

**ENVISION  
ACADEMY**

of ARTS &  
TECHNOLOGY



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# Student Handbook 2018-2019

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1515 Webster Street, Oakland, CA 94612

(510) 596-8901

[www.envisionacademy.org](http://www.envisionacademy.org)

# WELCOME!

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We would like to welcome all new and returning families to Envision Academy, where we are dedicated to creating a powerful, engaging learning environment that prepares and inspires ALL students to enter, succeed in, and graduate from college.

By the time our students graduate, they will have: the academic skills and knowledge necessary for success in college; mastery of leadership skills necessary for responsible, active citizenship; and the artistic and technological skill necessary for success in the 21<sup>st</sup> century workplace.

The Envision Academy community has attracted some of the best teachers in California. We have an incredibly talented staff that is eager to support and educate your child.

We are grateful that our parent and student community is very strong, and we are inspired by our community's ability to roll-up our sleeves and do whatever it takes to support our school. Please continue to get involved—the stronger our partnership, the stronger our students will become!

This handbook is intended to inform families of Envision Academy's policies and procedures.

If you have questions, concerns or comments, please do not hesitate to contact us. We can be reached at 510-596-8901.

We look forward to working with you this year!

With respect,

Eve Gordon  
Principal

Manuschka Michaud  
Vice Principal

Angela Barrett  
Vice Principal

## Our Mission

Envision Academy's mission is to inspire and prepare ALL students to enter, graduate from, and succeed in a four-year college and in life.

## Our Purpose

Justice, prosperity, and democracy require that all students, and especially socio-economically disadvantaged students, succeed in high school and college. Envision Academy is committed to transforming the high school experience so that ALL of our students graduate from high school with the knowledge, leadership skills, and confidence to graduate from a four-year college.

## Our Method: The Envision Schools Educational Model

Four specific principles ground the innovative Envision model.

**Rigor:** Every Envision Academy student engages in a rigorous, standards-based college-prep curriculum that meets or exceeds the course requirements for the UC/CSU systems.

**Relationships:** Advisors guide students academically and socially in advisory groups throughout a student's high school career.

**Relevance:** Interdisciplinary, project-based work, and field studies are at the heart of the Envision Academy learning experience. Students exhibit their projects to the entire school community, and art and technology is integrated into the curriculum.

**Results:** Envision holds its students accountable to rigorous outcomes. Envision graduates must meet UC/CSU entrance requirements, complete a Work Learning Experience Career Exploration Internship, apply to at least one 4-year college or university, and pass their College Success Portfolio and Defense.

## Our Core Values

Envision Students will practice and demonstrate the following Core Values:

**We are a Community:** We work hard and take responsibility for the success of all members of our community

**We Commit to Self-Discipline:** We discipline ourselves to do our best learning

**We Value Growth:** We are committed to lifelong learning and personal growth

**We Work Towards Justice:** We are empowered agents of change for social justice and equity

**We Give Community Members Respect:** We seek to see the best in each other and treat one another with dignity

## The Envision Schools College Success Portfolio (CSP)

College readiness and success are measured not by student GPAs and course completion, but also by a set of key cognitive strategies, content knowledge, and academic behaviors (Conley, 2011). Likewise, the Common Core Standards have embraced the idea that students need to develop the cognitive strategies and skills that are linked to success in our increasingly complex society. At Envision Schools, we have developed a portfolio assessment process that explicitly assesses students' college readiness. In the Envision portfolio assessment model, we call these areas of knowledge and skill the *Envision Core Competencies*.

Success in college and in life not only requires that our students use their agency to direct their lives in meaningful ways, but to use their unique voice to advocate for change in our communities and society. Envision Academy and Envision Schools are deeply committed to the idea of education for leadership, and seek to connect students to an understanding of their own development as leaders. Along with academic knowledge and skills embedded in the *Envision Core Competencies*, the *Envision Leadership Skills* complete our vision for what it means to be prepared for success in college and in life.

Core Academic Competencies	Leadership Skills
Research	Communicate Powerfully
Inquiry	Complete Projects Effectively
Analysis	Think Critically
Creative Expression	Collaborate Productively
Work Learning Experience	

## Our Instruction

Our Student learn, use what they've learned, and reflect on their learning.

### 1. Learn & Know

- Master academic subjects
- Meet the University of California's A-G Requirements.
- Perform successfully on college entrance exams.

### 2. Use what you've learned - Do something with your knowledge

- Use core academic competencies to perform the role of a college student: inquiry, analysis, research, and creative expression in core content areas.
- Use 21st Century Leadership Skills: Communicate Powerfully, Think Critically, Collaborate Productively, and Complete Projects Effectively.

### 3. Reflect on what you've learned

- Recognize and acknowledge growth, accomplishments and successes as well as areas of future growth and development.
- Revise work to proficiency based on feedback from teachers and peers.
- Present and defend your work, learning, and growth to your teachers, peers, and family.

# SCHOOL CONTACT AND SCHEDULE

## School Contact Information

1515 Webster Street, Oakland, CA 94612  
 (510) 596-8901 [www.envisionacademy.org](http://www.envisionacademy.org)

## School to Home Communication

At Envision Academy we do our best to see that the families of our students are well informed of all events and activities at the school. For the best access to our communication, it is imperative to keep the school informed of any changes regarding student information, including mailing address, email address, and telephone numbers.

Envision Academy Bell Schedule*				
Monday	Tuesday	Wednesday	Thursday	Friday
Start 8:30 am Per 1 Per 2 Per 3 Lunch 11:55 SSR/Advisory Per 4 Per 5 Dismissal 3:45	Start 8:30 am Per 5 Per 4 Per 3 Lunch 11:40 SSR/Advisory Per 2 Per 1 Dismissal 3:45  Office Hours 4-5pm	Start 8:30 am Per 1 Per 2 Advisory Dismissal 12:55	Start 8:30 am Per 3 Per 4 Lunch 11:55 Per 5 SSR/Advisory Dismissal 3:45  Office Hours 4-5pm	Start 8:30 am Per 5 Per 4 Per 3 Lunch 11:40 SSR/Advisory Per 2 Per 1 Dismissal 3:45

**\*See [www.envisionacademy.org](http://www.envisionacademy.org) for the annual calendar and additional information**

## Staff Contact List

First Name	Last Name	Role	Room	Email
Rita	Amador	Spanish 1 & Spanish 2	205	ramador@envisionacademy.org
Isela	Banuelos	Attendance Clerk	100	riselabanuelos@envisionacademy.org
Angela	Barrett	Vice Principal	102C	abarrett@envisionacademy.org
Briana	Clarke	Physics	306A	bclarke@envisionacademy.org
Brandy	Dean	Chemistry	101	bdean@envisionacademy.org
Marissa	Del Rosario	Support Teacher	102C	mdelosrosario@envisionacademy.org
Lauren	Durand	Geometry	104	lauren@envisionacademy.org
Taryn	Elliott	Algebra	109	telliott@envisionacademy.org
Cassie	Ellis	Learning Specialist	304	cassie@envisionacademy.org
Grace	Fauquet	American Literature (11th)	B09	gfauquet@envisionacademy.org
Jeremy	Garcia	Advanced Digital Media Arts	B03	jpgarcia@envisionacademy.org
Eve	Gordon	Principal	102D	egordon@envisionacademy.org
Meaghan	Henry	9th English	204A	mhenry@envisionacademy.org
Julia	Hollinger	US History	B04A	jhollinger@envisionacademy.org
Ian	Johnson	Tech Support	203	ijohnson@envisionacademy.org
Ray Von	Jones	AP Government	B01	rayvon@envisionacademy.org
Samantha	Katz	10th English	306B	skatz@envisionacademy.org
John	Kittridge	Digital Media Arts	105	john@envisionacademy.org
Adam	Kondijonakos	World History	B04	adam@envisionacademy.org
Alison	Kreider	Instructional Coach	303B	akreider@envisionacademy.org
Henry	Lincoln	Family & Community Engagement	102A	coach_henry@envisionacademy.org
Lucy	Lujano	Office Manager	100	lucy@envisionacademy.org
Lynn	Lyster	12th English (ERWC)	301	llyster@envisionacademy.org
Catherine	MacDonald	Performing Arts	202	cmacdonald@envisionacademy.org
Kira	Maker	Advanced Biology	B02	kmaker@envisionacademy.org
Ingrid	Martinez	Hablamos & AP Spanish	201	imartinez@envisionacademy.org
Manuschka	Michaud	Vice Principal	103A	mmichaud@envisionacademy.org
Kermit	Pace	College & Career Exploration	206	kpace@envisionacademy.org
Amanda	Pirog	Math Lab	108	apirog@envisionacademy.org
Karla	Rodriguez	College Advisor	206	krodriguez@envisionacademy.org
Yesenia	Sedano	PreCalculus & Calculus	107	ysedano@envisionacademy.org
Ellen	Smrekar	Algebra II	106	esmrekar@envisionacademy.org
Jessi	Stein	Lead Learning Specialist	304	jstein@envisionacademy.org
Robb	Thomas	Learning Specialist	304	rthomas@envisionacademy.org
Shun	Younger	Dean	102A	shun@envisionacademy.org

## Contacting Students at School

If you have an emergency at home, please call the office and we will get your child out of class. However, please consider the fact that we try not to interrupt classes in session and that we do not have the resources to serve as a message center for students. For this reason, we request that you not ask us to deliver messages to students except in emergencies. **PARENTS SHOULD NOT EXPECT STUDENTS TO ANSWER THEIR CELL PHONES OR RETURN TEXT MESSAGES DURING SCHOOL HOURS. THEIR PHONE WILL BE CONFISCATED.**

If students need to make a phone call home during school hours, they should go to the main office to make the call.

## Reporting Absences

To report an absence, please send a NOTE to the office within 24 hours that includes the date of the absence and a short explanation of the reason for the absence. Phone calls do not excuse absences; we are required to have written documentation. All absences will be marked AU (absence unexcused) until a valid note is received.

Valid Absences that may be Excused (AE):

- Illness (a guardian may excuse fewer than 3 days; more than 3 days requires a doctor's note)
- Medical/Immunization/Dental appointments
- Funerals or religious holiday
- Court appearances

Unexcused Absences (AU):

- Unverified absences (no note)
- Leaving campus without permission or cutting class
- Personal reasons
- Vacation

Routine medical appointments should be made after school hours or on Wednesday afternoons.

**Tardies without a doctors or court note** will contribute to detention. Not showing for detention results in a greater consequence such as Saturday School or revoking other privileges.

## SARB and SART Attendance Review Procedures

Students who are absent for more than 10% of school days and/or who are Tardy Truant (late to school by 30 minutes or more) will be entered into Envision Academy's SART (School Attendance Review Team) and SARB (School Attendance Review Board) process, described below:

1. Letter 1 Notification
2. Letter 2 Notification
3. Letter 3 Notification and Attendance SART Meeting at Envision Academy
4. Letter 4 Notification and Attendance Review SARB Meeting at Envision Education

For any students who do not meet the attendance goals agreed upon during SART and/or SARB meetings, Envision Academy and Envision Education may make a report to the Truancy Officers in the Alameda County District Attorney's Office.

## Classroom Expectations

Students are expected to enter classrooms quietly, follow all classroom procedures, and begin the Do Now immediately. Students will have their heads up, follow the speaker and be quiet and respectful while a teacher or other student is speaking.

In order to maintain bell-to-bell instruction, students are not allowed to leave a classroom during the first or last ten minutes of class.

If a student needs to use the restroom, s/he must first get permission from the teacher, and must then take the red bathroom pass and proceed. Students are expected to return to class within 2-4 minutes. Students in the hall without a pass will be assigned detention. It is the student's responsibility to check with the teacher about what s/he missed during the bathroom break. Teachers may say "no" to a student who wants to go to the bathroom if the time is not appropriate during the lesson.

## Grading

At Envision Academy, we assess students' academic achievement holistically. This means that instead of assigning a student a grade based on just their test scores or completion of homework, teachers look at how well students do in a variety of areas and leadership skills. A letter grade of A, B, C, or NC (No Credit) on a student's report card or transcript reflects the student's mastery of knowledge, application of knowledge, and college work habits.

Results will be reported as a Letter Grade as follows:

A = the grade point equivalent to 4.0 in the course

B = the grade point equivalent to 3.0 in the course

C = the grade point equivalent to 2.0 in the course

NC = Insufficient Evidence or Growth Towards Standard to Earn Credit.

*\*Any mark in any course that dips below the level of "C-" is considered NC and no credit towards graduation will be awarded.*

Please note that Envision Academy students cannot earn a "D" or an "F." If a student earns an "NC," they must repeat the class in summer school or the following school year.

## Graduation Requirements

### 1. Pass all courses required for CSU/UC eligibility (A-G requirements)

*Students must have a C- or higher in A-G classes in order for it to count to the diploma. The higher the grade, the better your chances for being accepted to colleges of your choice.*

- If a student has less than a C- in a required A-G course, that student will need to make up that credit in order to graduate.
- If a student has taken courses that are not approved as A-G courses, they will not count towards the A-G requirements and our diploma.

**TRANSFER STUDENTS:** *To count towards our diploma, the classes from any previous school must be A-G approved AND the grade earned must be a C- or higher.*

- If a student has taken courses that are not approved as A-G courses, they will not count towards the A-G requirements and our diploma.
- If you have a D+ or lower in any A-G approved class from your last school, you will need to take that class again. This will likely mean summer school.

### 2. Complete a Work Learning Experience Internship and pass the related Exhibition

### 3. Apply to a 4-year university, complete FAFSA application and apply to at least one Scholarship.

### 4. Pass the College Success Portfolio and Defense. Sophomores must pass the Benchmark Portfolio to move to Junior year.

## Exhibitions & Portfolios

Students will participate in 1-2 exhibitions per year. Benchmark Portfolio in the 10th grade, WLE Internship in the 11th grade, and the College Success Portfolio in the 12th grade are considered “exhibitions.” Student and family attendance is mandatory. Based on the high stakes nature of these exhibitions, it is important that family members attend, support, and participate in exhibition process, which supports academic achievement.

In order to promote to the Upper Division, each 10th grade student must successfully complete and pass a Benchmark Portfolio presentation at the end of the year. In order to graduate from Envision Academy, each 12th grade student must successfully complete and pass the College Success Portfolio.

## Plagiarism

Plagiarism and copying are serious offenses, they are stealing someone else's ideas and passing them off as your own. Students at Envision Academy who are caught in the serious act of plagiarizing from another student, from the internet, or from another’s work will receive no credit for the assignment that they plagiarized, a parent conference, and possible additional disciplinary consequences.

## Office Hours

### **Office Hours: Homework & Academic Support**

Each teacher holds Office Hours once a week **Tuesday or Thursday after school from 3:50-5:00** in their classroom.

Teachers may assign Office Hours if a student is missing assignments or needs extra support in order to be successful, but students are encouraged to attend and take advantage of extra support.

In order to be successful in school, college, career and life, students must consistently complete the work that is expected of them and get support if they need it.

## Daily Silent Sustained Reading (SSR)

**We read silently for 25 minutes 4 days/week. SSR expectations:**

1. Everyone reads.
2. Students may read a BOOK or on a KINDLE (no phones, tablets, magazines, Chromebooks, etc.)
3. No talking, homework, putting your head down.
4. Find something you like to read!

## Library Expectations & Policies

It is expected that students will be respectful of the library environment that is created, staffed, and maintained by students. We work as a team to keep the library beautiful and functioning.

- We walk silently to and from the library to respect other reading environments.
- Even if the library door is unlocked, we do not enter until the librarians instruct you to do so.
- There should be no talking in the library; this is not a time to hang with friends.
- As you look at books, re-shelve them in their original location. This makes finding a book easier for everyone.
- Discipline yourself by taking care of our library books. If you damage or lose a book, you are responsible for replacing it. Books will stay in your advisor's room. Advisors can decide if you have earned the right to take books home.
- You may check out only one book at a time.
- Books are returned to the library directly. Do not allow others to read your book without having them check it out with the library. You are responsible for it, and will be required to replace it even if someone else loses it.
- All books should be returned as soon as you are finished so that someone else can enjoy them.
- Students and Parents will sign an agreement that states they accept responsibility for any lost or damaged book and will be required to pay a \$10.00 fine.

## Leadership Opportunities

Students who continually exhibit our Core Values will be selected for a variety of leadership opportunities in and out of school such as:

- School Spirit Committee
- Student Ambassadors
- Student Leadership Group for Social Action
- Panther of the Month
- Student Mentors
- Student Librarians
- Young Men in Business

## TECHNOLOGY USE AGREEMENT

Computer and Internet access is available to Envision Academy. The Internet offers vast, diverse, and unique resources to our school community. Our goal in providing this service to students, staff, and administrators is to promote educational excellence through resource sharing and communication that is curriculum based.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Envision Academy has taken reasonable precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover inappropriate information. Envision Academy firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may obtain unsuitable material.

## NETWORK AND INTERNET ETIQUETTE

All users are expected to abide by the generally accepted rules of network etiquette:

- BE POLITE. Never send or encourage others to send abusive messages.
- Use appropriate language.
- Do not download large files or stream music/video without prior authorization.
- Do not give out personal information about yourself or others, including name, address, or telephone number.
- Note that electronic mail (e-mail) is not guaranteed to be private.
- All Envision students should use their Envision e-mail address when corresponding with staff and fellow students.

## Acceptable Use

The use of the school computers and the Internet must be in support of education and research and consistent with the educational objectives of Envision Academy. The following represents **inappropriate** uses and may violate state or federal law:

- Using the network for commercial purposes (to make money) or for political lobbying
- Using the network to inappropriately obtain or use personal information about others
- Using the network for destructive purposes or for stealing from others
- Using the network for gaining unauthorized access to any network or database
- Using the network to send/receive a message with someone else's name on it
- Using the network to send/receive a message that is inconsistent with Envision Academy's Community Agreements
- Transmission of copyrighted material (software, text, graphics)
- Transmission of threatening, harassing, racist, or obscene material
- Using the network for purposes unrelated to business or instruction (except incidental personal use)
- USING THE NETWORK TO ACCESS CHAT ROOMS, IRC, INSTANT MESSENGER, AND OTHER SYNCHRONOUS MODES OF COMMUNICATION

All students sign an Acceptable Use Agreement with their enrollment paperwork. Any student who is caught violating the acceptable use policy will receive a behavior referral and will lose their technology privileges for the rest of the Quarter. Students will then be placed on a technology contract for the remainder of the school year.

## Responsibilities/Limits

Envision Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing and assumes no liability or responsibility for damages of any kind which the user may sustain as a result of using this internet service. This includes, but is not limited to, losses relating to delays in transmission, receipt, or interruptions in service. Envision Academy assumes no liability for the use or misuse of any information received or obtained via the network or the Internet. The user assumes all risk of such use or misuse. Envision Academy in no way assumes any liability for the accuracy or quality of any and all information received or obtained through the network or the Internet.

## MILITARY NOTIFICATION

Congress passed legislation that requires high schools to provide to military recruiters, upon request, access to secondary school students' directory information. Both the No Child Left Behind Act of 2001 and the National Defense Authorization Act for Fiscal Year 2002 reflect these requirements. In accordance with those Acts, military recruiters are entitled to receive the name, address, and telephone listing of juniors and seniors. Student directory information can be used for armed services recruiting.

If you do not want Envision Schools to disclose directory information from your child's education records without your prior written consent, **you must notify the school in writing**. Envision has designated the following information as directory information.

- Student's name
- Address
- Telephone listing

# Student Code of Conduct

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To create a school environment where our students feel valued & safe, and are actively moving towards being their best scholars and selves, **the Students of Envision Academy make the following commitments.**

## **We Are A Community**

- We engage with each other in ways that **build positive relationships.**
- We **remove earphones from our ears in common spaces**, because we need to be able to hear and respond to staff and peers.
- We keep our **phones on silent and away** during the school day, except during lunch.
- We wear clothing that keeps us all emotionally and physically safe.
  - We wear clothes that are free of words or images that are hateful, threatening, vulgar, or represent drugs, alcohol or weapons.
- We **actively contribute to making our community better** than we found it.
  - We clean up.
  - We look for opportunities to help others.
- We keep ourselves, each other, and our school building, property and neighborhood **safe.**

## **We Work Towards Justice**

- We take responsibility for our actions, correct our mistakes, and make amends.
- We refrain from copying or plagiarizing others' academic work.

## **We Value Growth**

- We **welcome feedback** and revise our work, beliefs, attitudes, and actions.
- We **participate in restorative conversations** to build our relationships and contribute to making our school a safe, loving, supportive place for all.
- We code switch between different forms of language. We **refrain from using profanity** in or around our school building.

## **We Commit to Self-Discipline**

- We show up on time every day to every class.
- We keep ourselves focused on the learning we are here to do, and on the relationships we are here to build.
- We **attend Office Hours** after school to get support and assistance with class assignments.
- We **don't eat in classrooms**, we keep them clean and insect/ rodent free.
- We **carry a pass** from a staff member when we leave class during class time.

## **We Give Community Members Respect**

- We treat one another with **dignity and respect – with our words, bodies and social media activity.**

## Our Commitment to Growth, Justice, Community

We hold each other and our students to the highest expectations, reminding ourselves that we are all in process, that we are all growing and changing, and that we are all capable of academic excellence and positive individual and community contribution. We will hold these questions to guide our interventions and responses when our school commitments are broken:

### Guiding Questions

1. **Does this intervention contribute to students feeling safe, seen, valued, and pushed towards actualizing their best selves academically and personally?**
2. **Does this intervention promote and maintain physical safety on our campus?**
3. **Does this intervention support instruction and deep learning in classrooms?**
4. **Does this intervention help students learn to take ownership, accountability, and responsibility for themselves, one another, and our school community?**

Violation of Our School Commitments	Consequences & Next Steps
Minor violations	Individual conversation to get back on track. Cool down or Reflection time Office conversation & class re-entry conversation Parent conversation, Parent conference Restorative circle or activities Give Back Time or Detention
Tardy to class	Students must have an orange late pass from the office to enter first class late.  <b>Pattern of Morning Tardies = Meeting &amp; Parent Contact</b>  <b>2 or more daytime tardies/class/week = Lunch Detention + Admin phone contact.</b>
Phones out during class time	Phone will be taken: <ul style="list-style-type: none"> <li>○ 1<sup>st</sup> time = end of day release by adult who took the phone</li> <li>○ 2<sup>nd</sup> time = admin makes parent contact, releases phone end of day</li> <li>○ 3<sup>rd</sup> time = admin makes parent contact, parent must come to pick up the phone and sign a phone contract (student will turn in the phone at the start of the day for the quarter and pick it up at the end of the day)</li> <li>○ If the problem persists, we will have a conference with the student and parent to identify next steps, which could include community service, the school holding the phone until the end of the semester, or other consequences.</li> </ul>
Major violations - violence, drugs, weapons, etc.	Suspension Parent conference Accountability Circle & Restorative Activities Expulsion (depending on circumstances)

# BULLYING, HARASSMENT, DISCRIMINATION, AND INTIMIDATION

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## Overview

Envision Education (“Envision”) believes all students have the right to a safe and civil learning environment. Discrimination, harassment, intimidation, and bullying are all disruptive behaviors which interfere with students’ ability to learn, negatively affect student engagement, diminish school safety, and contribute to a hostile school environment. As such, Envision prohibits any acts of discrimination, harassment, intimidation, and bullying related to school activity or school attendance. This policy is inclusive of instances that occur on any area of the school campus, at school-sponsored events and activities, regardless of location, through school-owned technology, and through other electronic means, consistent with this policy.

As used in this policy, “discrimination, harassment, intimidation, and bullying” describe the intentional conduct, including verbal, physical, written communication, or cyber-bullying, that is based on the actual or perceived characteristics of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. In addition, bullying encompasses any conduct described in the definitions set forth in this policy.

To the extent possible, Envision will make reasonable efforts to prevent students from being discriminated against, harassed, intimidated and/or bullied, and will take action to investigate, respond, and address any reports of such behaviors in a timely manner. Envision staff who witness acts of discrimination, harassment, intimidation, and bullying will take immediate steps to intervene, so long as it is safe to do so.

Retaliation against any student who reports or provides information related to harassment or discrimination in violation of this policy is against the law and will not be tolerated. Intentionally providing false information, however, is grounds for discipline.

## Policy Statement

### Definitions

**Bullying** is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students that constitutes sexual harassment, hate violence or creates an intimidating or hostile educational environment, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- A. Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
- B. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- C. Causing a reasonable pupil to experience a substantial interference with his or her academic performance.
- D. Causing a reasonable pupil to experience a substantial interference with his or her ability to

participate in or benefit from the services, activities, or privileges provided by Envision.

**Cyberbullying** is an electronic act that includes the transmission of harassing communication, 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. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

**Electronic act** is the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network Internet Web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

**Sexual and Gender-Based Harassment** is harassment, whether sexual or otherwise, on the basis of sex, pregnancy disability, gender identity, or gender expression, are unlawful forms of harassment. Students in California are protected from discrimination based on their actual or perceived sexual orientation. Sexual orientation is defined as heterosexuality, homosexuality (gay/lesbian), and bisexuality.

#### Sexual Harassment

- Sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature constitute sexual harassment when:
- Submission to such conduct is made implicitly or explicitly a term or condition of educational development or participation in an educational program or activity;
- Submission or rejection of such conduct is used as a basis for education decisions affecting individuals; or
- Such conduct has a purpose or effect of unreasonably interfering an individual's work or educational performance, or creating an intimidating, hostile or offensive educational environment.

#### Sexual harassment in California also includes:

- Verbal harassment, such as epithets, derogatory comments, jokes, or slurs;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work or learning because of sex; and
- Visual harassment, such as derogatory cartoons, drawings or posters.
- Sexual advances of an Envision employee to a minor student or unwelcome sexual advances from student to student of either the same or opposite sex.
- Specifically, sexual harassment may occur as a pattern of degrading sexual speech or actions and may include, but is not limited to the following examples:
  - Vulgar remarks;
  - Sexually derogatory comments regarding a person's appearance;
  - Physical touching, pinching, patting, or blocking free movement;
  - Sexual propositions or advances;
  - Sexually suggestive or degrading posters, cartoons, pictures or drawings;
  - Offensive sexual jokes, slurs, insults, innuendos or comments; or
  - Physical assault.

#### Gender-Based Harassment

Gender-based harassment includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, although they are not necessarily sexual in nature. Prohibited conduct includes harassment of a student for exhibiting what is perceived as a stereotypical characteristic for her

or his sex, or for nonconformance with stereotypical notions of masculinity and femininity.

Conduct that may constitute sex or gender-based harassment include:

- Disparaging remarks made or aggression towards a student because that person displays mannerisms or a style of dress perceived as indicative of the other sex.
- Hostility towards a student because that person participates in an activity more typically favored by a person of the other sex.
- Intimidating a student to discourage that student from enrolling in a particular area of study because of his/her gender.
- Ostracizing a student who wishes to participate in an extracurricular activity because that activity is more typically favored by a student of the other sex.
- Taunting a student who is struggling with a subject-area curriculum by insisting that students of that gender are “bad” at that subject area.

### Reporting

All staff are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of discrimination, intimidation, harassment, or bullying, to intervene as soon as it is safe to do so, call for assistance, and report such incidents. The Board requires staff to follow the procedures in this policy for reporting alleged acts of bullying and harassment.

All other members of the school community, including students, parents/guardians, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy to the School Principal or Envision’s Superintendent. While submission of a written report is not required, the reporting party is encouraged to use the report form available in the Main Office of each Envision school. However, oral reports shall also be considered. Reports may be made anonymously, but formal disciplinary action cannot be based solely on anonymous information.

Students are expected to report all incidents of discrimination, intimidation, harassment, bullying, teasing, or other verbal or physical abuse. Any student who feels she/he is a target of such behavior should immediately contact a teacher, counselor, principal, or staff person so that she/he can get assistance in resolving the issue consistent with this policy.

Envision acknowledges and respects every individual’s rights to privacy. To that end, consistent with legal requirements, all reports shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process to the greatest extent possible.

Envision prohibits any form of retaliation against any reporter in the reporting process, including but not limited to a reporter’s filing of a complaint or the reporting of violations of this policy. Such participation shall not in any way affect the status, grades or work assignments of the reporter.

### Investigation

Upon receipt of a report of harassment, intimidation, or bullying from a student, staff member, parent, volunteer, visitor or affiliate of Envision, the Envision Academy administration or Superintendent will promptly initiate an investigation. At the conclusion of the investigation, the Principal or Superintendent will notify the complainant of the outcome of the investigation. However, in no case may the Principal or Superintendent reveal confidential student information related to other students, including the type and extent of discipline issued against such students.

When appropriate, interim protections or remedies for the complainant, such as limitations on contact, alternative course schedules, and the like, may be recommended to the appropriate Envision administrator at any time during the process. However, if the complainant or accused are students, any change imposed to the classes, schedules, study programs, or activities of said students shall be equivalent to the classes, schedules, study programs, or activities in which they are currently engaged, such that the student(s) maintain the educational benefit from said class or program. The complainant will be kept informed of the status of the complaint, consistent with Envision's policy and applicable law.

Complaints shall be investigated and resolved within thirty (30) school days, unless circumstances reasonably require additional time in which case efforts should be made to complete the investigation in not longer than ninety (90) days.

The final determination of the Investigator's investigation shall result in a report which shall contain, at the minimum:

- 1) a statement of the allegations and issues;
- 2) the positions of the parties;
- 3) a summary of the evidence received from the parties and the witnesses; and
- 4) all findings of fact.

If the complaint involves a student, the Principal or designee shall notify the student's parent or guardian of the conclusion reached by the Investigation Team and the steps taken to address the needs (current and ongoing) and/or behaviors of the student(s) involved.

If the final determination is that bullying or harassment has occurred, a prompt, relevant and effective remedy shall be provided to the complainant and appropriate disciplinary action taken against the harasser.

An appropriate administrator will periodically follow up with the student harassed to ensure that she or he is not experiencing any recurring harassment or retaliation.

All records related to any investigation of discrimination, harassment, intimidation or bullying will remain in a secure location in the Main Office of the school.

In those instances when the complaint filed under this policy also requires investigation under the Uniform Complaint Procedures, such investigation will be undertaken concurrently. See Envision Board Policy 3003.

### Appeal

Should the Complainant find the resolution unsatisfactory, he/she may within five (5) school days of the date of resolution, file an appeal with the Designated Appeals Committee. In such cases, at least three (3) certificated School employees who are unfamiliar with the case and who have been previously designated and trained for this purpose shall be assembled to conduct a confidential review of the Complainant's appeal and render a final disposition.

## **Bullying and Harassment Prevention**

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Our Code of Conduct is to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus. School staff may refer to the following website for bullying prevention resources:  
<http://www.cde.ca.gov/ls/ss/se/bullyres.asp>

Envision Academy expects our students to adhere to the following Bullying and Harassment Policies:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to an EA staff member.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact our principal or the Envision Schools' Chief School Officer. We prohibit retaliatory behavior against any complainant or any participant in the complaint process.

## DISCIPLINE POLICY OVERVIEW

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At Envision Academy we engage in productive and academic behaviors in the classroom in order to prepare ourselves for college, career and life. Likewise, we understand that our behavior is our responsibility and strive to make choices that reflect our commitment to our goals of college and career preparedness.

The following pages spell out the general consequences in line with Envision Schools Suspension and Expulsion Policies and Procedures. For more detailed information, contact the Vice Principal of Student Support.

A student may be suspended or recommended for expulsion for prohibited misconduct if the act is related to school activity or school attendance occurring at anytime including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school-sponsored activity.

Students may be suspended or recommended for expulsion for any of the following acts when it is determined that the pupil:

- A. Caused, attempted to cause, or threatened to cause physical injury to another person.
- B. Willfully used force of violence upon the person of another, except self-defense.
- C. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
- D. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.

- E. Committed or attempted to commit robbery or extortion.
- F. Caused or attempted to cause damage to school property or private property, which includes, but is not limited to, electronic files and databases.
- G. Stole or attempted to steal school property or private property, which includes, but is not limited to, electronic files and databases.
- H. Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- K. Knowingly received stolen school property or private property, which includes, but is not limited to, electronic files and databases.
- L. Possessed an imitation firearm, i.e.: 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.
- M. Committed or attempted to commit a sexual assault as defined in Penal code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4.
- N. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- O. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- P. Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, "hazing" does not include athletic events or school-sanctioned events.
- Q. Made terroristic threats against school officials and/or school property, which includes, but is not limited to, electronic files and databases. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property which includes, but is not limited to, electronic files and databases,, or the personal property of the person threatened or his or her immediate family.
- R. Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- S. Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- T. Intentionally harassed, threatened or intimidated school personnel or volunteers and/or a

student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the rights of either school personnel or volunteers and/or student(s) by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

- U. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
- 1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
    - i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
    - ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
    - iii. Causing a reasonable student to experience substantial interference with his or her academic performance.
    - iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
  - 2) "Electronic Act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
    - I. A message, text, sound, video, or image.
    - li. A post on a social network Internet Web site including, but not limited to:
      - a. Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
      - b. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
  - 3) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
  - 4) An act of cyber sexual bullying.
    - I. For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (i) to (iv), inclusive, of paragraph (1). A

photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

li. For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

b. Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

- V. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1)(a)-(b).
- W. Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Executive Director or designee’s concurrence.

Students *must* be suspended and recommended for expulsion for any of the following acts when it is determined that the pupil:

- a. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Director or designee’s concurrence.

# UNIFORM COMPLAINT POLICY

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The Envision Board recognizes that Envision Schools is responsible for complying with applicable state and federal laws and regulations governing educational programs.

Envision Schools shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on group identification, religion, age, gender, color, or physical or mental disability in any program or activity that receives or benefits from state financial assistance. Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs.

The Envision Board encourages the early, informal resolution of complaints at the school level whenever possible.

The Envision Board acknowledges and respects student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis.

The Envision Board prohibits retaliation in any form for the participation in complaint procedures, including but not limited to the filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

## **What is a complaint?**

As authorized by California Code of Regulations, Title 5, sections 4600 – 4687

- A complaint is a written statement alleging discrimination, or a violation of a federal or state law within the following programs:
  - \* Adult Education
  - \* Career/Technical Education
  - \* Child Development
  - \* Consolidated Categorical Aid
    - No Child Left Behind (NCLB)
    - State Compensatory Education
    - State Program for Students of Limited English Proficiency
    - School Improvement
    - Tenth-Grade Counseling
    - Tobacco-Use Prevention Education
    - Peer Assistance and Review
    - School Safety and Violence Prevention Act
  - \* Migrant and Indian Education

- \* Nutrition Services
  - \* Special Education
  - \* Discrimination
  - \* Harassment
  - \* Civil Rights Guarantees
- Williams Settlement complaints regarding instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils, and teacher vacancy or misassignment may be filed anonymously. Schools shall have a complaint form available for these types of complaints. Schools will not reject a complaint if the form is not used as long as the complaint is submitted in writing.

### **Compliance Officers**

The Envision Board designates the following compliance officer(s) to receive and investigate complaints and to ensure Envision's compliance with the law:

Laura Robell, Chief Schools Officer  
111 Myrtle St., Suite 203  
Oakland, CA 94607  
(510) 451-2415  
(510) 451-2768 fax

The Director or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Director or designee.

### **Notifications**

The Director or designee shall meet the notification requirements of 5 CCR 4622, including the annual dissemination of Envision's complaint procedures and information about available appeals, civil law remedies and conditions under which a complaint may be taken directly to the California Department of Education. The Superintendent or designee shall ensure that complainants understand that they may pursue other remedies, including actions before civil courts or other public agencies.

### **Procedures**

The following procedures shall be used to address all complaints that allege that Envision has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4632.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

### **Step 1: Filing of Complaint**

Any individual, public agency or organization may file a written complaint of alleged noncompliance by Envision.

Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first

obtained knowledge of the facts of the alleged discrimination. (5 CCR 4630)

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, Envision staff shall help him/her file the complaint. (5 CCR 4600)

### **Step 2: Mediation**

Within five days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the legal timeline for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

### **Step 3: Investigation of Complaint**

The compliance officer is encouraged to hold an investigative meeting within ten days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally. The complainant and/or his/her representative and Envision's representatives shall also have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses. (5 CCR 4631)

### **Step 4: Response**

Within 60 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the Envision investigation and decision, as described in Step #5 below. (5 CCR 4631)

### **Step 5: Final Written Decision**

The report of the Envision decision shall be in writing and sent to the complainant. (5 CCR 4631) The report of the Envision decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, Envision shall arrange a meeting at which a community member will interpret it for the complainant.

This report shall include:

1. The findings and disposition of the complaint, including corrective actions, if any. (5 CCR 4631)
2. The rationale for the above disposition. (5 CCR 4631)
3. Notice of the complainant's right to appeal the decision within 15 days to the California Department of Education, and procedures to be followed for initiating such an appeal. (5 CCR 4631, 4652)

4. For discrimination complaints, notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies (5 CCR 4631; Education Code 262.3)
5. A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved.

**Appeals to the California Department of Education**

If dissatisfied with the Envision decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the Envision decision. For good cause, the Superintendent of Public Instruction may grant an extension of filing appeals. (5 CCR 4652)

When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the Envision decision and must include a copy of the locally filed complaint and the Envision decision. (5 CCR 4652)

The California Department of Education may directly intervene in the complaint without waiting for action by Envision when one of the conditions listed in 5 CCR 4650 exists. In addition, the California Department of Education may also intervene in those cases where Envision has not taken action within 60 calendar days of the date the complaint was filed with Envision.



## **RIGHTS IN IDENTIFICATION, EVALUATION, ACCOMMODATION, & PLACEMENT**

(Section 504 of the Rehabilitation Act of 1973)

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The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. Please keep this explanation for future reference.

You have the right to:

1. Have your child take part in and receive benefits from public education programs without discrimination because of his/her disabling condition.
2. Have Envision Academy advise you of your rights under federal law.
3. Receive notice with respect to Section 504 identification, evaluation and/or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have Envision Academy make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child educated in facilities and receive services comparable to those provided to non-disabled students.
6. Have your child receive exceptional education and/or related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (IDEA) [20 U.S.C. Chapter 33, P.L. 101-4761.
7. Have an evaluation, educational recommendation, and placement decision developed by a team of persons who are knowledgeable of the student, the assessment data, and any placement options.
8. Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by Envision Academy.
9. Examine all relevant records relating to decisions regarding your child's Section 504 identification, evaluation, educational program, and placement.
10. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records. Requests are to be submitted in writing.
11. Obtain a response from Envision Academy to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If Envision Academy refuses this request for amendment, Envision Academy shall notify you within a reasonable time and advise you of your right to an impartial hearing.
13. Request mediation or file a grievance in accordance with Envision Academy's Section 504 mediation grievance and hearing procedures.

14. Request an impartial hearing regarding the Section 504 identification, evaluation, or placement of your child. You and the student may take part in the hearing and have an attorney represent you.
15. File a formal complaint with the U.S. Department of Education.

Office for Civil Rights, Region IX  
50 United Nations Plaza - Room 322  
San Francisco, CA 94102  
(415) 437-8310

For information or concerns about Section 504 of the Rehabilitation Act of 1973 at Envision Academy contact the Vice Principals.



## NOTICE OF NON-DISCRIMINATION

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Envision Schools admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, athletics or other school- administered programs.

## STUDENT AND CAMPUS SEARCH NOTICE

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### **Overview**

The occurrence of incidents that may include the possession of firearms, weapons, alcohol, controlled substances, or other items prohibited by law, or the breaking of school rules and regulations, jeopardizes the health, safety and welfare of students and may necessitate the search of students and their property, student use areas, student lockers (if used) and/or student automobiles and may necessitate the seizure of any illegal or unauthorized materials in the search.

A principal or designee may conduct a reasonable search of a student's person, property, school property under student's control, or vehicle when there is a reasonable suspicion that the search will uncover evidence that s/he is violating the law or school rules. This may include but is not limited to illegal substances, drug paraphernalia, weapons, or other objects or substances that may be injurious to the student or others. The scope of the search must be reasonably related to the objectives of the search and not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. Employees shall not conduct strip searches or body cavity searches of any student. The parent/guardian will be notified if the search of a student's person has taken place. This policy applies to field trips and other instances where students are not at the school site but participating in a school sponsored activity.

### **Seizure of Illegal, Unauthorized, or Contraband Materials**

If the search yields illegal or unauthorized materials such materials shall be turned over to the proper legal authorities for ultimate disposition as appropriate. The student shall be given the opportunity to explain the presence of the removed item. Appropriate disciplinary action will be taken according to school policies.



## SEARCH AND SEIZURE POLICY

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### Overview

The occurrence of incidents that may include the possession of firearms, weapons, alcohol, controlled substances, or other item of contraband prohibited by law, or Envision rules and regulations, jeopardizes the health, safety and welfare of students and may necessitate the search of students and their property, student use areas, student lockers and/or student automobiles and may necessitate the seizure of any illegal, unauthorized or contraband materials in the search.

### Notice

Written notice of this policy shall be provided to students and their parents and/or guardians at the beginning of each school year and upon enrollment during the school year. This can be accomplished via a summary in the Student Handbook.

### Student Searches

The principal or designee may search students and their personal belongings without their consent under the following conditions:

1. The principal had a reasonable suspicion that the search would turn up evidence of a crime or violation of school rules.
2. Articulable facts must support a reasonable suspicion that a search is justified. In no case shall a search be conducted based on mere curiosity, rumor or hunch. The facts should be well documented including time, date, and student(s) involved.
3. The scope of the search must be reasonable, based on what the administrator suspected when the search began; and may not be excessively intrusive in light of the student's age, sex, and nature of the infraction.
4. The need to maintain order in the school outweighs the student's legitimate right to personal privacy.

It is best to notify the student and have their consent before searching their personal belongings. If a student refuses to cooperate;

- Call the parents
- As a last resort, call the police. This is a judgment call based on the severity and/or danger of the situation.

If the student does not agree to a search other disciplinary measures that can be taken based on the situation.

### Who may conduct a search?

A person of the same gender shall conduct any search of a student or their personal belongings and

must be conducted in the presence of another adult witness. At Envision this means:

A school administrator (Principal, VP) plus one additional staff person.

OR in situations that call for immediate action and an administrator is not present such as during field trips: 1) contact an administrator and 2) the Lead Teacher (of the same gender) in the presence of another staff member may conduct the search.

Written documentation of the search shall be kept and include the reasons for the search, the persons present, day and time of the search, and the objects found and the disposition made of them, and shall be kept in a secure location in an administrator's office.

The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search.

### **What can be searched?**

- A student's person – a student can be asked to remove outer garments (sweaters/jackets, hats, shoes, empty their pockets, roll up pant legs, sleeves, etc).
- Personal effects (e.g. backpack, purse, bags, etc.) Ask the student to empty the contents in front of you; you may examine the bag and feel for any non-empty pockets. You may also examine any of the contents. If the student refuses to empty the bag you may proceed with the inspection without their participation.
- Lockers/desks\*
- Vehicles\*

\*Lockers and vehicles may be searched without prior consent of the student but the rule of "reasonable suspicion" applies.

In no case shall school administrators conduct a strip search. These types of searches are prohibited by law and require a student to remove or arrange their clothing to allow a visual inspection of the underclothes and the private parts of the student's body. If the situation is deemed to be of immediate threat to the students or staff call the police.

A search of a group of students where no particular student within the group is suspected may be conducted only if there is reasonable suspicion of conduct imminently dangerous to students, others or school property.

Student use areas, including, but not limited to, instructional and recreational space, lockers, and parking lots are school property and remain at all times under the control of Envision. School administrators, for any reason, may conduct periodic general inspections of these areas of the school at any time without notice. Students should be present when a general inspection occurs. This policy shall also be in effect during school- sponsored field trips and other off-site school sponsored activities.

### **Seizure of Illegal, Unauthorized, or Contraband Materials**

If the search yields illegal, unauthorized, or contraband materials, such materials shall be turned over to the proper legal authorities for ultimate disposition as appropriate. The student shall be given the opportunity to explain the presence of the removed item. Appropriate disciplinary action may be taken according to school policies.

# MEDICATIONS AT SCHOOL

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Whenever possible, medication should be given at home. However, if your child needs to take medication during school hours, the school requires the following:

1. The parents must complete the form Physician's Authorization and Consent to Administer Medications. This form must be filled out each year.
2. The Parent or guardian must bring all medication in its original container to the school for dispensing. (The medication cannot be brought to school in old or odd bottles, plastic bags, foil or envelopes.) Please remember to pick up your child's medication at the end of the school year.
3. Except with written permission, students may not keep medication in their backpacks, desks or clothing.
4. Students needing Epi-pen for allergic reactions, inhalers for the treatment for asthma or insulin for students with diabetes *may* be allowed to keep medication in their backpacks, desks or clothing if the parent and the physician have filled out and signed the above form.

It is also advised that the parents and physician fill out the [School Asthma Action Plan](#) and/or the [Food Allergy Action Plan](#) for students with either of these conditions. All forms are available in the school office.

## **EMERGENCY PLAN**

An Emergency Action Plan governs what happens in the event of an emergency. The objective of the plan is to provide effective action to minimize injuries and loss of life among students and school personnel in case of disaster or emergency during school hours. The school principal, working in cooperation with county disaster officials, will make decisions and determine actions within the framework of student and employee safety.

In case of an emergency:

All students are to remain on campus. Based on the nature of the emergency, they will be instructed to:

1. Stand by (stay where they are)
2. Take cover
3. Evacuate buildings and assemble, with instructors, in prearranged areas. Evacuation routes are provided to each classroom. Under no circumstances will teachers release their students unless given directions to do so by the Principal. Any adult calling for a student will be required to identify him/herself to an assigned staff member and be listed on the emergency contact information card before being allowed to take a student off campus or out of the school.