

**2022-2023
Envision Academy
Handbook
Grades 9-12**

1515 Webster Street Oakland, CA 94612

Office: 510-596-8901

Fax: 510-596-8905

www.envisionacademy.org

Panther Community Vision Statement, Agreements and Core Values 2022-2023

VISION STATEMENT

The vision for the community of Envision Academy of Arts & Technology is for all our students and staff to strive for physical, emotional, and intellectual well-being and safety through joyful, innovative and empowering opportunities for personal growth and success.

CORE VALUES

- **Discipline:** We discipline ourselves in order to own our decisions and their outcomes.
- **Growth:** We are committed to lifelong learning and personal growth, whether through success or failure.
- **Community:** We work hard and in harmony to create and sustain a community that embraces diversity, equity and positive, lasting change.
- **Justice:** We are agents of change for social and restorative justice.
- **Respect:** We treat each other, ourselves and this land with respect.

PARENTS/GUARDIANS AGREEMENT

I understand and can...

- Make sure my student is punctual, attends school regularly and follows the dress code policy
- Schedule vacations around the school calendar to maximize my student's learning opportunities
- Commit to check in with teachers and support my student's success by:
 - Supporting the school in its efforts to maintain school discipline
 - Establishing a time for homework and check in with teachers
 - Providing a space for my student to study
 - Encouraging my student's efforts and for them to go to office hours as needed
- Keep the school aware of anything that could impact my student's safety and ability to be successful
- Stay aware of the EA Vision, Mission and what my student is learning
- Attend parents/guardians conferences and exhibitions, and Panther Family Association Meetings

STUDENT AGREEMENT

I understand and can...

- Follow all school rules, be on time, and adhere to the dress code and electronics policy
- Complete and return assignments in a timely manner
- Only use my cell phone/electronics before school, during lunch, and after school, or with teacher permission
- Attend office hours when needed/assigned
- Advocate for myself when I need help
- Always try my best and have a growth mindset

ADVISOR/TEACHER AGREEMENT

I understand and can...

- Provide necessary assistance to parents/guardians so they can check on assignments
- Grade assignments within a reasonable time frame to provide adequate feedback to students and families about their progress in my class
- Encourage students and parents/guardians by providing information about student progress, growth areas and success
- Provide timely, reasonably and equitable academic intervention strategies and opportunities for students experiencing difficulty
- Establishing a time for regular check ins and communication with students and families
- Be my student's point person and advocate if they are in my advisory
- Provide high quality and equitable instruction and curriculum with frequent progress reports

ADMINISTRATOR AGREEMENT

I understand and can...

- Work with the community to provide a safe environment that allows for positive communication between the teachers, parents/guardians and student
- Encourage teachers to regularly provide academic intervention strategies and homework assignments that will reinforce instruction
- Provide resources to support the academic program and a college going culture
- Provide opportunities for parents/guardians to volunteer and participate

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WELCOME!

We would like to welcome all new and returning families to Envision Academy of Arts & Technology, where we are dedicated to creating an equitable, powerful, and innovative learning experience for ALL students from all levels and backgrounds of learning! Our mission is to engage our scholars not only academically but socially and emotionally, in order to prepare them for life after high school, whether that be college/university or the workforce.

At Envision Academy, we build a community where we love learning, crave excellence, and access our agency. Upon graduation, our students possess:

- the knowledge and academic skills necessary for success in college;
- a mastery of leadership skills necessary for responsible, active citizenship;
- the artistic and technological skills necessary for success in the 21st century workplace

While we are dedicated to bringing out the best in our students, your children, we acknowledge that none of this is possible without the help and support of you, our families, our community.

The hope is this handbook not only serves to inform you and your family of our policies, procedures and expectations but also creates a bridge of communication and belief that we want the best for everyone in our community and will work together to produce just that: the best.

Please review and discuss this handbook closely with your child(ren). Once that is done, please sign the Acknowledgement and Commitment Form and **return them to your child's advisor by the end of the first week of school.**

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, learning and growing with you this year!

In Community,

Steven B. Mathis,
Interim Principal

Kevin Hoffman,
Vice Principal

Mission

Envision Academy High School

"Envision Academy of Arts & Technology's mission is to provide equitable, powerful, and innovative education that supports the physical, emotional, and intellectual well-being and safety of every student through joyful, innovative, and empowering opportunities for personal growth and success."

Community Agreements

Rather than a long list of rules to govern our interactions, members of the Envision Academy Learning Community, students, staff, parents/guardians, and members of our broader adult community (e.g., volunteers, mentors, guests, etc.) agree to the following guidelines:

Community Agreements

PANTHER CODE

When we are in **COMMUNITY**

We show **RESPECT** to ourselves, others, and the land

Through **SELF-DISCIPLINE**

In service to learning and **GROWTH**

So that we can all work toward **JUSTICE**

SCHOOL CONTACT AND SCHEDULE

1515 Webster Street Oakland, CA 94612

Office: 510-596-8901

Fax: 510-596-8905

www.envisionacademy.org

2022-23 Envision Academy of Arts & Technology
Bell Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
<u>Breakfast/Prep</u> 8:00 - 8:25	<u>Breakfast/Prep</u> 8:00 - 8:25	<u>Breakfast/Prep</u> 8:00 - 8:25	<u>Breakfast/Prep</u> 8:00 - 8:25	<u>Breakfast/Prep</u> 8:00 - 8:25
<u>Period 1</u> 8:30 - 9:25 (55)	<u>Period 6</u> 8:30 - 9:25 (55)	<u>Period 1</u> 8:30 - 9:10 (40)	<u>Period 6</u> 8:30 - 9:25 (55)	<u>Period 1</u> 8:30 - 9:25 (55)
<u>Period 2</u> 9:30 - 10:25 (55)	<u>Period 5</u> 9:30 - 10:25 (55)	<u>Period 2</u> 9:15 - 9:55 (40)	<u>Period 5</u> 9:30 - 10:25 (55)	<u>Period 2</u> 9:30 - 10:25 (55)
<u>Period 3</u> 10:30 - 11:25 (55)	<u>Period 4</u> 10:30 - 11:25 (55)	<u>Period 3</u> 10:00 - 10:40 (40)	<u>Period 4</u> 10:30 - 11:25 (55)	<u>Period 3</u> 10:30 - 11:25 (55)
<u>Period 4</u> 11:30 - 12:25 (55)	<u>Period 3</u> 11:30 - 12:25 (55)	<u>Period 4</u> 10:45 - 11:25 (40)	<u>Period 3</u> 11:30 - 12:25 (55)	<u>Period 4</u> 11:30 - 12:25 (55)
<u>Lunch</u> 12:25 - 1:05 (40)	<u>Lunch</u> 12:25 - 1:05 (40)	<u>Period 5</u> 11:30 - 12:10 (40)	<u>Lunch</u> 12:25 - 1:05 (40)	<u>Lunch</u> 12:25 - 1:05 (40)
<u>Period 5</u> 1:10 - 2:05 (55)	<u>Period 2</u> 1:10 - 2:05 (55)	<u>Period 6</u> 12:15 - 12:55 (40)	<u>Period 2</u> 1:10 - 2:05 (55)	<u>Period 5</u> 1:10 - 2:05 (55)
<u>Period 6</u> 2:10 - 3:05 (55)	<u>Period 1</u> 2:10 - 3:05 (55)	<u>Lunch</u> 12:55 - 1:15	<u>Period 1</u> 2:10 - 3:05 (55)	<u>Period 6</u> 2:10 - 3:05 (55)
<u>Advisory</u> 3:10 - 3:45 (35)	<u>Office Hours</u> 3:10 - 3:45 (35)		<u>Clubs/Enrichment</u> 3:10 - 3:45 (35)	<u>Advisory</u> 3:10 - 3:45 (35)

**See www.envisionacademy.org for the annual calendar and additional information*

School to Home Communication

At Envision Academy we do everything we can to see that the families of our students are well informed of all events and activities at the school. We regularly send emails with announcements, activities, reminders, volunteer requests, and more. It is imperative that parents/guardians not only provide a working email address but also check it regularly. This helps us build a community of safety, transparency and support.

In addition, we have a call fire system used to inform parents/guardians of upcoming events, as well as occasional emergency messages. For access to our communication, it is imperative to keep the school informed of changes regarding student information, including mailing address, email address, and telephone numbers.

Drop-Off / Pick-Up

Drop-off and Pick-Up is at Webster Street entrance.

Drop-Off and Pick-up

Our **high school students** may arrive anytime after 8:00 am, which is when supervision and breakfast begins.

START OF THE DAY: All students start their day in their 1st period class, which begins promptly at 8:30 AM.

PICK-UP: All students who are not in a sport/club, performing restorative work, or working with a teacher have 15 minutes to leave the campus, be picked-up, or take public transportation home. This is by 4:00 PM on Monday, Tuesday, Thursday and Friday. On Wednesdays, students should be out of the building by 1:10 PM.

Student Drivers

All students who are 16 years of age and have a valid California Driver's License are allowed to drive to school as a matter of privilege, not a right.

Students should not arrive at school earlier than 8:00 AM and must leave school within 15 minutes after school ends, unless accompanied by an adult, attending office hours, or attending a school sanctioned event. The school currently does not have a student parking lot, and street parking surrounding the school is largely metered by the hour and regularly patrolled by parking enforcement. Students are encouraged to refill parking meters in between classes, making sure to inform the front office before leaving campus.

California Law states that a student who has had their license for **less than 12 months** may not give anyone under 20 years old (friend, sibling, cousin, etc.) a ride unless they have a licensed parents/guardians or other adult 25 years old or older in the car with them. School administration will discuss driver responsibility as needed with any student misusing the privilege and freedoms mentioned in this section.

Closed Campus

Students are to stay on campus from the time they arrive at school until they are dismissed. Students leaving campus without permission will be subject to appropriate school discipline (see Student Discipline Section). Grade 10-12 students have access to "off campus lunch," subject to parent permission and adherence to school community rules and Oakland community laws. **Grade 9 students are required to remain on campus for lunch unless they have earned an off-campus lunch opportunity through the school's incentive program AND have parental permission to exercise that earned privilege.** Beginning in the 2023-24 school year, only students in grades 11 and 12 will be permitted to leave campus for lunch on a regular basis.

Visitors

Guest-students, siblings, friends and other relatives may not attend class if they are not enrolled. Parents and guardians are always welcome! Approved visitors must check in at the front office and receive a visitor's pass prior to entering the school. Visitors who do not comply with school policies will be asked, respectfully, to leave.

Contacting Students at School

PARENT/GUARDIANS SHOULD NOT EXPECT STUDENTS TO ANSWER THEIR CELL PHONES OR RETURN TEXT MESSAGES DURING SCHOOL HOURS!

If you have an emergency that requires your child's immediate attention, please call the office at 510-569-8901 and we will get your child out of class. Please be mindful that aside from wanting to limit interruptions to the learning environment, we do not have the resources to serve as a message center for students. For this reason, we request that you limit student messages to emergencies only.

If students need to make a phone call home during school hours and outside of lunchtime, the student is expected to sign out of their current classroom, go to the main office and use the phone there.

Parent and Family Involvement

The **Family, Student, and Community Association** serves as an organization for all family involvement in the school, and functions as a forum for parents/guardians and community members of the Envision Academy community. Monthly Family, Student, and Community Association (FSCA) meetings will take place during the 3rd week of each month on a day to be decided by the community. The purpose of FSCA meetings is to provide an opportunity for the school community to give input on instructional and non-instructional issues as they pertain to the site, including: curriculum, budget, schedule, student health and welfare, programs, procedures, and other issues, as deemed valuable to the community.

Family participation is an important part of creating a successful learning community at Envision Academy, and necessary to fulfilling our vision. If you're interested in getting involved, please contact the Main Office for details about the next meeting. Spanish translation is available.

GENERAL INFORMATION

Mascot and Colors

The Envision Academy mascot is the Black Panther. Our school colors are purple and black. White and gray will often appear on t-Shirts and jerseys as complementary or alternative colors.

Props

Positive feedback motivates all of us to succeed. Giving props is a school-wide practice intended to encourage all members of the Panther community to recognize each other's positive actions throughout the week. Giving someone "props" means giving them their proper respect.

Students receive various additional types of positive reinforcement, including recognition of achievement /leadership, positive phone calls, and classroom rewards. Some school wide positive incentives include but are not limited to:

- Panther of the Month/ Semester: teachers reward students in Community Meetings
- EA gear and accessories as the community members reach goals set by the EA community.

Field Trips

Envision Academy always strives to make learning relevant. This entails frequent interaction with resources outside of our school. Therefore, parents/guardians will sign a Day (Walking) Field Trip permission form when their student enrolls. Parents will be notified in advance when students will be taking a field trip and will receive additional forms and information regarding the specific details of the trip.

Smoking and Vaping

Smoking and vaping (including using vapor products or electronic cigarettes) are not permitted by anyone on or around school grounds. This pertains to students, staff, family members, friends, community members, and the general public and is a federal mandate. Any student who violates this rule will be subject to appropriate disciplinary action, including restorative consequences or suspension. Visitors who violate this rule will be asked to leave campus immediately.

Food and Drink

To maintain and promote a professional atmosphere, and protect our equipment and facilities, food and drinks will be allowed only in designated eating locations. As a general rule, all drinks must have a cap and classrooms DO NOT allow drinking in class at all (drinking regular, unflavored water will be allowed).

When students need to take a drink or snack break, they should discretely inform their teacher and then step right outside of the classroom door to take a quick drink, returning immediately to the classroom once done. Teachers and staff will follow up with students if lengthy drink and snack breaks are interrupting instructional time.

Drinking is never acceptable when working with digital technology.

Skateboards/Skates/Rollerblades/Scooters

Riding or wearing anything with wheels is not permitted while on campus. Students caught will be given a warning. If it happens again, the item(s) will be confiscated and taken to the office, where a parent must come in to pick it up. If students need to find a place to store these types of items, they should speak to an administrator.

Public Display of Affection

Out of respect for the school community, and to decrease chances of spreading Covid, students are not to engage in public displays of affection (PDA) inappropriate for a school campus. This includes piggyback rides, sitting on another's lap, making-out, and/or excessive body-to-body contact. Students displaying excessive PDA will be reminded of the community expectation. If the behavior continues, students face consequences that include, but are not limited to, a reflection or restorative conversation.

Electronics

Electronics of any kind (including but not limited to cell phones, Mp3 players, cameras, Bluetooth speakers, earphones/earbuds, etc) are not permitted during any class periods, including Advisory, or during passing periods. Electronics may be used during breakfast, lunch, and after school. Electronics may be used during class if/when a teacher allows it for a classroom-related assignment.

Note: We know that electronics are a major part of day-to-day life for many of us. During the beginning of the school year, EA administration will engage with teachers, students (through Advisory), and families (through FSCA) to develop a more robust and nuanced electronics policy that reflects the needs of all of our community.

If families need to reach their children because of an emergency during class time, they can call the main office at **510-596-8901**.

Security of Belongings

Envision Academy is not responsible for personal items that are stolen at school. Please do not allow your child to bring valuables to school or more cash than necessary for lunch and snack. If there is a need to pay for an item at school, send a check made out to Envision Academy. If anything is stolen from your student, advise them to report it to a staff member, the Main Office, or the Principal immediately. Please note the admin team may not have the capacity to investigate theft of personal items brought from home.

ATTENDANCE

While we recognize that there are legitimate reasons to miss school such as illness and bereavement, we encourage our students to be in school at all times so they can meet their full academic potential while attending Envision Academy.

Attendance will be taken electronically during the first ten minutes of every period. If a student is not in class and the office cannot determine a reason for the absence, the student's parent or guardian will be notified through email, phone call or text.

REPORTING AN ABSENCE: When a student will not be in school, the office must be notified before 9:00 AM. Please contact the main office at 510-596-8901 to report the absence.

Parents/Guardians must clear absences within 24 hours immediately following an absence or it will remain unexcused.

Students who are absent 5 days in one quarter, without an excuse, will receive a truancy letter. Each 5 days generates a new letter. Multiple truancy letters can include but not be limited to not attending school culture events (i.e. spirit week, dances, prom, etc.) or administration taking steps to disenroll a student, as outlined in the [Envision Education Attendance Policy](#).

Excused Absences	Unexcused Absences/Tardies
Illness	Unverified absences
Medical/Dental Appointments	Late arrival over 30 minutes
Funeral services	Leaving campus without permission
Immunization	Personal reasons
Religious holidays	Vacation
Court appearances	Skipping class

Parents will be contacted in the event there is an excused or unexcused absence. All absences will be indicated on the semester report cards.

Grade levels who meet stated attendance goals will be recognized at Community Celebrations throughout the school year!

Tardy Policy

Tardy Policy

Morning Tardies

All students who are late in the morning must check in at the front office by entering the Webster Street doors to receive a tardy pass. Morning tardies are only excused with a doctor's note on medical office stationery. If a student is tardy in the morning, the student's parent/guardian will be contacted. Students must be in class by 8:30 AM. Students who are consistently more than thirty minutes late will receive a Tardy Truant and begin the SARB process.

Tardies Between Classes

Students who are late for other periods of the day will be marked tardy by their teacher. Tardies between classes are only excused with a note from a staff member. All unexcused tardies will result in an unexcused tardy entered in attendance.

Tardy Consequences (between classes - does not include morning tardies)

Step 1: 5 tardies (excluding morning tardies) in a week = Reflection/Check-in with Dean + parent/guardian conversation

Step 2: Another 3-5 tardies in a week = *Resolution Request* for Justice Circle

Step 3: Another 3-5 tardies in a week = SART

Late from off campus lunch or leaving to lunch without permission*

Step 1: First time = Reflection/Check-in with Dean

Step 2: If a student is late a second time = loss of off campus lunch the next day + Late Lunch Reflection + parent/guardian conversation

Step 3: If a student is late a third time = loss of off campus lunch for next 3 days + Late Lunch Reflection + Resolution Request for Justice Council

Step 4: If a student is late a fourth time = Off-campus Lunch Contract

**based on quarterly tardies from lunch*

Support/Consequences for Impacts of Tardiness

If a student is late, their teacher may request that they attend office hours to make up for missed learning time. Parent/guardian contact may also be made, in addition to other attendance-related consequences as outlined in the handbook.

Skipping Class

A student is considered “skipping” if they miss more than 20 minutes of class without a verified reason. In PowerSchool, if a student never appears to class, or if they arrive to class over 20 minutes late, without a verified reason, it will be marked as an unexcused absence. Extended bathroom breaks will be considered skipping. Repeated offenses (3rd Infraction) for skipping will result in *Resolution Request* for Justice Circle.

SART to SARB Attendance Review Procedures

Students who are absent for more than 5 days in any one class, in any quarter, 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 and mandatory SART Meeting attendance at Envision Academy
3. Letter 3 Notification and mandatory SARB Meeting attendance 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 with Alameda County.

Medical / Dental Appointments for Early Release

To ensure the safety of our students, please follow our system for pick-up during the school day:

- 1) Students are expected to make routine medical or other appointments before or after school hours. Since Wednesday is a minimum day, Wednesday afternoons may be the best times to make medical appointments. In the event that this is not possible, parents or guardians must phone, email, or send a note to the school office before students may leave the school grounds. If a student leaves campus without checking out with the office, the absence is considered skipping and cannot be excused.
- 2) Have your child submit a note about the appointment to the Main Office so a copy can be made and entered into PowerSchool attendance. Your child can then take the note with them to give to their teacher as to limit classroom interruptions. Your child must wait in the office at your agreed upon meeting time for us to release them. **NOTE:** You must come to the office to sign out your child.
- 3) When students are returning from such appointments, they must sign back into the office before going to class. In order to excuse the absence, a doctor's note must be provided.

STUDENT HEALTH AND WELFARE

Envision Academy provides free breakfast and lunch daily for all students.

Meal Services
Breakfast - 8:00 AM - 8:25 AM Daily Lunch - 12:25 PM - 1:05 PM (Monday, Tuesday, Thursday, Friday) Lunch - 12:55 PM (Wednesday)

While all students will have free breakfast and lunch available to them each day, it is still important for all families to complete and return the Free/Reduced Lunch Application, which was sent via mail to families in July. If you did not receive an application in the mail, please contact the front office.

Emergency Contact Forms

Each student must have an Emergency Card, available in the registration or re-enrollment online packet, completed by their parents/guardians. The form will be kept on file in the school office. The Emergency Form includes the following information:

- 1) Parents/guardians complete name(s), address, and updated/accurate cell, telephone, and work number(s).
- 2) The name, address, and updated/accurate telephone numbers of another adult who can be called in an emergency when a parent cannot be reached.
- 3) Medical alert information.

Please keep this information updated throughout the year to assist us in helping your children! Parents and Guardians can update this information with their PowerSchool account.

Emergency Preparedness

An Emergency Action Plan for all Envision Schools governs what happens at Envision Academy in the event of an emergency. The objective of the plan is to provide effective action to minimize injuries among students and school personnel in case of disaster 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.

We understand the need parents/guardians may feel to rush to the school in the case of an emergency situation. However, we strongly encourage all parents/guardians/siblings to refrain from coming to the school if an emergency has been declared. This helps to ensure the safety of not only you but of the students and the staff dedicated to protecting them. The school will be in constant communication with all parents/guardians in the case of an emergency.

Emergency Procedures:

All students are to remain on campus. Based on the nature of the emergency, students will be instructed to do one or more of the following:

1. Stand by (stay where they are)
2. Take cover
3. Evacuate buildings and assemble, with instructors, in prearranged areas. Evacuation routes are posted in 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 themselves to an assigned staff member before being allowed to take a student out of school.

Medications and First Aid at School

Whenever possible, guardians will be notified if a student requests an ice pack or has another health related request.

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) Parents/Guardians must have the Medication Form completed by the Health Care Provider. This form must be filled out each year.
- 2) The parents/guardians 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) **Students may not keep medication in their backpacks, desks or clothing, with the exception of students needing an Epi-pen for allergic reactions, inhalers for the treatment of asthma, or insulin for students with diabetes. For those students, there must be a completed and signed Medication Form in their file.**
- 4) **Students may not share medication with or obtain medication for other students.**

It is also advised that the parents/guardians 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.

ACADEMICS

Graduate Profile

Vision of an Envision Graduate: Graduates from Envision are lifelong learners who eagerly take on society's greatest challenges by exercising our competencies of **Critical Thinking, Leadership, Criticality, Knowledge and Love of Self and Land, Collectivism, and Self-Determination** so that the generations to come benefit from equitable, environmentally, and culturally sustaining practices.

Grading

Network-wide practices

- (Grades 9 and 10) If a student earns a 2 or higher on end-of-semester network-wide summative assessments (science, math, and ELA, social studies), then that score can replace the semester grade. If a student scores a 1 then a teacher can give students an opportunity to make test corrections that show they understand the content and score a 2 on the exam.
- (All grade levels) If a student engages in End-of-Unit task revisions, a combination of those scores can replace the semester grade.
- (All grade levels) Summer school opportunities can include End-of-Unit Task revisions for semester grade.
- (All grade levels) Teachers can approach end-of-year grading with a two-pronged approach. The bar of 95% attendance can be used to mark the threshold of a C- / 1.66 in a course. Above that, a competency, standards based approach should be used for grading.
 - For example:
 - If a student is struggling with content but has been marked present for 95% of days, then they should receive at least a C- / 1.66 (engagement minimum based)
 - If a student is meeting standards and competencies as determined by teacher that is equivalent to an A or 4.0, but a student is present for 49% of days, then they should receive an A or 4.0 for the semester (competency based)
 - If a student is present for 95% of days and is meeting standards and competencies as determined by the teacher that is equivalent to a B or 3.0, then they should receive a B or 3.0 for the semester.

Network-wide policy

- (All grade levels) Students will not be retained to repeat a grade-level unless it is approved by the Principal and Chief Academic Officer. [Research](#) shows little to no evidence of repeating grade-levels having a benefit.

All of the required courses at Envision Academy in our high school, grades 9-12, result in multiple evaluations that 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

High School Standards-Based Grading Scale:

Rubric Score	Letters	Grade Pts (non-UC GPA)	UC/CSU Grade Pts
High Advanced (4+)	A+	4.33	4
Advanced (4)	A	4	4
Low Advanced (4-)	A-	3.67	4
High Proficient (3+)	B+	3.33	3
Proficient (3)	B	3	3
Low Proficient (3-)	B-	2.67	3
High Developing (2+)	C+	2.33	2
Developing (2)	C	2	2
Low Developing (2-)	C-(N.C)	1.67	2
Non-Passing	M	0	0

Please note that Envision Academy does not assign grades of “D” or “F”.

High School Graduation Requirements

1. Create, present, and pass a College Success Portfolio at the end of 12th grade.

Mastery of knowledge and skills in the following areas:

- Research
- Literary Analysis
- Inquiry
- Creative Expression or World Language
- Workplace Learning Experience (WLE)

Mastery of the four Envision Schools Leadership Skills:

- Think Critically
- Complete Projects Effectively
- Collaborate Productively
- Communicate Powerfully

2. Successfully complete University of California and California State University minimum A-G subject requirements with a minimum grade of C- or higher:

- English – 4 years
- Mathematics – 3 years

**For any additional information on certain policies and expectations, please see our [Handbook Appendix](#)*

- Laboratory Science – 2 years
- History/Social Science – 2 years
- World Language – 2 years
- Visual Arts and Technology – 1 year
- College Prep Elective – 1 year

3. Demonstrate college and workplace readiness:

- Successful completion of hour requirement in 11th grade Work Learning Experience
- Pass the WLE presentation in 11th grade
- Accepted to at least 1 college, university, or post-secondary program

Exhibitions, Benchmarks and College Success Portfolio

Students will participate in a major exhibition each year. While Student-Led Conferences are held in each grade, they will serve as a particular opportunity for 9th graders to begin to chart their course to a College Success Portfolio. Benchmark Portfolio in the 10th grade, Work Learning Experience (WLE) in the 11th grade, and College Success Portfolio in the 12th grade are considered “exhibitions.” Student attendance is mandatory at all of these exhibition events.

In order to be promoted to the Upper Division/11th grade, each 10th grade student (regardless of transfer status) 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.

Based on the high stakes nature of these portfolios, it is important that families become community members and participate by attending and supporting the exhibition process. Information on opportunities to support the exhibition process will be communicated later in the school year.

High School Workplace Learning Experience (WLE)

In 11th grade, all students participate in the Workplace Learning Experience, or WLE. For two full weeks during the month of May (Mon-Fri), instead of coming to school, they go to an internship site for the entire day. To secure the internship, students write resumes and cover letters and practice interview skills. We encourage them to seek an internship in a field of interest, and the WLE helps many students identify their ideal career (or one they don’t want!). During the internship, students work with a mentor and complete a project with measurable outcomes. At the end of the two weeks, they present their experience in a public exhibition. It’s a powerful experience that equips students with job search practice, self-confidence and first-hand exposure to a career field.

Homework, Make-up Work, and Revisions

Our goal is to prepare students to be productive and responsible human beings and part of that process is holding them accountable for their school work, whether it be homework, make-up work, or revisions. While teachers share the burden of student success and follow-through, it is also up to students to actively communicate with their teachers when it comes to completing, making up, or revising assignments.

Teachers may give assignments that will need to be completed at home; please feel free to communicate with your child(ren)'s teacher(s) to give feedback on the amount or type of homework that is assigned. The schools will also ask teachers to be as communicative as possible with parents, guardians, and families about homework assignments and policies.

Progress Reports and Transcripts

Envision Academy strives to keep parents/guardians abreast of their student's academic progress and has established regular reporting periods. Parents and students may always check PowerSchool to see updated grades. Progress reports are sent home approximately every 6-12 weeks in the high school. Students also review their progress with parents/guardians and advisor during student-led conferences held mid-semester. During the conference, copies of mid-term grade reports are distributed. Official grades are issued at the end of each semester. The transcript includes an academic grade, report of attendance, and may include teacher comments.

Academic Support

PowerSchool is our online attendance and grade-keeping tool that allows our faculty and families to quickly and accurately search student records. We encourage families and caregivers to use PowerSchool to check the status of a student's grades, attendance, and assignments.

Office Hours: In college, professors hold "office hours" to help students on an individual basis. At Envision Academy, we replicate this practice as a way of encouraging our students to reach out for extra help when they need it. One afternoon session per week (Tuesdays) is dedicated to office hours. Students may also speak with their teachers to schedule time before or after school to get additional help, depending on teacher availability. If a teacher requests that your student(s) attend office hours with them, it is strongly recommended that they do so! The request is rooted in care and a desire to support your student(s) reach their full academic potential.

High School College and Career Counseling

Envision Academy has a full time College Counselor, and a full time Career Counselor who assists students with high school academic choices and post-high school planning. Students and/or parents/guardians may request an appointment to discuss graduation status, college entrance and placement tests, college and financial aid applications, work-based learning, internships, and career planning.

Academic Integrity Policy

Envision Academy takes academic integrity seriously. Plagiarism and cheating of any kind are not permitted. Students may not look at and/or copy from the test, assignment, or digital work of another person. Neither are they to let anyone look at and/or copy from their own test, assignment, or digital work. Students may not offer verbal help or pass notes to other students regarding a test or complete the work of another student. It is the responsibility of the EA community to uphold the EA community norms regarding plagiarism. By signing the handbook, EA students make a commitment to completing their own work and maintaining high standards of integrity for the good of the community.

Procedures:

1. Students will sign the handbook at the beginning of each school year
2. All test papers, quizzes, or assignments will be taken from students violating the policy. This includes students who are suspected of copying, as well as any student whose work was potentially copied.
3. Students involved in cheating or plagiarizing will receive a grade of "NC" or zero for the test, quiz, or assignment.
4. Students who believe they have been accused in error may request a meeting with the Justice Council or administration team.

High School Work Permits

By California State Law, all students under the age of 18 are required to have a work permit for afterschool and weekend jobs. Permits may be obtained from the California Department of Education website. During the school year, students may work a limited number of hours, determined by their age. A parent's signature is required on the application for a work permit before the permit is issued. Students should check in with the Office Manager for more information. Please allow at least 2-5 business days for the processing of work permits.

California Department of Education: [Frequently Asked Questions - Work Permits](#)

STUDENT SUPPORT AND DISCIPLINE

Please note that a community member may receive a restorative consequence as a result of a Justice Circle. All restorative consequences are required to be served, and will be managed by the Justice Circle Facilitator. See Page 29 for more information about our Restorative Justice program.

Classroom Management

Envision Academy knows that consistency is key in developing positive student behavior. Therefore, every classroom will have some form of this classroom management plan before intervention by Admin at Step 5.

Classroom Management Plan

Step 1: Verbal/Non-verbal Reminder

Step 2: Reflection Conversation

Step 3: Parent/Guardian Contact

Step 4: [Onward Referral](#)

Students repeatedly being referred to EA's Onward! program may be invited with their parent or guardian to a Student Success Team meeting to discuss additional supportive steps.

Shifting

Shifting is an offering for students who need a moment to step outside of class to access additional support.

To access Shifting opportunities:

1. Student informs teacher
2. Teacher fills out Shifting Pass
3. Student reports to The Lair (Room 108) and signs in
4. Student connects with Dean for additional support
5. After successfully shifting, student returns to class with signed Shifting Pass from Dean
6. Sign back in to class

Classroom Expectations

Students are expected to enter classrooms prepared to follow all classroom procedures. Teachers will clearly articulate their expectations and particular classroom procedures in the first two weeks of school. Generally, an EA expectation is that students will be attentive and respectful while a teacher or student is speaking; this is also a way we can live our core value of Community. Students are not permitted to leave the classroom during the first or last ten minutes of class.

Classroom Break

Students are expected to be mindful of the best times to take a restroom or personal urgency break. If a student needs to step out of the classroom, they must:

1. Discretely inform the teacher
2. Sign out of the class
3. Take the pass and go to the restroom or office

4. Return to class and sign back in
5. Return pass to where it belongs

Students are expected to return to class within 3-5 minutes.

Code of Conduct for All Community Members

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.

Respect

- We treat one another with dignity and respect – with our words, bodies and social media activity.
- We respect each other’s learning and the learning environment.
- We give respect to all of the people on our campus. If we disagree, we resolve the conflict in a timely conversation.
- We actively listen to one another with an open mind.
- We respect our learning time and our belief in creating strong relationships by keeping all electronics silent and out of view during the school day.
- We consume food and drinks at appropriate times and in appropriate places.
- We use language that demonstrates academic identity and promotes safety, learning, and growth.
- We respect each other’s personal space by not engaging in play fighting or public displays of affection.

Growth

- We know, model, and exceed expectations. When we know better, we do better.
- We take chances, embrace failure, own our mistakes and use them as opportunities to grow.
- We create original work and cite sources when referencing the work of others.
- We strive to show growth as empathetic members of our community.
- 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.

Justice

- We celebrate each other’s wins and growths.
- We take responsibility for our actions, correct our mistakes, and make amends.
- We refrain from copying or plagiarizing others’ academic work.

Community

- We look for and create moments of joy and joyful rituals in classrooms and community.
- We lift up and support each other by building positive relationships.
- We act as upstanders, not bystanders.
- We take proactive steps to keep our community safe.
- We peacefully resolve conflicts and keep our community safe and free from harassment, violence, and bullying- online and in person..
- We take care of our community environment by respecting personal and school property, and putting all trash in the appropriate bins.
- We keep our community members safe by walking on campus and storing skateboards, bikes, scooters, etc. in designated spaces.
- We remove earphones from our ears in common spaces, in order to remain aware of our surroundings

and any potential safety situations.

- We wear clothing that keeps us all emotionally and physically safe.
- We actively contribute to making our community better than we found it.
- We look for opportunities to help others.
- We refrain from using profanity in or around our school building.

Self-Discipline

- We make choices that provide access and opportunity.
- We keep ourselves focused on the learning we are here to do, and on the relationships we are here to build.
- We follow through on our commitments.
- We take initiative. We ask for what we need. We do what needs to be done.
- We invest in our futures by refraining from drugs and alcohol
- We show up ready to learn, on time, and prepared.

Dress Code Expectations

It is the policy of Envision Academy that the student and their parent/guardian hold the primary responsibility in determining the student's personal attire, hairstyle, jewelry, and personal items (e.g. backpacks, book bags). Schools are responsible for assuring that student attire, hairstyle, jewelry, and personal items do not interfere with the health or safety of any student and do not contribute to a hostile or intimidating environment for any student. Our dress code expectations are used to reinforce the importance of our Core Values, along with keeping our school community safe, inclusive, and welcoming.

Core Values

In relation to student dress, we believe:

- Students should be able to dress and style their hair for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming; students have the right to be treated equitably.
- Dress code enforcement should not and will not create disparities, reinforce or increase marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size/type, or body maturity.
- Students and staff are responsible for managing their personal distractions.
- Students should not face unnecessary barriers to school attendance.

Universal Dress Code

Students must wear:

- Top (shirt, blouse, sweater, sweatshirt, tank, etc.)
- Bottom (pants, shorts, skirt, dress, etc.)
- Footwear

This policy permits additional student attire requirements when necessary to ensure safety in certain academic settings (e.g. physical activity, science or CTE courses).

Students may **NOT** wear clothing, jewelry, or personal items that:

- Are pornographic, contain threats, or that promote illegal or violent conduct such as the unlawful use or promotion of weapons, drugs, alcohol, tobacco, or drug paraphernalia
- Demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race,

- ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups
- Intentionally show private parts (nipples, genitals, buttocks); clothing must cover private parts in opaque (not able to be seen-through) material
- Cover the student’s face to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose)
- Demonstrate gang association/affiliation

Attire worn in observance of a student’s religion are not subject to this policy.

Enforcement

Principals are required to ensure that all staff are aware of and understand the guidelines of this policy. Staff will use reasonable efforts to avoid dress-coding students in front of other students. Students shall not be disciplined or removed from class as a consequence for wearing attire in violation of this policy unless the attire creates a substantial disruption to the educational environment, poses a hazard to the health or safety of others, or factors into a student behavior rule violation such as malicious harassment or the prohibition on harassment, intimidation, and bullying. Further, no student shall be referred to as “a distraction” due to their appearance or attire.

Typical consequences for a violation of this policy include parent/guardian contact or conference and the directive to cover, change, or remove the non-complying attire. A student may also be instructed to leave their classroom briefly to change clothes. The Principal or their designee will notify a student’s parent/guardian of the school’s response to violations of the student dress policy.

Vandalism of Computers, School Property, or School Furniture

- **1st Offense** = *Resolution Request* for Justice Circle or Restoration (depending on the severity)
- **All Subsequent Offenses** = Mitigation by Admin, Advisor, parents/guardians, Student, Conference with creation of a Behavior Plan

Restorative Practices

Restorative Practices is an approach to school culture and discipline that focuses on repairing harm before assigning punishments. Teachers and students who are in conflict have a conversation about how their actions affect each other and what they can do to fix the situation. The method reduces punitive discipline and builds relationships that feed a positive school culture.

Envision Academy strives to use restorative practices whenever appropriate and feasible. We believe that students can learn from mistakes and that the goal of the adults on campus should be to focus on restoring harm caused between community members rather than to dole out punishments.

Additional information on our Restorative Practices can be found in our handbook [Appendix](#).

Restorative Consequences

A Resolution Request for Justice Circle can be a result of not following the Code of Conduct, for receiving multiple reminders for inappropriate behavior in class, or for other unsafe or inappropriate actions at school. Envision Academy administration will be working with students and staff to establish a routine should the need for Justice Circle arise; see more information about the Justice Circle process in the Appendix.

When a student receives a restoration, it means that they will be required to meet with those affected by their behavior to work on repairing whatever harm was caused. Restorations may consist of, for example: practicing the desired behavior, completing an assignment, cleaning or giving back to the campus community in some way, apologizing, participating in a circle, or mediation.

Behavior Matrix

Level I - Educator Managed	
<p>Behaviors: The following behaviors should be handled by the teacher in class. Repeated behaviors can be referred to *Justice Circle</p> <ul style="list-style-type: none"> - Talking out of turn - Off-task behavior - Disruptive to class - Talking during Strong Start - Talking to other students - Not doing work - Sleeping - Cursing* - Out of seat without permission - Low-level defiance (i.e. Talking back when given directions) - Disrespectful comments* 	<p>Interventions: The following is a list of possible interventions and responses to Level I behaviors.</p> <ul style="list-style-type: none"> - Change seat - Private conversation - Conversation with student during your prep - Positive Incentive - Verbal Warning - Written Warning - Phone call home - Parent Conference - Ask student to stay after class - Assigned office hours - *Justice Circle

**For any additional information on certain policies and expectations, please see our [Handbook Appendix](#)*

- Inappropriate use of computer	
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Level II - Dean + Justice Circle Managed	
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Behaviors: The following behaviors can result in an immediate referral to Justice Circle .	Interventions: The following is a list of possible interventions and responses to Level II behaviors via Justice Circle*.
<ul style="list-style-type: none"> - Cursing directly at the teacher or at a student - Leaving class without permission - Refusing to put away electronics/phone during learning time - Excessive horseplay, dangerous physical activity 	<ul style="list-style-type: none"> - Public presentation of restorative action - Conversation with, or letter written by student to support persons (family, etc) - Family affirmation of behavior expectations communicated with grade-level team - etc.

Level III - Principal Managed	
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Behaviors: The following behaviors may result in an in-school or out-of-school suspension: <i>(Note: Days of suspension vary by offense.)</i>	Interventions: The following is a list of possible interventions and responses to Level III behaviors.
<ul style="list-style-type: none"> - Threats of physical violence or physical violence - Bullying (physical or digital, as noted in bullying policy) - Drug, alcohol, and tobacco related offenses - Possession of any type of weapon - Stealing/Theft - Refusing to participate in school protocols (mediations, referral process, etc.) - Any other suspendable offense listed in CA Ed Code. 	<p>Re-entry Interventions May Include:</p> <ul style="list-style-type: none"> - SST Meeting - Meeting with a Counselor - Wrap-around Services Referral

Level IV - Principal/Network Managed	
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Behaviors: The following behaviors may result in expulsion: <i>(Note: This may be through Pupil Services or Envision protocols.)</i>	Interventions: The following is a list of possible interventions and responses to Level IV behaviors.
<ul style="list-style-type: none"> - Repeated physical altercations - Repeated drug offenses - Possession of weapons on campus - Violation of contracts related to the above behaviors 	<ul style="list-style-type: none"> - Pupil Services Referral - Expulsion Hearing - Stipulated Expulsion

Bullying

We know bullying is a major concern for students and families nationally and here within the EA community. As a school team, we will do all we can to address the issue to ensure all students are protected and have a safe learning experience. This includes not only proactively working to create a communal and caring atmosphere and culture, but also responding quickly should incidents of bullying arise. You can see more detail about how we will consider responding to bullying in the [Appendix](#).

Suspension and Expulsion Policy

When student behavior moves far beyond the Envision Academy Code of Conduct, Envision Schools Suspension and Expulsion Policy will be followed. 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.

When dealing with behavior violations, the principal or designee may use their discretion to provide alternatives to suspension or expulsion.

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/or 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. “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:
 - a. 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.
 - b. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
 - c. Causing a reasonable student to experience substantial interference with his or her academic performance.
 - d. 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.

e. “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.

ii. A post on a social network Internet Web site including, but not limited to:

1. 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.

2. 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 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. 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.

5. 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.

Alcohol and Drug Policy

The following applies from the moment a student leaves home for school, is at school, and travels home from school.

Possession, sale, distribution or use of any alcoholic beverage, controlled substance, imitation controlled substance, marijuana, or tobacco on school property, at your internship, or any school-related event is cause for immediate removal from the class or activity and referral to the administration.

If a student appears or smells as if they are under the influence of alcohol or drugs:

1st incident: Parents are contacted, and the student must be sent home immediately. This may include changing clothes and returning to school. Student/family receives a copy of this policy.

2nd incident: Parents are contacted, the student receives a referral, and the student is sent home for the rest of the day. A student may be required to attend counseling. A family meeting and a contract will be developed.

3rd incident: Parents are contacted and the student is sent home for the day. The student will receive a Saturday Detention, and they will be required to attend counseling with our onsite psychologist. A family meeting and an updated contract will specify suspension and/or expulsion if the pattern continues.

4th incident: Parents contacted, the student is immediately suspended with a possible recommendation to expel, and the incident is logged in the CALPADS reporting system.

If a student is in possession of drugs/alcohol/paraphernalia, including large amounts for consumption, packaging and/or distributing, the student may be suspended or recommended for expulsion, per ed code.

ATHLETICS

Athletic programs will be offered as much as safety considerations for the ongoing COVID-19 pandemic allow.

The mission of the Athletics Department is to allow student athletes the opportunity to compete at the highest level in their respective Sport. We require our student athletes to be lifetime learners in the classroom and in competition. We expect our student athletes to be exemplary ambassadors of Envision Academy by providing outstanding citizenship on and off campus. Our goal is to promote the growth of character development & leadership training through Panther Athletics, while providing exciting games and fun for our student body and fans.

All student athletes and families who choose to participate in our Athletics department must abide by the policies outlined in the **“Rules and Regulations for Participation Panther Athletics Program,”** which contains four sections:

1. Code of Ethics
2. Team Eligibility
3. Equipment and Supplies
4. Agreements

Rules and Regulations for Participation Panther Athletics Program

Any violation of rules will result in the athlete’s eligibility suspended pending a review and final determination from the administration. The student-athlete will be ineligible to practice with the team. Student-athlete is unable to travel with the team or to participate in any games or scrimmages. Student-athlete can petition to be reinstated at the conclusion of the season but must gain permission from administration prior to the petition being filed. Any violation may result in separate consequences from the school administration. In addition, the school administration will have the prerogative to declare ineligible any member of a team or their respective parents/guardians who exhibits poor citizenship.

Athletics PART 1: CODE OF ETHICS

It is the duty of all concerned with athletics to emphasize the proper ideals of sportsmanship, ethical conduct and fair play. Athletes and parents/guardians are expected to respect the integrity and judgment of the officials, to show courtesy to the visiting team, and to recognize that an athletic contest is only a game, the purpose of which is to promote the physical, mental, moral, social and emotional well-being of the individual athletes.

Athlete’s Code

1. I will follow all school rules and procedures while involved in Panther Athletics; I understand that I represent my school at all times. As stated in the Envision Academy Handbook and Code of Conduct, I will refrain from the use of drugs and alcohol, I will refrain from bringing drugs or alcohol or paraphernalia on school campus, and I will refrain from participating in any gang related activity, and I will refrain from fighting or bullying at school or any school sponsored event.
2. I will emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.

3. I will show courtesy to the visiting teams and officials; I will accept the decision of all officials and/or referees.
4. I will understand thoroughly and follow the rules of the game.
5. I will remember that an athletic contest is only a game.
6. I will refrain from the use of profanity or “trash talking”.
7. I will give respect to my coach, who is the sole instructional authority for my team. I will discourage fans, fellow students, and parents/guardians from undercutting my coach’s authority.
8. I will not criticize my teammates.
9. I will refrain from any activity that may incite spectators.

Athlete’s Parent’s Code

1. I will emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
2. I will remember that an athletic contest is only a game.
3. I will show courtesy to visiting teams and officials.
4. I will not address playing time nor dictate playing time to the coaching staff.
5. I will not criticize officials, direct abuse or profane language toward them or otherwise undermine their authority.
6. I will not indulge in criticism that would undermine the authority of the coach. I will direct all of my criticism to the proper school administrative authority.
7. I will keep a positive outlook on the school’s athletic program. Constructive criticism for the program will be directed to the Athletics Director or to the school administration.
8. I will request a meeting with the Athletics Director if concerns arise regarding operational team practices.
9. I will not enter onto the field or the court, stand on the sidelines, or yell from the bleachers to the coach or provide instructions for my child or other members of the team.
10. I will comply with team discipline practices that are in line with school policies (i.e. detentions, referrals and suspensions)

Athletics Part 2: TEAM ELIGIBILITY

In order to be eligible to participate in sports, the student must:

- Be enrolled as a full-time student.
- Must participate in all team practices (unless the student provides a doctor’s note).
- Come to school every day and on time.

High School Academic ELIGIBILITY TO TRY-OUT:

Fall Sports and Clubs

- 2.0 from Semester 2 of the previous year

Winter Sports and Clubs

- 2.0 from Semester 2 of the previous year and a 2.3 from Quarter 1

Spring Sports and Clubs

- 2.0 from Semester 1

High School Academic ELIGIBILITY TO BE ON THE TEAM:

- No NCs
- Overall GPA should be maintained at a 2.0 or higher

- While a team is in season or a club is active, students who receive an NC on a report card or progress report are ineligible until the student improves the grade to a C- or better, as reflected in the gradebook. Teachers can provide written notification to the Athletics Department 1 day prior to game day, for determination of eligibility.

Other information

- Coaches and Club Advisors track this data **weekly** to hold students accountable.
- Coaches and Club Advisors may have stricter eligibility policies than the school-wide policy
- Students who have at least a 2.0 GPA, but do not meet the Eligibility Policy requirements to play sports, may still try-out per the following requirements
 - Students must write a letter explaining why they should be reinstated to the team despite not meeting the Eligibility Requirements. This letter needs to include why the exception should be made for them to be reinstated.
 - The letter has to be endorsed (signed) by the AD, coach/club supervisor, advisor, VP of Student Support, Dean and Principal.

Athletics Part 3: Equipment and Supplies

Each student is responsible for returning all equipment and uniforms issued to them at the conclusion of the playing season. The student will be charged a refundable security deposit (\$150.00) for all issued uniforms. Any damage, misuse or loss of equipment or uniforms will forfeiture the right to the deposit on file.



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 monopolize the system.
- 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.
- Without calling attention to it, report any inappropriate material to your teacher immediately. Do not call attention to inappropriate material.
- Note that electronic mail (e-mail) is not guaranteed to be private.
- All EA students should use their EA email 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)
- Using the network for political lobbying
- Using the network to inappropriately obtain or use personal information about others
- Using the network for destructive purposes (destroying or damaging property directly or via viruses or deleting software)
- Using the network for stealing from others (data, passwords, software programs, accounts, etc.)
- Using the network for gaining unauthorized access to any network or database
- Using the network to send/receive a message that is inconsistent with Envision Academy's Big 3.
- 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 Core Values
- Transmission of copyrighted material (software, text, graphics) and material protected by trade secret
- 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, AOL INSTANT MESSENGER, AND OTHER SYNCHRONOUS MODES OF COMMUNICATION

All students at Envision Academy will sign a Technology Acceptable Use Agreement. Any student who is caught violating the acceptable use policy may receive a detention or a behavior referral depending on the severity of the misuse. Students may also lose their technology privileges for the rest of the Quarter. Students will then be placed on an acceptable use 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 risks 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.



BULLYING, HARASSMENT, DISCRIMINATION, AND INTIMIDATION

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 with 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, his, or their 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 their 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, they 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

To ensure bullying does not occur on school campuses, Envision Schools will provide staff development training in bullying and harassment prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment

Teachers will discuss this policy with their students and assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Each school will adopt a Student Code of Conduct 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' Superintendent. We prohibit retaliatory behavior against any complainant or any participant in the complaint process.

Our procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents/guardians receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of this student handbook.
- Envision Academy will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

Conflict Resolution

Envision Schools believes that all students have a right to a safe and healthy school environment. Part of a healthy environment is the freedom to openly disagree. With this freedom comes the responsibility to discuss

and resolve disagreements with respect for the rights and opinions of others.

To prevent conflict, each Envision school will incorporate conflict resolution education and problem solving techniques into the curriculum and campus programs. This is an important step in promoting respect and acceptance, developing new ways of communicating, understanding, and accepting differing values and cultures within the school community and helps ensure a safe and healthy learning environment

Envision Schools will provide training to develop the knowledge, attitudes, and skills students need to choose alternatives to self-destructive, violent behavior and dissolve interpersonal and intergroup conflict. We expect our students to abide by our Student Conflict Resolution Code, to be followed by every student while on school grounds, when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Conflict Resolution Code includes, but is not limited to, the following:

- Students are to resolve their disputes without resorting to violence.
- Students, especially those trained in conflict resolution and peer mediation, are encouraged to help fellow students resolve problems in a peaceful manner.
- Students can rely on staff trained in conflict resolution and peer mediation strategies to intervene in any dispute likely to result in violence.
- Students needing help in resolving a disagreement, or students observing conflict may contact an adult or peer mediators.
- Students involved in a dispute will be referred to a conflict resolution or peer mediation session with trained adult or peer mediators. Staff and mediators will keep the discussions confidential.
- Conflict resolution procedures shall not supplant the authority of staff to act to prevent violence, ensure campus safety, maintain order, and discipline students.



SEXUAL HARASSMENT

Envision Academy is committed to maintaining a learning environment that is free of harassment. Federal and state law prohibit the unlawful sexual harassment of any student by any employee, student, or other person at school or at any school-related activity.

The principal or designee shall ensure that students receive age-appropriate information related to sexual harassment. Students shall be assured that they need not endure, for any reason, any harassment that impairs the educational environment or a student's emotional well being at school.

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. Any employee, who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser.

Students shall be informed that they should immediately contact a staff member if they feel they are being harassed. Within 24 hours, staff shall report complaints of sexual harassment to the principal. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

The principal or designee shall immediately investigate any report of the sexual harassment of a student. Upon verifying that sexual harassment has occurred, they 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.

Envision Academy 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.

COMPLAINT PROCEDURES

In order to promote fair and constructive communication, the following procedures shall govern the resolution of complaints:

1. Every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is made. Parents/guardians are encouraged to attempt to orally resolve concerns with the staff member personally.
2. If a complainant is unable or unwilling to resolve the complaint directly with the person involved, they may contact the principal or designee. If the complaint is against the principal then the person can contact the

Envision Schools office.

3. If a complaint cannot be resolved orally then it must be submitted in writing to warrant further action. If the complainant is unable to prepare the complaint in writing, administrative staff shall help them to do so.
4. A written complaint must include:
 - a) The name of each employee involved,
 - b) A brief summary of the complaint and the facts surrounding it, and
 - c) A specific description of any prior attempt to discuss the complaint with the employee and the failure to resolve the matter.
5. The principal will attempt to resolve the complaint to the satisfaction of the person(s) involved within 30 days.
6. The decision will be in writing.
7. The complainant may appeal a decision by the principal to the Envision Schools office. The Chief Executive Officer or designee will have 30 days from the receipt of the complaint to render a decision. The decision of the Chief Executive Officer or designee will be final.



STUDENT RECORDS AND FERPA

Family Educational Rights and Privacy Act (“FERPA”) provides that a parent has the right to inspect and confirm the accuracy of education records relating to his or her child. FERPA also restricts the access of outside parties to educational records. FERPA is contained in the United States Code: 20 U.S.C. §1232g. The Department of Education’s FERPA regulations are contained in 34 C.F.R. Part 99.

FERPA applies to all public schools and any state or local education agency that receives Federal education funds. Compliance with FERPA is necessary if schools are to continue to be eligible to receive Federal education funds.

Policies/Annual Notification

Pursuant to Federal law, Envision Schools shall ensure the confidentiality of all pupil records. Parents are given annual notification as to the types of information designated as directory information. By a specified time after parents/guardians are notified of their review rights, parents/guardians may ask to remove all or part of the information on their child that they do not wish to be available to the public without their consent.

Educational Record Defined

An *educational record* is any written or computerized document, file, entry, or record regarding a student that is compiled by Envision Schools. Such information includes but is not limited to:

- a. Date and place of birth; parent and/or guardian’s address, and where the parties may be contacted for emergency purposes.
- b. Grades test scores, courses taken, academic specializations and school activities;
- c. Special education records;
- d. Disciplinary records;
- e. Medical and health records;
- f. Attendance records and records of past schools attended;
- g. Personal information such as, but not limited to, student identification numbers, social security numbers, photographs, or any other type of information that aids in identification of a student.

Directory Information Defined

Part of the education record, known as *directory information*, includes personal information about a student that can be made public, provided that a school has stated its policy regarding directory information in its FERPA policy. Directory information may include a student’s name, address, and telephone number, and other information typically found in school yearbooks or athletic programs. Other examples are names and pictures of participants in various extracurricular activities or recipients of awards, pictures of students, and height and weight of athletes. Release of directory information is allowed as outlined below.

Parental and Legal Guardian Rights

A parent and/or a legal guardian has the right to inspect and review his or her child's education records. If upon review, a parent or legal guardian discovers any information or notation that is factually inaccurate, he or she may request the school to amend the record. Envision Schools shall respond to this request in a reasonably prompt time period – generally within five (5) working days. This parental right does not include grades or educational decisions made by school personnel.

a. Request for Amendment of Education Record

Any request for an amendment to an education record must be made in writing and submitted within thirty (30) days of the discovery of the error. A request to amend any education record does not confer upon a parent or legal guardian a right to have any amendment made. The School will respond within ten (10) days of the receipt of the request to amend and the response will be in writing. If the request for amendment is denied, the School shall set forth the reason for the denial and will also note any objection to an adverse decision upon the record if so requested by the parent or legal guardian.

b. Copies

The School is not obligated to provide copies of any information unless providing copies is the only means of access and may charge reasonable fees for copies it provides to parents/guardians.

Disclosure of Education Records and Directory Information

Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's record. With the exceptions listed below, Envision Schools will not release educational records to any person or entity outside the school without the written consent of a parent or eligible student. However, FERPA authorizes Envision Schools to disclose records, without consent, to the following parties:

- a. School employees who have a legitimate educational interest as defined by 34 C.F.R. Part 99;
- b. Other schools to which a student is transferring;
- c. Certain government officials listed in 34 C.F.R. Part 99 in order to carry out lawful functions;
- d. Appropriate parties in connection with financial aid to a student;
- e. Organizations conducting certain studies for the school;
- f. Accrediting organizations;
- g. Individuals who have obtained lawful court orders or subpoenas;
- h. Persons who need to know in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Complaints

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Envision Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605**



UNIFORM COMPLAINT POLICY

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:

Javier Cabra Walteros, Chief Academic 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 they 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 them 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 their 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 their representative to repeat the complaint orally. The complainant and/or their 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)

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 their 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 they are 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 Principal of Student Support



NOTICE OF NON-DISCRIMINATION

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

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 parents/guardians 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

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/guardians
- 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, Dean of Students) 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 parents/guardians 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 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.

Forms to Review, Sign, and Return

In the following pages, you will find various forms to review, sign, and return if they are applicable to your student. Printed copies will be provided to all students.

- Handbook Acknowledgement Form (all must sign)
- Off-Campus Lunch Opt-Out Form (sign and return if you **do not** want your child to leave campus during lunch)
- Day Field Trip and Transportation Form (sign if you give permission for your child to take short walking field trips during the school day)
-

Envision Academy Panther Handbook Acknowledgement Form 2022-2023

Please sign and return to your child’s advisor immediately.

“We agree to follow the policies and agreements, and the Panther Community Agreements, outlined in the Envision Academy Panther Handbook 2022-2023.”

Student Grade Level

PRINT Student Name

Student Signature

PRINT Parent/Legal Guardian

Parent/Legal Guardian signature

Date _____

The Handbook and Agreements are available on the website, available in hardcopy and in translation upon request.

Off-Campus Lunch Opt-Out Form / **Formulario de exclusión por almuerzo fuera del campus**

At Envision Academy in the 2022-2023 school year, all students in grades 10-12 will be permitted to leave campus during lunch on Mondays, Tuesdays, Thursdays, and Fridays. In future years, this privilege will only be for students in grades 11-12.

Todos los estudiantes del grados 10-12 pueden salir del campus durante almuerzo en lunes, martes, jueves, y viernes por el año escolar 2022-2023. En el futuro, este privilegio será por los estudiantes en grados 11-12.

If you prefer that your student in grades 10-12 STAY on campus during lunch, please indicate this by checking the box below. **If you do not return this form, your student in grades 10-12 will be permitted to leave campus for lunch.**

*Si prefiere Usted que su estudiante en grados 10-12 QUEDAR en campus durante almuerzo, por favor marque el cuadro abajo. **Si no regresa Usted este formulario, su estudiante en grados 10-12 será permitido salir el campus durante almuerzo.***

I do not give permission for my student to leave campus during lunch. / *No permito a mi estudiante salir el campus durante almuerzo.*

Student name(s) / *nombre(s) de estudiante(s):*

Student grade level(s) / *grado(s) de estudiante(s):* _____

Signature / *firma:* _____

Date / *fecha:* _____



DAY FIELD TRIP and TRANSPORTATION - PERMISSION FORM AND WAIVER

Permission to Attend Day Field Trips

Keeping learning relevant is an important teaching strategy at Envision Education. This entails frequent field trips to take advantage of resources outside of the school. Such trips are always taken under the supervision of at least one credentialed teacher and/or school administrator, and all precautions are taken to ensure each student's welfare. When traveling away from school, the School will make every effort to transport students to and from scheduled field trips in a chartered bus or van, or by public transportation. However, circumstances may necessitate alternate modes of transportation. In all cases, Envisions School administration will actively screen all potential drivers and ensure that all students are transported in properly insured vehicles. As a parent/guardian, by signing this permission slip, you are giving permission for your student(s) to participate in all field trips scheduled during the school year. Parents/guardians will be notified in advance when students will be taking a field trip and will be provided with information about the trip along with final field trip authorization forms.

Waiver of Claim

I understand that all day school field trips are optional, participation is not required, and an alternate activity will be offered at the school for students who choose not to attend. I understand that all field trips begin and end at the school and that all students are required to go and return from the event on the transportation provided by Envision Education unless prior arrangements have been made with the Principal and the Non-School Sponsored Driver Wavier and Release form is on file.

Further, I understand that pursuant to Education Code Section 35330, all persons participating in a field trip or excursion shall be deemed to have waived all claims against Envision Education, its Board of Directors, Officers, Employees, Agents, volunteers, and contractors for injury, illness or death occurring during or by reason of the field trip or excursion. I therefore acknowledge that as a condition of my student's participation in said activity, I hold harmless and waive any and all claims against Envision Education, its Board of Directors, Officers, Employees, Agents, volunteers, and contractors and the CCSA JPA and their officers, employees, and agents, including, but not limited to, claims arising out of any actions or omission of any officers or employees of Envision Education, for any injury, accident, illness, or death, or any loss or damage to personal property occurring during or by reason of the participation in said activity. By signing this agreement, I acknowledge that I have carefully read this document and understand the information therein. I agree to each of the terms and acknowledgments above, and agree to permit my child to participate in school field trips.

Parent/Guardian Signature

Date

Envision Education

DIA DE PASEO & Permiso de Transporte FORMA DE PERMISO Y RENUNCIA

Permiso de asistir a un paseo

Mantener la enseñanza interesante es una estrategia de enseñanza importante a Envision Education. Esto puede significar tomar ventaja de los recursos fuera de la escuela. Como viajes o paseos bajo la supervisión directa de un maestro y/o directivo escolar, y todas las precauciones son tomadas para asegurar el bienestar de los alumnos. Como padre/tutor legal, al firmar esta forma usted esta dando permiso a su estudiante(s) que participe(n) en todos los paseos programados en el año escolar. Padres/tutores legales serán informados con anticipación cuando el estudiante tenga un paseo, y se le proveerá información sobre el paseo.

Información de Renuncia

Yo entiendo que todos los paseos son opcionales, asistencia no es requerida, y que una actividad alterna se les ofrecerá a los estudiantes que opten no asistir. Yo también entiendo que los estudiantes que asisten a los paseos son responsabilidad de un adulto, profesores, personal escolar, y, si aplicable, responsables de su conducta todo el tiempo. Yo entiendo que todos los paseos empiezan y termina en la escuela y que todos los estudiantes son requeridos ir y regresar en el transporte brindado por Envision Education almenos que arreglos hayan sido hechos con anterioridad y aprobados por escrito por el director, el administrador escolar o el profesor encargado del paseo. Estudiantes pueden ser requeridos de irse temprano del paseo con mi consentimiento por escrito. Aun así yo entiendo que Envision Education no será responsable por el estudiante después que se retire del cuidado inmediato y la supervisión de Envision Education y no hare responsables y librare de cualquier culpa o responsabilidad y cargo hecho a Envision Education, junta directiva, oficiales, empleados, agentes, voluntarios, and contratistas y a los CCSA JPA y sus oficiales, empleados, y agentes, incluyendo, pero no limitado a, reclamos que resulten por alguna acción u omisión de cualquier oficial o empleado de Envision Education, por cualquier accidente o lesión, enfermedad, o muerte, o cualquier perdida o daño a propiedad personal que ocurra inmediatamente después que le estudiante no este bajo la supervisión de Envision Education.

Adicionalmente, yo entiendo que siguiendo el Código de Educación Sección 35330, todas las personas que participen en los paseos o excursiones han renunciado a cualquier reclamo en contra de Envision Education, de su junta directiva, oficiales, Empleados, Agentes, voluntarios, y contratistas por cualquier lesión, enfermedad o muerte que ocurra por cualquier razón durante el paseo o excursión. Yo reconozco que como condición para que mi estudiante participe activamente en estas actividades yo libro de cualquier culpa a Envision Education, su junta directiva, Oficiales, Empleados, Agentes, voluntarios, y contratistas y CCSA JPA y sus oficiales, empleados, y agentes, incluyendo, pero no limitado a, reclamos por alguna acción u omisión por oficiales o empleados de Envision Education, por lesión, accidente, enfermedad, o muerte, o perdida o daño a propiedad personal que ocurra en la participación por dicha actividad. Al firmar este acuerdo , yo reconozco que he leído cuidadosamente y entiendo la información proveída. Yo estoy de acuerdo con todos los términos y los reconozco y estoy desacuerdo con darle permiso a mi hijo(a) que participe en los paseos de la escuela.

Firma de los padres/tutores

Fecha

Envision Education

MEDICATION FORM (One Medication Per Form)

Dear Parent/Guardian/Caregiver:

California Education Code 49423 provides that students required to take medically prescribed or over-the-counter medications during the school day **MAY** be assisted by school personnel **ONLY** if the school district receives a specific written statement from the health care provider **AND** the parent/guardian/caregiver of the student. **Please complete this entire form and return it to the school Office Manager.**

IF POSSIBLE, PLEASE SCHEDULE MEDICATION OUTSIDE OF SCHOOL HOURS.

Please print legibly in all sections

Student Name: Last First Middle	Date of Birth (Month/Day/Year)
---------------------------------	--------------------------------

HEALTH CARE PROVIDER SECTION

Health Condition for which medication is prescribed:	Medication: Dose: Frequency: Duration:
How is medication to be given? <input type="checkbox"/> By mouth <input type="checkbox"/> Inhalation <input type="checkbox"/> Injection <input type="checkbox"/> Topical <input type="checkbox"/> Other:	About what time does medication need to be given at school? _____ AM / PM
The medication is to be continued as above until: (please be as specific as possible about date)	Any precautions that school personnel need to know? Contraindications?
What are possible reactions/side effects?	What should be done in the event of reaction/side effect?
<p><u>Check appropriate boxes below:</u></p> <input type="checkbox"/> I authorize this student to self-administer the above medication. <input type="checkbox"/> I authorize designated school personnel to administer the above medication.	
Print name, address & phone number of Health Care Provider	Signature of Health Care Provider

PARENT / GUARDIAN / CAREGIVER SECTION

Parent/Guardian/Caregiver Name Home Language	Daytime Phone ()
Address – Number and Street Apt No. City Zip Code	Evening Phone ()
School Impact / Envision / City Arts & Tech	School Hours

Check appropriate boxes below:

- I permit my child to give himself/herself the above medication.
- I permit designated school personnel to give my child the above medication.

1. I agree to hold Envision Schools and its employees harmless from any and all liability for the results of taking the medication or the manner in which the medication is given.
2. I will reimburse Envision Schools and its employees for any liability arising out of these arrangements. 3. I will notify the Principal of the school immediately if there is a change in my child's medication. 4. I understand it is my responsibility to send the medication to school in the **original pharmacy container** labeled with my child's name and the health care provider's instructions.
5. I understand that this form automatically expires at the end of each school year.
6. **I give my consent for school authorities to take appropriate action for the safety and welfare of my child.** Parent/Guardian/Caregiver

Signature _____ Date _____

ENVISION EDUCATION PHYSICIAN FORM

FORMA PARA MEDICAMENTO (Una Forma Por Medicamento)

Querido Padre de Familia/Guardian/Encargado :

El Código de Educación de California 49423 establece que los estudiantes que deban tomar tomar medicinas prescritas por el médico o medicamentos sin receta durante el día escolar podrá ser asistido por personal de la escuela **SOLAMENTE** si el distrito escolar recibe una notificación escrita por el proveedor de atención médica **Y** del padre / guardian / encargado del estudiante. **Por favor complete este formulario y devuélvalo a la Gerente de la Oficina de la escuela.**

SI ES POSIBLE, POR FAVOR, programe el medicamento fuera de las horas de la escuela .

Por favorescriba legiblemente en todas las secciones.

Nombre del Estudiante: Apellido Primer Nombre Segundo Nombre	Fecha de Nacimiento (Mes/Día/Año)
--	-----------------------------------

SECCION DEL PROVEEDOR DE CUIDADOS DE LA SALUD

Condición de Salud por la cual la medicina es prescrita :	Medicamento: Dosis: Frecuencia: Duración:
¿Cómo se debe dar el medicamento? <input type="checkbox"/> Vía Oral <input type="checkbox"/> Inhalación <input type="checkbox"/> Inyección <input type="checkbox"/> De uso Tópico <input type="checkbox"/> Otra:	¿A qué hora debe darse el medicamento en la escuela? _____AM / PM
El medicamento debe darse como se indica anteriormente hasta: (por favor sea lo más específico(a) posible sobre la fecha)	¿Alguna precaución que el personal de la escuela deba saber? Contraindicaciones?
¿Cuáles son las posible reacciones/ efectos secundarios?	¿Qué se debe hacer en caso de reacción o efectos secundarios?
Marque los casilleros apropiados que están abajo: <input type="checkbox"/> Yo autorizo a este estudiante que se Autoadministre el medicamento de arriba. <input type="checkbox"/> Yo autorizo al personal designado por la escuela a administrar el medicamento indicado arriba.	
Nombre en letra Imprenta, dirección y Número de Teléfono del Proveedor de Cuidado de la Salud	Firma del Proveedor de Atención Médica

SECCION DEL PADRE / MADRE / TUTOR

Nombre del Padre de Familia/Guardian/Cuidador Idioma en Casa	Teléfono de Día ()
Dirección – Número y Calle Apto No. Ciudad Código Postal	Teléfono de Noche ()
Escuela Impact / Envision / City Arts & Tech	Horas de Escuela
Marque los casilleros apropiados que están abajo: <input type="checkbox"/> Doy permiso a mi hijo (a) que se de por si solo (a) la medicina de arriba.	

Doy permiso para que el personal de la escuela sumistre a mi hijo (a) la medicina antes mencionada.

1. Estoy de acuerdo para mantener indemne a Envision Schools y a sus empleados de cualquier y toda responsabilidad por los resultados de tomar el medicamento o la manera en que se administra el medicamento.
2. Reembolsaré a las Escuelas Envision y sus empleados por cualquier responsabilidad derivada de estos arreglos.
3. Notificaré al (a la) director(a) de la escuela inmediatamente si hay un cambio en el medicamento de mi hijo (a).
4. Entiendo que es mi responsabilidad de enviar el medicamento a la escuela en el envase original de la farmacia etiquetado con el nombre de mi hijo (a) y las instrucciones del proveedor de atención médica.
5. Yo entiendo que esta forma caduca automáticamente al final de cada año escolar.
6. Doy mi consentimiento para que las autoridades escolares tomen las medidas apropiadas para la seguridad de mi hijo(a).

Familia/Guardian/Cuidador _____ Fecha _____

ENVISION EDUCATION PHYSICIAN FORM



MEDIA RELEASE

Media Information

From time to time, the media (newspaper, radio, television) may visit your campus to photograph, tape record, videotape or write stories of general public interest. Envision Education also regularly takes pictures and video of students involved in various school activities and publish these images in its own newsletters, public relations and professional development materials. You have the right to withhold consent. Therefore, we request you sign and return this form to the school office.

Parental/Guardian Consent

I consent to the use of my child’s name, photograph, video, audio, or other recordings, school work, and interview comments, for the educational and promotional purposes of Envision Education. I understand this consent includes but is not limited to use of such materials in press releases, publicity materials, newsletters, web sites, computer software, slide shows, and audio/video presentations. I understand that a likeness of my child may be reproduced or created digitally or transformed into an electronic format to which the general public may have access. I further understand that Envision Education is unable to exercise control over the persons who may view and copy (“download”) my child’s likeness and the uses to which such persons may put such information.

It is understood that photographs or recordings may be taken at any time during the school year while my child is enrolled and may be taken in the classroom or during any school-related activity. It is agreed that I may inspect or view these materials upon request while they are in the possession of Envision Education.

It is further agreed that neither my child nor I shall have any right, title or interest in the photographs, recordings, or other materials that may include my child’s name or likeness which are created by Envision Education and Envision Education’ employees or agents. I on behalf of myself, my child, our heirs, executors, and assigns agree to release and hold harmless Envision Education, its officers, employees, and agents for any and all liabilities, including but not limited to personal injuries, arising out of the creation or use of my child’s likeness in such materials.

I understand that my consent and signature on this release are NOT a condition of enrolling my child at Envision Education.

Parent/Guardian Signature

Date

Envision Education



PERMISO DE MEDIOS DE COMUNICACION

Información de medios de comunicación

De vez en cuando, los medios (Periódicos, radio, televisión) pueden visitar nuestro campo escolar para tomar fotos, grabar, tomar video o escribir historias de interés público. Envision Education también regularmente toma fotos, video, de estudiantes que están envueltos en varias actividades escolares y publican estas fotos en o imágenes en nuestros medios diarios, relaciones personales o materiales de desarrollo. Usted tiene el derecho de no dar su permiso. Por lo tanto, nosotros le pedimos que regrese esta forma la oficina si usted esta de acuerdo con que nosotros utilizamos tales imágenes de su hijo como mencionado anteriormente.

Consentimiento de Padre/Tutor Legal

Yo doy consentimiento que usen el nombre de mi hijo(a), fotografía, video, audio, o cualquier otra grabación, trabajo escolar, y entrevista o comentarios, con el propósito educacional o de promoción de Envision Education. Yo entiendo que este consentimiento incluye y no es limitado a materiales como prensa, materiales de publicidad, cartas de noticias, paginas de internet, videos de fotos en el internet y presentaciones de audio/video. Yo entiendo la posibilidad de que la reproducción y/o creación de ser digitalmente transformada en una forma electrónica la cual el publico pueda tener acceso. Yo aun así entiendo que Envision Education no puede tener control sobre las personas que vean o copien (“bajen”) la material de mi hijo(a) y el uso que le den a tal información.

Yo entiendo que estas fotografías o videos pueden ser tomados durante el año escolar mientras que mi hijo(a) asista a la escuela y pueden ser tomados en el salón de clase o durante alguna actividad relacionada con la escuela. Hay un acuerdo que este material puede ser revisado mientras estén en la posesión de Envision Education.

Aun así yo entiendo que ni yo ni mi hijo(a) tendremos derecho, titulo o interés en las fotografías, grabaciones, o cualquier otro material que incluya el nombre de mi hijo(a) o el material que ha sido creado por Envision Education y los empleados o agentes de Envision Education. De parte mía, mi hijo(a), herederos, y apoderados nosotros estamos de acuerdo y libramos a Envision Education y a sus oficiales, empleados, y agentes de cualquier responsabilidad sobre el uso del material anteriormente mencionado incluyendo danos personales, que resulten de la creación de este material

Yo entiendo y mi consentimiento y firma NO son una condición para inscribir a m hijo(a) en Envision Education.

Firma de los padres/tutores

Fecha

Envision Education