 Safety
  - 5022 Student and Family Privacy Rights
  - 5030 Student Wellness
  - 5131 Conduct

5131.6 Student Substance Abuse

5144 Discipline

5144.1 Suspension and Expulsion/Due Process

5141.2 Suspension and Expulsion/Due Process (Individuals with Exceptional Needs)

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*San Joaquin County Office of Education Policy*

**SP 5131.62 (62)**

5146 Married/Pregnant/Parenting Students

6142.8 Smoke Free Education

6143 Courses of Study

Legal Reference:

EDUCATION CODE

48900 Suspension or expulsion (grounds)

48900.5 Suspension, limitation on imposition; exception

48901 Smoking or use of tobacco prohibited

51202 Instruction in personal and public health and safety

60041 Instructional materials, portrayal of effects of tobacco use

BUSINESS AND PROFESSIONS CODE

22950.5 Stop Tobacco Access to Kids Enforcement Act; definitions

HEALTH AND SAFETY CODE

104350-104495 Tobacco-use prevention education

104559 Tobacco use prohibition

119405 Unlawful to sell or furnish electronic cigarettes to minors

PENAL CODE

308 Minimum age for tobacco possession

CODE OF REGULATIONS, TITLE 17

6800 Definition, health assessment

6844-6847 Child Health and Disability Prevention program; health assessments

UNITED STATES CODE, TITLE 20

7111-7117 Safe and Drug-Free Schools and Communities Act

CODE OF FEDERAL REGULATIONS, TITLE 21

1140.1-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors

(07/16)

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Policy Adopted: Nov. 17, 1993

Policy Amended: August 28, 2017

San Joaquin County Office of Education

*San Joaquin County Office of Education Administrative Regulation*

**AR 5131.62 (63)**

## **INSTRUCTION**

### **Tobacco-Use Prevention Education Program**

San Joaquin County Office of Education (SJCOE) tobacco-use prevention program shall provide students in grades 6-12 instruction, which addresses the following topics:

1. Immediate and long-term undesirable physiologic, cosmetic, and social consequences of tobacco use;
2. Reasons that adolescents say they smoke or use tobacco;
3. Peer norms and social influences that promote tobacco use; and
4. Refusal skills for resisting social influences that promote tobacco use.

As appropriate, SJCOE shall provide or refer students in grades 7-12 to tobacco-use intervention and cessation activities.

These services shall be directed toward current users and shall be voluntary for students who desire assistance in ceasing the use of tobacco.

In addition to targeting students who currently use tobacco, SJCOE's program shall target students most at risk for beginning to use tobacco as identified through a local needs assessment.

SJCOE shall provide or refer every pregnant and parenting minor enrolled in SJCOE schools and/or programs to tobacco-use prevention services. Such services may be integrated with existing programs for pregnant and parenting minors and shall include:

1. Referral to perinatal and related support services;
2. Outreach services and assessment of smoking status;
3. Individualized counseling and advocacy services;
4. Motivational messages;
5. Cessation services, if appropriate;
6. Incentives to maintain a healthy lifestyle;
7. Follow-up assessment; and
8. Maintenance and relapse prevention services.

*cf:* 5131.6 Student Substance Abuse  
5146 Married/Pregnant/Parenting Students  
6142.8 Smoke Free Education  
6143 Courses of Study  
(07/09)