



# FAMILY HANDBOOK 2015 – 16

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## WELCOME MESSAGE

### ***Sycamore Valley Academy: Accelerating Academics in an Enriching Environment***

Welcome to the Sycamore Valley Academy family! We are thrilled you have chosen to take part in the journey to realize the mission and vision of Sycamore Valley Academy (“SVA”) in our community!

The mission of Sycamore Valley Academy is to provide a rich, meaningful education in a nurturing environment, where students are continually challenged and their natural curiosity, creativity, and talents can thrive. Sycamore Valley Academy is a collaborative community of educators and families working together to help our students grow into virtuous, courageous, and intelligent citizens, equipped with a love of learning and a love of life, and eager to contribute to a better world.

Our vision is a community that offers high-quality educational opportunities to families and children, including its gifted and talented students, and a school that provides an alternative, innovative program that enriches and challenges all students.

This Family Handbook is a reference guide for the families of students at SVA. It provides general information regarding our policies and procedures. We encourage you to read this Handbook carefully. The policies set forth in here may be changed from time to time at SVA’s discretion. Once you have reviewed this Handbook, please sign the acknowledgement form at the end of this Handbook and return it to your child’s teacher. This signed acknowledgement demonstrates to SVA that you have read, understand and agree to comply with the policies and procedures outlined in the Handbook.

If you have any questions about this Handbook or any policy or procedure of SVA, please reach out to our Principal/Superintendent or Board Chairperson.

We look forward to working together to achieve SVA’s mission and vision, proving that schools that put students first can be successful both in quantitative and qualitative terms, and that a student-centered focus produces maximal student, staff, and family well-being.

Sincerely,

Ruth Dutton  
Principal / Superintendent  
Sycamore Valley Academy

Rachele Berglund Bailey, Esq.  
Board Chair and SVA Parent  
Sycamore Valley Academy

## ABOUT SYCAMORE VALLEY ACADEMY

Sycamore Valley Academy was founded by a team of community leaders led by Ruth Dutton. Ruth is now SVA's Principal/Superintendent. First work to start the school began in August of 2010, and our charter was authorized by Visalia Unified School District on October 11, 2011.

- **Multi-age Grouping**
  - Students are grouped in Kindergarten, 1/2 multi-age, 3/4 multi-age, 5/6 multi-age, 7<sup>th</sup> grade, and 8<sup>th</sup> grade classes.
- **Differentiation**
  - We utilize the common core standards in a student-responsive way. We keep students challenged according to what they are ready for next - not their date of birth. We use the GATE standards (acceleration, depth, complexity, and novelty) as well as accommodations and modifications, as necessary, to differ the curriculum and develop our students as thinkers.
- **Mastery Orientation**
  - Our atmosphere is geared toward the goal of constant learning for all. For SVA students, we have removed impediments to learning such as teaching grade level only objectives, so that students are able to learn and grow at their own rate. Because we believe learning is about continuous progress on a life-long continuum, we expect that SVA staff are also committed to continuous professional growth and improvement. Our staff sets annual professional goals, and we have an observation and evaluation process at our school that is iterative and supportive so that our professionals can continually improve their practice and enjoy the joy of growing in their jobs.
- **Thematic Learning (aka "Universal Concepts")**
  - We unify the core academic subject areas through larger, conceptual themes to help students develop the habit of connection-making and seeing the "big picture," as well as to provide relevance for their learning.
- **Project-Based Learning**
  - Each class completes a minimum of three project-based learning units over the course of the academic year. We use projects to make learning meaningful and personal for students, and to facilitate the development of higher-level, critical thinking skills, and 21<sup>st</sup> Century skills. We use the Buck Institute and the PBLcore models for PBL to design high quality, interdisciplinary projects for students.
- **Enrichment**
  - SVA devotes significant instructional time to subject areas that other schools consider "extras" or do not provide at all. These include Art, Art Appreciation, Music Appreciation, Spanish language, History, Physical Education, Geography, Journalism, Drama, Band, "Be the Change" (social activism) Smart Sports, and other elective offerings. In addition, we place a priority on enriching instruction in the core academics – using authentic literature for English/Language Arts, for example, and providing a specialist teacher to facilitate hands-on Science instruction in all classes.

- **Social-Emotional Learning**
  - SVA teachers devote time to the development of students’ social-emotional awareness and skills through the use of Classroom Meetings, and “Second Step,” a school-wide curriculum that teaches core social-emotional skills such as empathy, emotion management, problem solving, self-regulation, executive function skills, and skills for learning.
  
- **Authentic Assessment**
  - Student learning is evaluated via projects, performances, collaborative work, teacher observation, Socratic seminars, art, and drama, in addition to paper and pencil outputs. Student portfolios provide evidence of learning, and these include a collection of work samples from the content areas over the course of an academic year. SVA uses NWEA Measures of Academic Progress (“MAP”) and Fountas & Pinnell Guided Reading Level assessments (“GRL”) as its internal benchmarking assessments on a trimester basis. However, this institution believes multiple and varied sources of data help us have the clearest picture of student learning.
  
- **Parent Partnering**
  - SVA values the wisdom and insight of parents, and invites parents to participate in the life of the school. SVA suggests that each family spend thirty (30) hours per school year engaged in school activities, and has a high rate of parental involvement and support.

All of the above features are anchored in SVA’s core belief that school programs should be designed with the goal to produce well-adjusted adults, not aligned behind particular tests or exams. With this in mind, SVA has identified the following school-wide **Learning Outcomes**, which, along with our **Motto**, **Mission**, and **Vision**, consistently inform SVA staff as we implement our program.

## LEARNING OUTCOMES

- Inquisitive, critical thinkers
- Virtuous, courageous, and intelligent individuals
- Self-motivated, competent, life-long learners
- Confident leaders in the 21st century world
- Creative and effective problem-solvers
- Empowered, able citizens in a democratic society

## MOTTO

*Accelerating Academics in an Enriching Environment*

## MISSION

The mission of Sycamore Valley Academy is to provide a rich, meaningful education in a nurturing environment, where students are continually challenged and their natural curiosity, creativity, and talents can thrive. Sycamore Valley Academy is a collaborative community of educators and families working together to help our students grow into virtuous, courageous, and intelligent citizens, equipped with a love of learning and a love of life, and eager to contribute to a better world.

*La misión de la escuela Sycamore Valley Academy es la de proveer una educación valiosa y significativa en un ambiente enriquecedor donde los estudiantes son desafiados constantemente y su curiosidad natural, creatividad y talentos pueden desarrollarse. SVA es una comunidad colaborativa de educadores y familias trabajando juntos para ayudar a nuestros estudiantes a formarse como ciudadanos inteligentes, virtuosos y valerosos, equipados con amor por el aprendizaje, amor por la vida y deseosos de contribuir a un mundo mejor.*

## VISION

Our vision is a community that offers high-quality educational opportunities to families and children, including its gifted and talented students, and a school that provides an alternative, innovative program that enriches and challenges all students.

*Nuestra visión es una comunidad que ofrece oportunidades educativas de alta calidad para familias y niños, incluyendo los estudiantes súper dotados, y una escuela que provee un programa alternativo e innovador que enriquece y desafía a todos los estudiantes.*

SVA STAFF LIST 2015 – 16

Last	First	Title	Email
<b>ADMINISTRATIVE AND SUPPPORT STAFF</b>			
Benton	Allan	Vice-Principal	abenton@sycamorevalleyacademy.org
Calderon	Steve	Custodian	---
Dutton	Ruth	Principal / Superintendent	rdutton@sycamorevalleyacademy.org
Dolin	Shauna	Administrative Assistant	sdolin@sycamorevalleyacademy.org
George	Joy	Office Assistant	jgeorge@sycamorevalleyacademy.org
VanGroningen	Claudia	Operations Director	claudiav@sycamorevalleyacademy.org
<b>TEACHING STAFF</b>			
Bellamy	Naomi	5 <sup>th</sup> / 6 <sup>th</sup> Grade Teacher	nbellamy@sycamorevalleyacademy.org
Bigler	Dan	Middle School ELA + Hist. Teacher	dbigler@sycamorevalleyacademy.org
Casarez	Gloria	1 <sup>st</sup> / 2 <sup>nd</sup> Grade Teacher	gcasarez@sycamorevalleyacademy.org
Chan	Erika	3 <sup>rd</sup> / 4 <sup>th</sup> Grade Teacher	echan@sycamorevalleyacademy.org
Denham	Jennifer	Instructional Coach	jdenham@sycamorevalleyacademy.org
Denton	Amy	Middle School Math + Sci Teacher	adenton@sycamorevalleyacademy.org
Hum	Ryan	3 <sup>rd</sup> / 4 <sup>th</sup> Grade Teacher	rhum@sycamorevalleyacademy.org
Johnson	Cristina	1 <sup>st</sup> / 2 <sup>nd</sup> Grade Teacher	cjohnson@sycamorevalleyacademy.org
Padilla	Sandra	1 <sup>st</sup> / 2 <sup>nd</sup> Grade Teacher	spadilla@sycamorevalleyacademy.org
Poggione	Lori	Kindergarten Teacher	lpoggione@sycamorevalleyacademy.org
Rasner	Jonna	3 <sup>rd</sup> / 4 <sup>th</sup> Grade Teacher	jrasner@sycamorevalleyacademy.org
Rook	Monica	Kindergarten Teacher	monicarook@sycamorevalleyacademy.org
Sommer	Andrew	5 <sup>th</sup> / 6 <sup>th</sup> Grade Teacher	asommer@sycamorevalleyacademy.org
Weeaks	Tina	5 <sup>th</sup> / 6 <sup>th</sup> Grade Teacher	tweeaks@sycamorevalleyacademy.org
Yado	Alejandra	1 <sup>st</sup> / 2 <sup>nd</sup> Grade Teacher	ayado@sycamorevalleyacademy.org
<b>INSTRUCTIONAL AIDE STAFF</b>			
Aguilera	Viviana	Instructional Aide	vaguilera@sycamorevalleyacademy.org
Bigler	Helmine	Instructional Aide	hbigler@sycamorevalleyacademy.org
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Delacruz	Johnny	Instructional Aide	jdelacruz@sycamorevalleyacademy.org
Gilbert	Mackenzie	Instructional Aide	mgilbert@sycamorevalleyacademy.org
Hamilton	Jennifer	Instructional Aide	jhamilton@sycamorevalleyacademy.org
Padilla	Lino	Instructional Aide	lpadilla@sycamorevalleyacademy.org
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Silva-Lacy	Andrea	Instructional Aide	asilvalacy@sycamorevalleyacademy.org
<b>SITE SPECIALIST STAFF</b>			
Barcellos	Deolinda	Music, Band	dbarcellos@sycamorevalleyacademy.org
Bennett	Jessica	Art Instructional Coach	jbennett@sycamorevalleyacademy.org
Conn	Ramona	Reading Intervention	rconn@sycamorevalleyacademy.org
Conn	Randy	Physical Education	randallconn@sycamorevalleyacademy.org
Gates-Wai	Leila	Spanish: K – 2 <sup>nd</sup> grade	lgateswai@sycamorevalleyacademy.org
Lopez	Maria	Spanish: 3 <sup>rd</sup> – 8 <sup>th</sup> grade	mlopez@sycamorevalleyacademy.org
Rook	Mike	Science: K-6 <sup>th</sup> grade	mrook@sycamorevalleyacademy.org
<b>AFTER SCHOOL PROGRAM STAFF</b>			
Alferd	Elizabeth	After School Program Aide	ealferd@sycamorevalleyacademy.org

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Delacruz	Johnny	After School Program Aide	jdelacruz@sycamorevalleyacademy.org
Gilbert	MacKenzie	After School Program Aide	mgilbert@sycamorevalleyacademy.org
Lewis	Katrina	Program Director	klewis@sycamorevalleyacademy.org
<b>VUSD SITE STAFF</b>			
Hendrickson	Rebecca	Program Manager, SpEd	rhendrickson@vusd.org
Cardenas	Shea	Education Specialist	scardenas@vusd.org
Cano	Heather	School Psychologist	hcano@vusd.org
LoBue	Brooke	Speech Pathologist	blobue@vusd.org
Spalding	Kristi	Health Aide	kspalding@vusd.org

## COMMUNICATING WITH SVA STAFF

SVA classroom teachers and other staff are open and eager to hear thoughts, questions, comments, and concerns. When you have these things to share with our staff, we want to be able to give that comment or concern our full attention.

In order to do this effectively and safely, please review and follow these guidelines for when and how to have these communications with staff.

- Try to use **EMAIL** first! During the school day, we expect our staff to have their full attention turned to the safety of our students and to supporting their learning.
- Please **DO NOT** stop teachers on their way to or from class in the hall to discuss a personal concern or thought.
- Please **DO NOT** follow your student into class in the morning and try to have a conversation with the teacher then. At that time of day, our teachers are busy starting the day, taking attendance, and setting the tone on academics, and we want them to focus on those things.
- Please **DO NOT** interrupt their lunch for these issues. Our teachers deserve to have a full lunch break and restroom breaks as needed during the day.
- If you are unable to sort out the concern via email or need to speak directly to the teacher, please use email or give a phone call to **set an appointment** to meet with the teacher. The teacher will always be more able to give you his/her attention in a scheduled appointment.
- If you do see the teacher or staff in the hall and are desperate to meet, please ask that teacher first, “Do you have time to see me now? If not, when could I come back and speak with you?” This allows for the teacher to talk with you if he/she is available, or to let you know when it would be more appropriate.

Working together we can address the thoughts and concerns of parents as they arise while also keeping the focus on learning and student safety during our instructional days. For other topics constituting complaints, please see the “Complaint Procedures” section of this Handbook.



ACADEMIC CALENDAR

2015-2016



AUGUST 2015				
MON	TUE	WED	THU	FRI
3 X	4 X	5 X	6 X	7 X
10 X	11 X	12 E	13	14
17	18	19 E	20	21
24	25	26 E	27	28
31				

SEPTEMBER 2015				
MON	TUE	WED	THU	FRI
	1	2 E	3	4
7 H	8	9 E	10	11
14	15	16 E	17	18
21	21	23 E	24	25
28	29	30 E		

OCTOBER 2015				
MON	TUE	WED	THU	FRI
			1	2
5 X	6	7 E	8	9
12	13	14 E	15	16
19	20	21 E	22	23
26	27	28 E	29	30

NOVEMBER 2015				
MON	TUE	WED	THU	FRI
2	3	4 E	5	6
9	10	11 H	12 C	13 C
16	17	18 E	19	20
23 L	24 L	25 H	26 H	27 H
30				

DECEMBER 2015				
MON	TUE	WED	THU	FRI
	1	2 E	3	4
7	8	9 E	10	11
14	15	16 E	17	18 ■
21 L	22 L	23 L	24 H	25 H
28 L	29 L	30 L	31 L	

JANUARY 2016				
MON	TUE	WED	THU	FRI
				1 H
4 L	5 L	6 L	7 L	8 L
11	12	13 E	14	15
18 H	19	20 E	21	22
25 X	26	27 E	28	29

FEBRUARY 2016				
MON	TUE	WED	THU	FRI
1	2	3 E	4	5
8	9	10 E	11	12
15 H	16	17 E	18	19
22	23	24 E	25	26
29				

MARCH 2016				
MON	TUE	WED	THU	FRI
	1	2 E	3	4
7	8	9 E	10 C	11 C
14	15	16 E	17	18
21 L	22 L	23 L	24 L	25 H
28 H	29	30 E	31	

APRIL 2016				
MON	TUE	WED	THU	FRI
				1
4	5	6 E	7	8
11	12	13 E	14	15
18 X	19	20 E	21	22
25	26	27 E	28	29

MAY 2016				
MON	TUE	WED	THU	FRI
2	3	4 E	5	6
8	10	11 E	12	13
16	17	18 E	19	20
23	24	25 E	26	27
30 H	31			

JUNE 2016				
MON	TUE	WED	THU	FRI
		1 E	2	3 ■

Stay in touch!  
Share your summer experiences on our website!

- No Student Attendance: School NOT in Session
- Regular School Day: Grades K-8
- E** Early Release Day: Grades 1-8 dismiss at 2:00 PM
- Minimum Day: Grades K-8 dismiss at 12:15 PM

- C** = Conference Day
- H** = National Holiday
- L** = Local Student Non-Attendance Day
- T** = Teacher Work Day
- X** = Staff Development



**DAILY SCHEDULE • REGULAR DAY**

**2015-2016**

- ✓ **Check the Cafeteria!** Kindergarten follows the Grades 1 + 2 Schedule, but dismisses at 1:30 PM
- ✓ Optional after-school programs run until 5:45 PM
- ✓ Students must be in line and ready to learn at 8:10 AM

GRADES K - 2	
7:35	Playground Opens
8:10	Line Up
8:15	Instruction Begins 1 Hour 30 Minutes
9:45	Recess Begins
10:00	Recess Ends Instruction Begins 1 Hour 30 Minutes
11:30	Lunch Eating - K Lunch Recess - 1+2
11:50	Lunch Recess - K Lunch Eating - 1+2
12:10	Lunch Ends Instruction Begins 1 Hour 35 Minutes
1:45	Recess Begins
2:00	Recess Ends Instruction Begins 1 Hour 30 Minutes
3:30	GRADES 1 + 2 DISMISSAL

**KINDERGARTEN  
DISMISSES AT 1:30**

GRADES 3 + 4	
7:35	Playground Opens
8:10	Line Up
8:15	Instruction Begins 1 Hour 50 Minutes
10:05	Recess Begins
10:20	Recess Ends Instruction Begins 1 Hour 50 Minutes
12:10	Eating Lunch Cafeteria
12:30	Lunch Recess Yard
12:50	Lunch Ends Instruction Begins 1 Hour 10 Minutes
2:00	Recess Begins
2:15	Recess Ends Instruction Begins 1 Hour 15 Minutes
3:30	GRADES 3 + 4 DISMISSAL

GRADES 5 + 6	
7:35	Playground Opens
8:10	Line Up
8:15	Instruction Begins 1 Hour 50 Minutes
10:05	Recess Begins
10:20	Recess Ends Instruction Begins 1 Hour 50 Minutes
12:10	Lunch Recess Yard
12:30	Eating Lunch Cafeteria
12:50	Lunch Ends Instruction Begins 1 Hour 30 Minutes
2:20	Recess Begins
2:30	Recess Ends Instruction Begins 1 Hour
3:30	GRADES 5 + 6 DISMISSAL

GRADES 7 + 8	
7:35	Playground Opens
8:10	Line Up
8:15	Instruction Begins 2 Hour 10 Minutes
10:25	Recess Begins
10:40	Recess Ends Instruction Begins 2 Hours 10 Minutes
12:50	Lunch Eating Cafeteria
1:10	Lunch Recess Yard
1:30	Lunch Ends Instruction Begins 50 Minutes
2:20	Recess Begins
2:30	Recess Ends Instruction Begins 1 Hour
3:30	GRADES 7 + 8 DISMISSAL



**DAILY SCHEDULE • EARLY RELEASE DAY (WEDNESDAYS) 2015-2016**

- ✓ **Check the Factor!**
- ✓ Kindergarten follows the Grades 1+2 Schedule, but dismisses at 1:30 PM
- ✓ Optional after-school programs run until 5:45 PM
- ✓ Students must be in line and ready to learn at 8:10 AM

GRADES K - 2		GRADES 3 + 4		GRADES 5 + 6		GRADES 7 + 8	
7:35	Playground Opens	7:35	Playground Opens	7:35	Playground Opens	7:35	Playground Opens
8:10	Line Up	8:10	Line Up	8:10	Line Up	8:10	Line Up
8:15	Instruction Begins 1 Hour 30 Minutes	8:15	Instruction Begins 1 Hour 50 Minutes	8:15	Instruction Begins 1 Hour 50 Minutes	8:15	Instruction Begins 2 Hour 10 Minutes
9:45	Recess Begins	10:05	Recess Begins	10:05	Recess Begins	10:25	Recess Begins
10:00	Recess Ends Instruction Begins 1 Hour 30 Minutes	10:20	Recess Ends Instruction Begins 1 Hour 50 Minutes	10:20	Recess Ends Instruction Begins 1 Hour 50 Minutes	10:40	Recess Ends Instruction Begins 2 Hours 10 Minutes
11:30	Lunch Eating - K Lunch Recess - 1+2	12:10	Eating Lunch Cafeteria	12:10	Lunch Recess Yard	12:50	Lunch Eating Cafeteria
11:50	Lunch Recess - K Lunch Eating - 1+2	12:30	Lunch Recess Yard	12:30	Eating Lunch Cafeteria	1:10	Lunch Recess Yard
12:10	Lunch Ends Instruction Begins 1 Hour 50 Minutes	12:50	Lunch Ends Instruction Begins 1 Hour 10 Minutes	12:50	Lunch Ends Instruction Begins 1 Hour 10 Minutes	1:30	Lunch Ends Instruction Begins 30 Minutes
<b>KINDERGARTEN DISMISSES AT 1:30</b>		2:00	GRADES 3 + 4 DISMISSAL	2:00	GRADES 5 + 6 DISMISSAL	2:00	GRADES 7 + 8 DISMISSAL

MINIMUM DAY SCHEDULE	
<b>GRADES K - 4</b>	
7:35	Playground Opens
8:10	Line Up
8:15	Instruction Begins
10:10	Recess Begins
10:25	Recess Ends
<b>GRADES 5 - 8</b>	
7:35	Playground Opens
8:10	Line Up
8:15	Instruction Begins
10:30	Recess Begins
10:45	Recess Ends

**All grades dismiss at 12:15 PM  
on the following minimum days**  
 Friday • December 18, 2015  
 Friday • June 3, 2016

## FOGGY DAY SCHEDULE

SVA will be open at regular start times every day of the school calendar, but families are advised to exercise extra caution when traveling to school in foggy weather, or may opt to bring students to school late, after the fog has lifted.

Students will not be penalized for being tardy: please provide a written or phone excuse to the school, indicating foggy weather as the reason for the student's delay.

The following schedules apply for students who ride the SVA bus:

Plan A- Fog is recognized, but there is no change of schedule.

Plan B- 2 hour delay.

Plan C- Bus routes are cancelled.

KSEE 24, ABC 30, KMPH FOX 26 are the news sources (both television and their websites) where foggy day status can be found quickly.

## DROP OFF AND PICK UP PROCEDURES

*The following is SVA Student Policy 12-009.*

Parents and students should be aware that no adult supervision is provided prior to 7:35 AM, and SVA requests that parents do not drop off their child(ren) prior to that time. Neither SVA nor Visalia Unified School District assumes any responsibility for students who are dropped off at the school site prior to that time. Gates will open at 7:35 AM. Students are not allowed on campus prior to that time. Once a student arrives at school, he/she may not leave campus before dismissal unless a parent or guardian signs the student out at the front office.

Between 7:35 – 8:10 AM, students are to be on the playground, or if teachers are in classrooms and give permission, students can go to their own classroom during this time. If a student's classroom door is closed, students should bring their backpacks with them to the yard or cafeteria and remain there until the line-up bell rings. If student backpack contains school items or materials, please check-in at office.

All students and teachers must report to the playground at 8:10 AM when the line-up bell rings. When the bell rings at 8:10 AM, students are to stop playing, and line up in their designated areas. Parents escorting students on campus at or after 7:35 AM may go into classrooms if teachers have doors open; however, only school personnel and students may enter the playground during the school day. All other adults or children must first go through proper check-in at Sycamore Valley Academy's front office. **\*NOTE: Any students arriving after 8:25 are tardy and MUST obtain a note from the office before going to their class.**

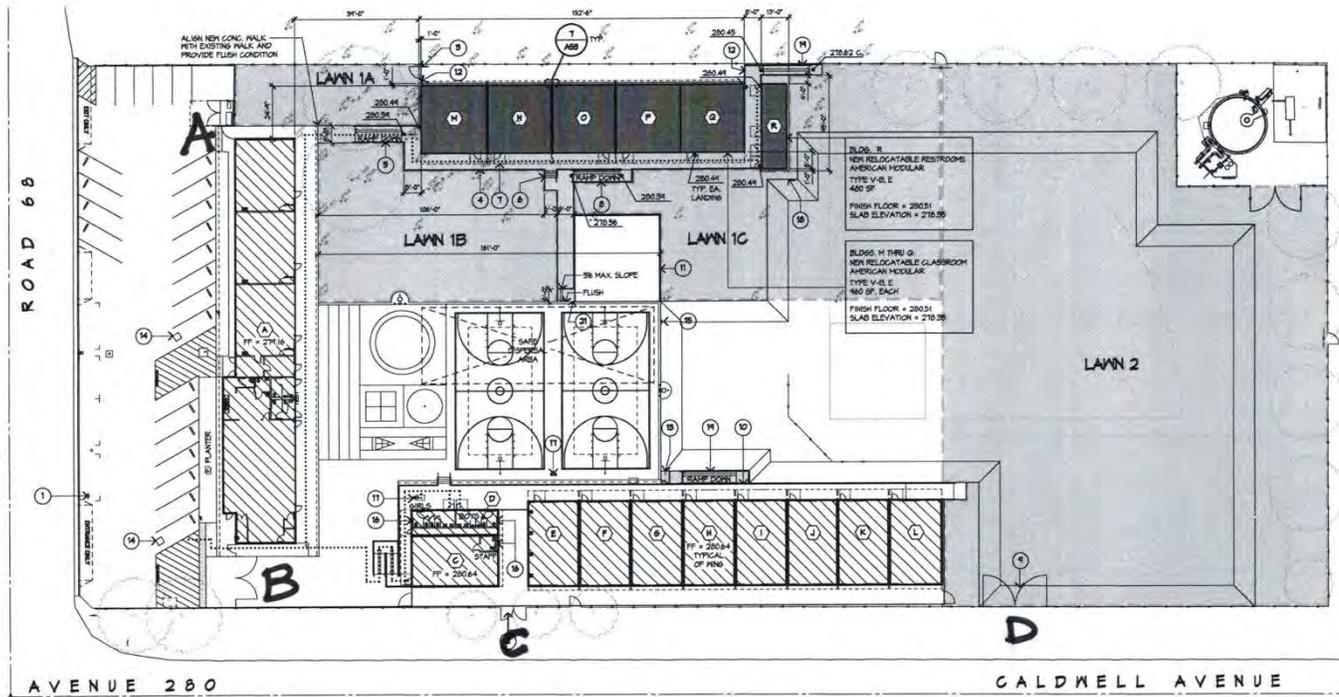
Parents must wait outside the gates for students after school. Because of safety concerns, students will not be released to a vehicle. Parents must park their vehicle and come to the gate to receive their student. Upon dismissal, teachers will escort students to the exit gate areas. After children are picked up, remaining students will be taken to the after-school program (if scheduled) or to the front office if it appears the student's family is late to pick him/her up.

Supervision is provided for **10 minutes** after school is out. After 10 minutes, students will be escorted to the Destination Exploration program. Child Welfare Services will be alerted if a student has not been picked up after 30 minutes beyond the school day and no contact has been made with the office. If a parent has an appointment with a teacher, the parent can sign in and enter campus after students are dismissed. A Kindergarten student may not wait after school for a student in another grade to be dismissed at 3:30 PM. Enrollment in the afterschool "Kindergarten Bridge" program is an option for these students.

If it is necessary to park across the street on either Rd. 68 or Caldwell/Ave 280 for drop-off or pick-up, parents must park their vehicle and escort their student across the street at the corner light where there is a crosswalk. Jaywalking is prohibited by law and is unsafe for pedestrians.

Parents are asked to observe safe driving habits in the school zone. Please do not double-park, park in fire lanes or park in handicapped parking spaces (unless you display a handicapped marker/license).

If your student is not picked up by 3:45, he/she will be directed to the Destination Exploration after school program. The first time this occurs, the student may wait there, free of charge for their ride to arrive. Any time after that, the student will be directed to wait in Destination Exploration and you will be charged for that day of the afterschool program. If we have to watch your student past 3:45 PM, we expect you to pay for the service. We do not provide free after-school care.



**ARRIVAL**

**Bus Drop-Off**

All students arriving by bus will be dropped-off in the circle drive on Rd. 68 by the front office and arrival gate.

**Parent Drop-Off**

Parents are allowed to pull into the circle driveway on Rd. 68 to drop off their student at gate A or gate B, OR may park along the south side of the campus and have the student enter at gate C.

*\*NOTE: When using the circle driveway at the front of campus in the morning, please be aware of buses arriving with students and help maintain a steady flow of traffic.*

**DISMISSAL**

**Bus Pick-Up**

Students leaving by bus will either leave from gate A or gate B, depending on the bus they take.

**Kindergarten Parent Pick-Up**

Kinder students are released at 1:30 (Regular Day) and 12:15 (Minimum Day) and may be picked up at gate A.

*\*NOTE: There are no buses at Kindergarten dismissal on Regular Day schedule. If enrolled in the “Kinder Bridge” program after school, pick up is at 3:30 and kinder students should go to the appropriate bus, or Gate C at that time.*

**Parent Pick-Up**

Students in grades 1-8 will be released at 3:30 (Regular Day) , 2:00 (Early Release Wednesdays), and 12:15 (Minimum Day) at gate C.

*\*SPECIAL NOTE: If you pick up your student later than 3:45pm, the first time will be a “grace” allowance. The student will be able to wait in Destination Exploration for free. If this occurs more than once, we will require that the student wait in Destination Exploration and you will be billed for the days that student required our after-school care.*

## BUS TRANSPORTATION INFORMATION

SVA and its Board of Directors have chosen to invest in transportation service in order to provide increased access to all SVA families and to ensure equitable community access in the future as SVA continues to grow and expand.



**Check  
the  
Facts!**

## BUS SCHEDULE

2015-2016

- ✓ SVA students will be transported via yellow bus, operated by VUSD Transportation Services.
- ✓ The SVA bus service will serve only enrolled SVA students. The bus will not transport additional student passengers attending other area schools.
- ✓ Parents/Guardians are responsible for their student's safety until they board the bus and once they step off the bus.
- ✓ Parents/Guardians are responsible to transport students who miss the bus. Please arrive to your bus stop 10 MINUTES EARLY.

ROUTE 1	REGULAR DAY Pick Up/Drop Off	WEDNESDAY Pick Up/Drop Off	MINIMUM DAY Pick Up/Drop Off
HOUSTON Elementary School 1200 North Giddings Visalia, CA 93292 Bus Loading Zone	7:20 AM 4:00 PM	7:20 AM 2:30 PM	7:20 AM 12:45 PM
FAIRVIEW Elementary School 1051 West Robin Drive Visalia, CA 93291 Bus Loading Zone	7:25 AM 3:55 PM	7:25 AM 2:25 PM	7:25 AM 12:40 PM
FOUR CREEKS Elementary School 1844 North Burke Street Visalia, CA 93292 North Burke Street	7:30 AM 4:05 PM	7:30 AM 2:35 PM	7:30 AM 12:40 PM
ROUTE 2	REGULAR DAY Pick Up/Drop Off	WEDNESDAY Pick Up/Drop Off	MINIMUM DAY Pick Up/Drop Off
MINERAL KING Elementary School SE corner of Vista & Kaweah Before the school entrance	7:30 AM 3:50 PM	7:30 AM 2:15 PM	7:30 AM 12:30 PM
ROYAL OAKS Elementary School 1313 South Clover Drive Visalia, CA 93277 Houk Park, by the lightpost	7:40 AM 4:00 PM	7:40 AM 2:30 PM	7:40 AM 12:45 PM



### Contact the VUSD Transportation Services Office when:

- Your bus is more than 30 minutes late
- Your child never got off the bus
- Your weren't able to meet your Kindergarten student at the bus stop  
*All Kindergarten students are taken to the VUSD Transportation Services office if a Parent or Guardian is not at the bus stop to meet them.*

VUSD Transportation Services  
801 North Mooney Blvd., Suite A  
Visalia, CA 93291  
Cross Street: Goshen Avenue  
**(559) 730-7856**

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#### **Sometimes, my child's bus is late. Why does this happen and what should I do?**

Every day, situations arise that are beyond the bus drivers' control. These can include traffic accidents, driver absences, maintenance problems, lane closings and roadwork, weather delays or even a late departure from school. Please be patient, as the drivers make every effort to stay on schedule while being mindful of student safety.

#### **What should I do if my child missed the bus to Sycamore Valley Academy?**

Students should be at their bus location at least 10 minutes before the scheduled pick-up times. Parents/Guardians are responsible for transporting children to Sycamore Valley Academy who miss the bus.

#### **Can my child ride the bus home with their friend?**

You must first submit a request to the SVA office. Approval is based on available room on the bus. Students are not allowed to get on a different bus in the morning or ride a different bus home without prior approval from a Parent/Guardian.

#### **How do I request a new bus stop after we've moved?**

You will need to submit a Change of Address/Bus Service Form. Online and printable forms can be found on our website [www.sycamorevalleyacademy.org](http://www.sycamorevalleyacademy.org) or you can pick one up from the SVA Office.

#### **How do I report a complaint, issue or compliment in regards to student bus transportation?**

Contact the SVA office via email at [office@sycamorevalleyacademy.org](mailto:office@sycamorevalleyacademy.org). Provide as much detail as possible.

#### **This is my child's first year to ride on a school bus; is there anything I can do to help him/her prepare for this new experience?**

We recommend that families practice walking with their children to their assigned bus stops. Make sure that your students know their bus numbers. You can also write the bus number and stop location clearly on a note that is attached to a backpack, or write the bus number and stop on a wristband so that the child can carry the information easily without fear of losing it.

#### **Is the bus driver responsible for children until they get home in the afternoon?**

The bus driver is responsible for children while they are actually riding on the bus. Parents/Guardians are responsible for children's safety when they are on their way to or from the bus stop.

#### **My child left their belongings on his/her bus. What should I do?**

Check with your driver the next day or contact the SVA office at (559) 622-3236.

## **BUS CONDUCT**

The following rules apply at all times when students are riding a school bus, including when riding the bus during school activity trips:

1. Follow the instructions and directions of the bus driver at all times.
2. Arrive at designated bus stop 5 minutes prior to pick-up time and stand in a safe place at the stop to wait quietly for the bus.
3. Enter the bus in an orderly manner and go directly to seat.
4. Sit down and fasten any passenger restraint. Remain seated while the bus is in motion.
5. Do not block aisle or emergency with body or personal belongings.
6. Be courteous to the driver and to fellow passengers. Vulgarity, rude or abusive behavior is prohibited.
7. Noise or behavior that could distract the driver, such as loud talking, whistling, yelling, singing, loud laughing, scuffling or fighting, throwing objects, or standing or changing seats, is prohibited and may lead to suspension of riding privileges.
8. Do not use tobacco products, eat, or drink while riding the bus.
9. May bring electronic devices onto the bus ONLY if such devices are permitted at school. If the use of cellular telephones or similar devices disrupts the safe operation of the school bus, the driver may direct the student to no longer use the device on the bus.
10. Do not put any part of the body outside the window or throw any item from the bus.
11. Keep the bus and the area around the bus stop clean. Do not damage or deface the bus or tamper with bus equipment.
12. Services animals are permitted on school transportation services; all other animals are prohibited.
13. Upon reaching destination, remain seated until the bus comes to a complete stop and upon the signal from the driver, unfasten any restraints, enter the aisle and go directly to the exit.
14. Be alert for traffic when leaving the bus and follow the district's transportation safety plan when crossing the road and exiting the bus.

A student's bus privilege may be revoked at any time if he/she does not comply with the rules for bus conduct.

## **BUS SURVEILLANCE**

The Superintendent or designee shall monitor the use and maintenance of the district's bus surveillance system. Any bus may have a surveillance camera, and those that do will be marked as such. Footage from the cameras is NOT available to the public. Only school administration and law enforcement has the ability and permission to monitor and examine surveillance footage.

## ATTENDANCE

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in order of its presentation. Furthermore, regular attendance promotes the development and maintenance of scholarly habits. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. Students with excessive tardiness or absences will be referred to the Student Attendance Review Board (SARB).

### **VERIFICATION OF ABSENCES**

If your student must be absent from school, please verify the absence by phone at **(559) 622 -3236** or by email at [jgeorge@sycamorevalleyacademy.org](mailto:jgeorge@sycamorevalleyacademy.org) **by 10 AM on the day of the absence**. It is also acceptable (but not preferable) for your student to bring a written note signed by a parent or guardian explaining his or her absence from school upon his/her return to school.

When you call, email or write a note to verify an absence, please be sure to state the reason for the child's absence from school. No absence can be excused without a legitimate reason stated.

According to SVA policy, absences shall be excused for: health reasons, family emergencies, justifiable personal reasons and some religious participation. With advance request and approval by the Principal/Superintendent, court appearances, funeral attendance, religious holidays and ceremonies may also be excused. All other absences will be unexcused.

### **INDEPENDENT STUDY ("IS")**

Independent study contracts can be made available to students who will be out of school for family activities, trips, illness, or other planned absences. To help us prepare your student's independent study assignments, in the case of planned absences we ask that you notify the front office at least three school days before your student's planned absence.

Please arrange for all independent study contracts through the school office. The independent study contract, with teacher-determined activities to be completed, will need review and signatures prior to the leave date. All work is due the date the child returns to school, and cannot be accepted after 10 days following your return.

SVA is glad to help your student continue to learn across a planned absence or an extended absence due to illness, but please be aware that it is difficult to replace the value of the hands-on, collaborative, teacher-assisted work that occurs in the classroom, and that attendance credit for independent study assignments will be awarded according to the amount and quality of contract work completed.

- **Available for 1-20 day absence, IS helps our school receive funding for serving your student and helps your student stay academically engaged while not present at school.**
  - Longer term IS requires a new contract.
  - If your student is on an IEP, the IEP must state that the student may participate in IS.
- **Teacher needs time to prepare materials and assignments.**
  - For a 1-5 day absence, we request 2 days prior notice.
  - For a 6+ day absence, we request a week prior notice.
  - For an absence over 10 days, parent-teacher meeting is required at midpoint to retrieve assignments, monitor student progress, and to receive new assignments for remainder of term.
- **Mrs. George will review the Master Agreement with you and get required signatures.**
  - Contract
  - Daily parent initials to indicate work completed on IS dates

- Signatures must be acquired by or on the first day of IS.
- **While on IS, the completion of the assignments determines your child’s attendance credit.**
  - Example: For a 4 day absence, if only 50% of work is turned in, only 2 days of attendance credit can be issued.
  - Danger for families of thinking they have these days credited when they do not, due to not completing assigned work.
  - Teacher evaluates the work and determines the time value completed.
- **Work must be turned in on time: by the date indicated on the assignment sheet.**
  - IS assignments must be turned in to Mrs. George when due. Teachers evaluate the work at Mrs. George’s desk.
  - *If work is not received on time, IS agreement is nullified.*

### **LEAVING SCHOOL DURING THE SCHOOL DAY**

As every moment of your child’s learning time at SVA is valuable, please make every effort to schedule appointments outside of normal school hours. In the event that a daytime appointment cannot be avoided, please provide advance notice to your child’s teacher and allow for time before your appointment to sign your child out from the front office.

### **TRANSFERS TO ANOTHER SCHOOL**

If it becomes necessary for your child to leave SVA during the year, please notify the school as soon as possible so your transfer can be made speedily and efficiently. All permanent records will be sent directly to the new school. Your prompt notification helps SVA because it allows new students to enter from our waitlist rapidly.

## **CURRICULUM AND PROGRAMS**

This Handbook provides an overview of the curriculum and programs that SVA implements. Your classroom teacher can tell you more about how the curriculum is used in your specific classroom/ grade level.

Our school utilizes the Common Core State Standards, or “CCSS”. The California Common Core Parent Handbook can be downloaded from this website, and is a great resource for K-8 families: <http://www.corestandards.org/>

The curriculum at SVA includes English, mathematics, science, history, visual and performing arts, health, Spanish language, social-emotional learning, and physical education. 5<sup>th</sup>-8<sup>th</sup> grade students also participate in an elective offering, which includes Explorer Band, Journalism, Drama, a course that explores social justice and activism locally and around the world called “Be the Change,” Smart Sports, Choir, “Invent, Design, Create,” and “Couch to 5k.” There is an after-school, no cost Beginner Band also available to all 5<sup>th</sup>- 8<sup>th</sup> graders who elect to participate. In addition, SVA provides instruction to enable students to not only meet, but to also exceed the standards through differentiated instruction and pedagogy that emphasizes critical thinking. All classes have a minimum of three project-based learning experiences per academic year to facilitate the transfer of student learning to its application. Teachers use both inquiry-based and direct instruction models to help students achieve, depending on the learning objective. Best practices in Gifted Education, which are good for all students, are utilized in all classes. These include the use of universal themes, greater use of abstract thinking tasks, interdisciplinary, and multidimensional approaches to subject matter.

In science and history, SVA “loops” its content coverage to enable our teachers to cover the required content thoroughly in our multi-age classrooms. For example, the 5-6 class will cover Ancient Civilizations one year, (which California has determined to be “6<sup>th</sup> grade content”) and US History the next year (which CA has determined to be “5<sup>th</sup> grade content”). This loop repeats so that our K-8 students exit having covered all of the same content that they would be exposed to at another public school, however the order in which information is presented may differ from other schools.

## **HOMEWORK AT SYCAMORE VALLEY ACADEMY**

### **All School**

All K-8 students have weekly homework packets, which are sent home every Monday and are due back every Monday.

These packets include the following:

#### *Reading and Writing a Response to Text*

- To keep students reading daily for comprehension
- To communicate the importance of daily reading to parents since strong reading skill is such an indicator of success in school and life

#### *Logic/ Critical Thinking*

- To develop reasoning ability within students and important habits of mind, which will have numerous benefits across the curriculum
- To demonstrate to parents SVA's alignment with its Mission and Learning Outcomes

#### *Moral Dilemmas \* These are included in the weekly packet only once per month.\**

- To give students a chance to think through situations with moral grey area outside the emotionally-charged real life situations, so they can develop moral reasoning skills and connect to the SVA Honor Code on a regular basis, begin to internalize it
- To give parents a chance to witness their children's moral reasoning and aid in its development

### **Teacher's Discretion**

In addition, at the discretion of the teacher, students may also be assigned homework with varying duration (weekly, nightly...) for such purposes as:

- To hold students accountable for using time wisely in class
- To reteach concepts/skills or give parents tools to help their student (to prevent further remediation)
- To remediate when a student is lacking prerequisite skills to achieve at grade level
- To activate interest in a learning topic
- As part of a collaborative learning project
- To solidify new learning through practice
- To encourage students who are naturally curious and desire more opportunities to learn

Regardless of the degree of need a student displays, teachers will never assign an "unreasonable" amount of homework to a student.

### **Two underlying assumptions about homework at SVA:**

1. Since SVA is mindful of child development and because research suggests no *academic* benefit to homework until grades 6-8, it is the assumption of our school leadership that student time spent on homework will generally be lesser at younger ages and greater at older ages.

2. Teacher's discretionary homework should be assigned in response to individual student need as indicated by student performance or family request.

## **GRADING AND REPORTING**

SVA is on a trimester system, so we have three grading periods: Fall, Winter, and Spring. One Report Card is issued per trimester.

Fall trimester is August 12 through November 10. Every student has a Parent-Teacher Conference at the end of this trimester.

At the teacher's discretion, you may also be asked to come in for a conference on the Minimum Day before the Winter Break begins. Teachers will call a Parent-Teacher Conference with you at this time if the teacher feels your child would benefit from such a discussion.

Winter Trimester is Nov. 16 through March 9. Every student has a second Parent-Teacher Conference at the end of this trimester.

Spring Trimester is March 14 through June 3. There is no Parent-Teacher Conference at the end of the Spring Trimester.

SVA Report Cards give parents information about their student's academic progress and growth and may show out-of-grade-level learning when students are working below or above grade level in certain subject areas.

Parent-Teacher Conferences include discussion of Report Cards, review of student portfolios, and discussion of ways the family can support the student's learning at home. Report Cards have a combination of quantitative (1-4) scores, with an explanation key, along with narrative reporting and feedback on each student's Individualized Learning Plan goals.

## HOW TO READ YOUR CHILD'S TRIMESTER REPORT CARD

SVA Report Cards are undergoing a redesign for the 2015-16 school year. The interpretive information below will help you understand the information, however please expect your report cards to look slightly different graphically.

### The Scores

There are two scales for our scores. You will see the keys at the top of the report.

For **Language Arts and Mathematics**, scores are reported with the 1-4 scale:

1 = Objective has been introduced and student is practicing this.	2 = Student is continuing to practice the objective to develop proficiency.	3 = Student is demonstrating proficiency in the objective.	4 = Student has shown mastery of the objective.
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For all **other content areas**, scores are reported with the following letter scale:

NYO = Not Yet Observed	N = Needs Improvement	S = Satisfactory	E = Excellent
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In addition, for **all subject areas** there is **narrative commentary** provided by your child's teachers as well. Our Trimester Report Cards contain more narrative comments than most schools provide. This is reflective of SVA's core belief in authentic assessment. We believe that the teacher's observations (based on student work or behavior) are equally valid measures and that this commentary is just as useful for parents/guardians as numeric or letter scores.

### Understanding the Scores

SYCAMORE VALLEY ACADEMY K-2 Standards Based Report Card			
NYO = Not Yet Observed	N = Needs Improvement	S = Satisfactory	E = Excellent
Trimester	Fall	Winter	Spring
<b>Language Arts</b>			
Reading	Grade Level: 2	Grade Level:	Grade Level:
Key Ideas & Details	3		
Craft & Structure	3		
Integration of Knowledge & Ideas	3		
Range of Reading & Level of Text Complexity	3rd- 1		

At the top of each of the core academics of Language Arts and Mathematics, you will see words, "Grade Level," followed by a number. This number represents the learning objectives that your child began the year with for the strands (groups of standards/objectives) listed below it. At the start of this year, we have started by giving students grade level texts and objectives. **As students demonstrate mastery of content and deep conceptual understanding, however, you may see your student's "Grade Level" for particular subject areas adjust upward to reflect that growth over the course of the year.** This is reflective of SVA's core belief that teaching grade level objectives *only* would restrict student growth and learning. We will adjust these as students demonstrate readiness for further challenge. SVA remains committed to its goal to create a space for advancement, so that all students can reach their highest potential, at their own rate.

Current trimester **1-4 scores reflect student performance on teacher's standards-aligned assignments and tests that have been given in the trimester.** At this school, then, a **1 is not always a "bad" score.** As our 1-4 scale indicates, it means your child is working on something that is new to him/her with the teacher's support. In particular, when the Grade Level noted above the score is beyond your child's assigned age/grade (i.e. you have a 1<sup>st</sup> grader and the column heading says "Grade Level: 2"), the 1 score shows your child is being advanced in this area and is beginning to attempt the Grade 2 objectives. **It is only when a student STAYS in the 1-2 range over the course of a school year would this be cause for concern and intervention.**

### Range of Reading & Level of Text Complexity, in particular

Range of Reading & Level of Text Complexity	3rd- 1
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For this particular score, the formatting is different. Teachers have assessed student's reading levels using the Fountas & Pinnell Guided Reading Level benchmarks and students' demonstrated skill in daily assignments. Teachers are providing a score here that is *first* the grade level, and *then* a 1-4 score which tells you which part of the school year the skill reflects. In the sample here, then, the student's reading level is at the beginning of 3<sup>rd</sup> grade. For this second grader, that's great news!

## HOW TO READ YOUR CHILD'S TRIMESTER REPORT CARD – Cont.

### Other Content Areas

Trimester	Fall	Winter	Spring
<b>Science</b>			
Forces and Simple Machines			
Engagement	E		
Achievement	E		
Comments			
Fall: Positive role model and hard worker.			
Winter:			

**Engagement:** student's willingness to dive in, do the work, try, follow the directions or protocols for that subject, contribute to the learning

**Achievement:** to what extent the student is meeting the learning goals and expectations, as demonstrated in the quality of his/her work in this subject.

### Comments

Narrative commentary is where teachers share the information that the quantitative score doesn't capture: student progress (how far she/he has come) in relation to grade level norms, effort, cooperation, work completion, attitude, interest level for subject area, disposition, engagement, motivation, areas where home support could impact achievement, etc...

### Honor Code & Uniform Scores

Trimester	Fall	Winter	Spring
<b>Honor Code &amp; Uniform</b>			
Right Choices	S		
Uniform Dress Code Compliance	E		

SVA includes this in the Report because we want parents & guardians to know how their student is performing in relation to the school's CORE4 values. Is the student showing respect for People, Property, Process, and Presentation? (See pg. 18 of Family Handbook.)

## PROMOTION AND RETENTION

Students at SVA are expected to progress through each grade within the school year. The decision whether to promote or retain a student will be based upon:

- The student's report card(s)
- Curriculum embedded reading
- English language arts, and mathematics assessments
- Mastery of content grade level standards and other assessment measures to determine if the student is eligible for promotion
- Social-emotional considerations

## SOCIAL CONTRACT AND HONOR CODE

The purpose of discipline is to provide a safe and comfortable environment in which students can learn. It is the goal of all adults at SVA to help children to learn to behave responsibly and to demonstrate respect toward people, property and time. SVA students are expected to abide by our **Honor Code**, which states:

**I will do what is right because it is right.**

Derived from the Honor Code, the CORE 4 provides greater specificity regarding what SVA believes are right choices. SVA requires compliance with all rules and regulations as described in the Family Handbook, distributed to all students at the beginning of each school year. All rules and regulations in the Family Handbook will fall somewhere within the CORE 4 principals.

### The CORE 4 Principles:



**People-** I will be kind to myself and others.



**Property-** I will not take or destroy what is not mine.



**Process/Time-** I will follow all the policies and procedures in the SVA Family Handbook and help my class and school run smoothly.



**Presentation/Dress-** I will dress for success and abide by the SVA Dress Code.

The Honor Code and CORE 4 encompass all student behavior at school.

Students sign the code and CORE 4 commitment annually and receive instruction in their meaning.

Students are encouraged to consider the consequences of their actions and school rules before they act to determine whether an action is the “right choice.”

## SCHOOL RULES

At SVA, the focus is on learning; every student has the right to learn. Students who interfere with this right will be subject to the school's social contract procedures. The Principal/Superintendent or Vice Principal has the authority to talk to all students involved in any incident and to determine the course of action to be taken. The following school rules apply at school, going to and from school, on any school-provided transportation, and at any event where SVA is represented (regardless of location), and apply to all SVA students.

1. Students should not arrive at school before 7:35AM. Students shall wait in front of the office if no yard supervisor is on duty.
2. Students shall "walk on whitetops" (sidewalks). Running is allowed on blacktop or grass areas.
3. After using the restroom, students shall move beyond classroom buildings to play areas. Students must sit on the tables near the cafeteria during recess to have a snack. This is the **only** place food may be eaten at recess. Food is not allowed anywhere else at recess time.
4. Students shall avoid physical contact with the exception of reasonable contact that occurs in some organized games (e.g. basketball, flag-football, soccer). Tag, or games involving chasing and tagging are not allowed. Pushing, pulling, bumping, TAGGING and CHASING are not allowed. SVA scholars keep "hands to self."
5. Students shall not climb fences, backstops, trees, buildings, etc.
6. Students shall avoid interrupting organized games, and shall play games according to established rules.
7. Students should be ready for class immediately after the bell rings. To prepare for this, students should take drinks and trips to the bathroom during breaks/recess. Equipment must be carried back to the basket at the end of recess.
8. Bats are only to be used under adult supervision and only in front of backstops.
9. No activities involving the kicking of balls or objects shall be played near the classroom buildings, on the asphalt or in/on the play structure area. No balls are allowed in the play structure/bark area.
10. Toys and games are not permitted at school. Electronic toys, tablets, and mp3 players are not permitted. Yo-yos are not permitted at school. Sports equipment **may** be brought to school, but SVA is not responsible for lost and/or damaged equipment. Cell phones **may** be brought to school but will be kept away at all times while on campus and SVA is not responsible for lost or damaged personal items. If it is seen by staff, it will be confiscated and held at the front office until the end of the day. On the first offense, the student may retrieve it. On the second, the parent/guardian must pick it up.
11. Climbing may only take place on climbing equipment. Climb down from equipment; don't jump.
12. Upon arrival, students shall remain on campus until dismissal time unless given permission by a teacher or office staff to leave. Any student leaving campus must first check out at the office.
13. Students must use restrooms designated for their grade level:
  - Grades 5- 8 will use the restrooms at the end of their class wing.
  - Grades K-4 will use the restrooms off the black top.
15. Gum and sunflower seeds are not allowed on campus.
16. At dismissal, students are expected to go directly home or to the SVA After-school Program or Kindergarten Bridge Program. Students are not permitted to play on the grounds after school without parent supervision.
17. Students are not to be in any room without adult supervision.
18. Students will dress in accordance with the SVA Uniform Dress Code Policy.

## **UNIFORM DRESS CODE POLICY**

At Sycamore Valley Academy, we support a school uniform policy in order to level the playing field for all of our students. Our school uniform policy helps to provide an academic environment where children feel equal, and are not distracted or offended by what others wear. It is the parent or guardian's responsibility to be sure that the student is wearing the official school uniform.

Shirts must be free of designs, logos, or embellishments. The following solid colors are permitted:

- Green (forest, lime, sage, kelly)
- White
- Brown
- Khaki
- Black
- Gray

Shirts must have a collar. The following necklines are permitted: button-down, polo, Peter Pan, turtleneck. No t-shirts allowed and no other colors of shirt are allowed. No strapless, spaghetti strap, low-cut, or cut off tops are allowed.

Sweaters, Sweatshirts, Coats, Jackets must be free of designs, logos, or embellishments. The following solid colors are permitted:

- Green (forest, lime, sage, kelly)
- White
- Brown
- Khaki
- Black
- Gray
- Denim

No other colors are permitted.

Pants, Shorts, Skorts, or Skirts must fit the student appropriately (not be excessively large or excessively tight), and be free of designs, logos, or embellishments. The following solid colors are permitted:

- Green (forest, lime, sage, kelly)
- White
- Brown
- Khaki
- Black
- Gray
- Denim

No "short shorts" or mini skirts allowed.

Shoes must be simple in design and generally free of designs or embellishments. Tennis shoes, boots, dress flats (i.e. Mary Janes), and sandals are permitted. No light-up sneakers, flip-flops, jellies, or wheelies allowed. Shoes and boots may not have heels higher than 1".

Jewelry must not pose a danger and must be removed for PE class.

### *PE Day Dress*

*Students should either wear or bring a pair of tennis shoes with them. Further detail about PE attire will be sent home from the PE teacher.*

### *Dress Up Days*

*When students are given a dress up day, they may wear their choice of clothing; however, rules pertaining to the length of skirts, shorts, and height of heels still apply. No offensive, suggestive, obscene or vulgar logos, pictures, or messages will be allowed.*

### **Consequences for being out of uniform**

- 1. SVA staff will send a written warning the first time a student is out of uniform. Parents must sign the warning and return it to school within the next two school days.**
- 2. On the second offense, parents will be called to bring clothing for their child that is in uniform. Parents may take child home to change into uniform dress.**
- 3. Repeated offenses will result in a meeting with the Principal to resolve the problem. Parent cooperation is an expectation of the school.**
- 4. The Principal/Superintendent reserves the right to make any exceptions or extended warnings to families if a situation warrants it.**

## SOCIAL CONTRACT OVERVIEW

*(Please see Appendix for illustrated version.)*

### **Tier 1**

All students at SVA will take part in the schoolwide **prevention** measures that *inspire, inform, integrate* and *appreciate* our student body. These efforts include, but are not limited to, schoolwide instruction in social and emotional learning skills and crucial habits of a scholar, the school's social contract and CORE 4 commitment, events and presentations to teach expectations as well as reward achievement, regular assignments and homework dealing with moral dilemmas, and a culture of appreciation for ongoing learning and excellence. Further, all classes will create respect agreements defining what acceptable behavior will look like in their class and students and teacher will sign together.

### **Tier 2**

At the classroom level, SVA has a commitment to giving focused **attention** to any and all behaviors that interfere with the right of all students to learn in a safe and comfortable environment. When the behavior of a student interferes with this right, teachers will follow a process to *remind* the student of their commitment to the classroom respect agreements, *redirect* the student to a more appropriate behavior or to a refocus form, and *repair* the harm done through meetings, mediation and application of logical responses (consequences) to the behavior. Parents may be contacted, at teacher discretion, to participate in supporting their student through the process, and the student will be monitored on a limited basis until they meet again with teacher to review ongoing behavior progress. After the third time through this process for any single student, the *repair* will automatically include referral to the office.

**\*NOTE:** *Some behaviors require immediate office referral and/or immediate suspension/expulsion review. These behaviors are listed below. In these cases, parents will always be immediately contacted.*

### **Tier 3**

At the office level, SVA will provide more intense structured and comprehensive behavior **intervention** which may include, but is not limited to, meeting with an administrator, involving family in meetings and mediations, student recommitment to honor code and CORE 4 principles, functional behavior analysis, individual behavior contracts, and potentially suspension and/or expulsion review. The complete suspension and expulsion policy can be found later in this handbook. The office may also apply logical responses (consequences) for the behavior and students are subject to progressive, ongoing monitoring of their behavior and further meetings as necessary.

## **AWARDS AND RECOGNITION**

Once a month, SVA recognizes and celebrates the achievements of one Scholar of the Month and one Explorer Award recipients from each class. Students observed practicing the “Habits of a Scholar,” a school-wide emphasis, will be presented with the Scholar of the Month Award. Explorer Awards are presented to students based on academics, citizenship, or other admirable traits decided by SVA staff. The assembly is generally held on the final Friday of the month, in the morning, in the cafeteria. Family and friends of award recipients are invited to attend. During assemblies, we expect students in an audience to demonstrate self-control and respect for the people performing or speaking.

## **HARASSMENT, INTIMIDATION, RETALIATION, AND BULLYING**

*The following is SVA Board Policy 13-001.*

Sycamore Valley Academy (“SVA”) 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, SVA 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 cyberbullying, 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, SVA 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. SVA 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.

### **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 Sycamore Valley Academy.

**Electronic act** is the transmission 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:

1. A message, text, sound, or image.
2. A post on a social network Internet Web site, including but not limited to:
  - a. Posting to or creating a burn page. A “burn page” means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
  - b. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
  - c. 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.
3. 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.

**Reasonable pupil** is defined as a pupil, including, but not limited to, an exceptional needs pupil, who exercises care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

#### 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.

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 Principal/Superintendent or designee. While submission of a written report is not required, the reporting party is encouraged to use the report form available in the Main Office. 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.

Sycamore Valley Academy 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.

SVA 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 Sycamore Valley Academy, the Principal/Superintendent or designee will promptly initiate an investigation. At the conclusion of the investigation, the Principal/Superintendent or designee will notify the complainant of the outcome of the investigation. However, in no case may the Principal/Superintendent or designee

reveal confidential student information related to other students, including the type and extent of discipline issued against such students.

Complaints shall be investigated and resolved within thirty (30) school days, unless circumstances reasonably require additional time.

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

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

#### Appeal

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

#### Consequences

Students who engage in discrimination, harassment, intimidation or bullying may be subject to disciplinary action, up to and including suspension and/or expulsion, as outlined in the Student Discipline Policy of Sycamore Valley Academy.

### **COMPLAINT PROCEDURES**

If, as a Parent/Guardian, you have a concern regarding a school-related problem, the following steps should be taken in the order listed below:

1. Appointment and conference with your child's teacher.
2. Appointment and conference with the Vice Principal or the Principal/Superintendent.
3. Appointment and conference with the SVA Board Chairperson.

SVA's Uniform Complaint Procedures Policy outlines the process when addressing complaints alleging unlawful discrimination against any protected group as identified under Education Code 200 and 220 and Government Code 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any SVA program or activity that receives or benefits from state financial assistance.. This policy (BP 12-005) can be viewed in its entirety at the school office or provided upon request.

### **SUSPENSION AND EXPULSION POLICY**

The following is SVA Board Policy 12-002.

This Pupil Suspension and Expulsion Policy has been established in order to promote learning and protect the safety and well-being of all students at Sycamore Valley Academy ("SVA"). When the Policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. This policy shall serve as SVA's policy and procedures for student suspension and expulsion and it may be amended from time to time without the need to amend the charter so long as the amendments comport with legal requirements.

SVA administration shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline policies and procedures. This Policy and its Procedures will be printed and distributed as part of the Student Handbook and will clearly describe discipline expectations. The notice shall also state that these Policy and

Administrative Procedures are available on request at the Principal/Superintendent's office, or may be available for download from SVA's website.

Discipline includes, but is not limited to, advising and counseling students, conferring with parents/guardians, detention during and after school hours, use of alternative educational environments, suspension and expulsion. SVA staff shall enforce disciplinary rules and procedures fairly and consistently among all students. When it is determined that a student should be disciplined with suspension or expulsion, suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the Policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property.

A student identified as an individual with disabilities or for whom SVA has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Improvement Act ("IDEIA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to regular education students except when federal and state law mandates additional or different procedures. SVA will follow Section 504, the IDEIA, and all applicable federal and state laws including but not limited to the California Education Code, when imposing any form of discipline on a student identified as an individual with disabilities or for whom SVA has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students. SVA shall notify the District of the suspension of any student identified under the IDEIA (or for whom there may be a basis of knowledge of the same) or as a student with a disability under Section 504 and work with the District to ensure that all applicable laws related to discipline for students will be provided with the procedural protections as outlined below in this policy.

#### A. Grounds for Suspension and Expulsion of Students

1. A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at SVA or at any other school or an SVA-sponsored event at any time 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.

Expulsion is an action taken by the SVA Board of Directors for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to him/herself or others.

#### B. Enumerated Offenses

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

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force of violence upon the person of another, except self-defense.
2. 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 Principal/Superintendent's or designee's concurrence.
3. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stole or attempted to steal school property or private property.
8. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
12. Knowingly received stolen school property or private property.
13. 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.
14. 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.
15. 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.
16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
17. Engaged in or attempted to engage in hazing of another. 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.
18. Aiding or abetting 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, pursuant to this section, 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) above.
19. Made terrorist threats against school officials and/or school property. 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, or the personal property of the person threatened or his or her immediate family.
20. 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.
21. Caused, attempted to cause, threatened 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.
22. Intentionally harassed, threatened or intimidated 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 student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

23. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261 of the Education Code, directed specifically toward a pupil or school personnel.

Alternatives to suspension or expulsion will first be attempted with students who are truant, tardy, or otherwise absent from assigned school activities.

### C. Suspension Procedure

Suspensions shall be initiated according to the following procedures:

#### 1. Conference

a) Suspension shall be preceded, if possible, by a conference conducted by the Principal/Superintendent or designee with the student and his or her parent and, whenever practical, the teacher, supervisor or school employee who referred the student to the Principal/Superintendent. The conference may be omitted if the Principal/Superintendent or designee determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference.

b) At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense. This conference shall be held within two school days, unless the pupil waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization.

c) No penalties may be imposed on a pupil for failure of the pupil's parent or guardian to attend a conference with school officials. Reinstatement of the suspended pupil shall not be contingent upon attendance by the pupil's parent or guardian at the conference.

#### 2. Notice to Parents/Guardians

At the time of the suspension, the Principal/Superintendent or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

#### 3. Suspension Time Limits/Recommendation for Placement/Expulsion

Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension.

Upon a recommendation of Placement/Expulsion by the Principal/Superintendent or designee, the pupil and the pupil's guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended pending an expulsion hearing. This determination will be made by the Principal/Superintendent or designee upon either of the following determinations:

- 1) the pupil's presence will be disruptive to the education process; or
- 2) the pupil poses a threat or danger to others. Upon either determination, the pupil's suspension will be extended pending the results of an expulsion hearing.

#### D. Authority to Expel

A student may be expelled either by the SVA Board of Directors following a hearing before it or by the SVA Board of Directors upon the recommendation of an Administrative Panel to be assigned by the SVA Board of Directors as needed. The Administrative Panel should consist of at least three members who are certificated and neither a teacher of the pupil or a member of the SVA Board of Directors. The Administrative Panel may recommend expulsion of any student found to have committed an expellable offense.

#### E. Expulsion Procedures

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Principal/Superintendent or designee determines that the pupil has committed an expellable offense.

In the event an administrative panel hears the case, it will make a recommendation to the SVA Board of Directors for a final decision whether to expel. The hearing shall be held in closed session unless the pupil makes a written request for a public hearing three (3) days prior to the hearing.

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the pupil. The notice shall include:

1. The date and place of the expulsion hearing;
2. A statement of the specific facts, charges and offenses upon which the proposed expulsion is based;
3. A copy of SVA's disciplinary rules which relate to the alleged violation;
4. Notification of the student's or parent/guardian's obligation to provide information about the student's status at the school to any other school district or school to which the student seeks enrollment;
5. The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor;
6. The right to inspect and obtain copies of all documents to be used at the hearing;
7. The opportunity to confront and question all witnesses who testify at the hearing;
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

#### F. Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses

SVA may, upon a finding of good cause, determine that the disclosure of either the identity of the witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations which shall be examined only by SVA or the hearing officer. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the pupil.

1. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of his/her right to (a) receive five days' notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.
2. SVA must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.
3. At the discretion of the person or panel conducting the hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which he or she may leave the hearing room.
4. The person conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.
5. The person conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.

6. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the person presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The person conducting the hearing may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand.

7. If one or both of the support persons is also a witness, SVA must present evidence that the witness' presence is both desired by the witness and will be helpful to SVA. The person presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising his or her discretion to remove a person from the hearing whom he or she believes is prompting, swaying, or influencing the witness.

8. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony.

9. Especially for charges involving sexual assault or battery, if the hearing is to be conducted in the public at the request of the pupil being expelled, the complaining witness shall have the right to have his/her testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television.

10. Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the person conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstance can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

#### G. Record of Hearing

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

#### H. Presentation of Evidence

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the Administrative Panel to expel must be supported by substantial evidence that the student committed an expellable offense.

Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay and sworn declarations may be admitted as testimony from witnesses of whom the SVA Board of Directors, Panel or designee determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the expelled pupil, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.

The decision of the Administrative Panel shall be in the form of written findings of fact and a written recommendation to the SVA Board of Directors who will make a final determination regarding the expulsion. The final decision by the SVA Board of Directors shall be made within ten (10) school days following the conclusion of the hearing.

The Decision of the SVA Board of Directors is final.

If the expulsion hearing panel decides not to recommend expulsion, the pupil shall immediately be returned to his/her educational program.

#### I. Written Notice to Expel

The Principal/Superintendent or designee following a decision of the SVA Board of Directors to expel shall send written notice of the decision to expel, including the SVA Board of Directors' adopted findings of fact, to the student or parent/guardian. This notice shall also include the following:

1. Notice of the specific offense committed by the student;
2. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with SVA.

The Principal/Superintendent or designee shall send a copy of the written notice of the decision to expel to the District. This notice shall include the following:

1. The student's name
2. The specific expellable offense committed by the student

Additionally, in accordance with Education Code Section 47605(d)(3), upon expulsion of any student, SVA shall notify the superintendent of the school district of the pupil's last known address within 30 days, and shall, upon request, provide that school district with a copy of the cumulative record of the pupil, including a transcript of grades or report card and health information.

#### J. Disciplinary Records

SVA shall maintain records of all student suspensions and expulsions at SVA. Such records shall be made available to the District upon request.

#### K. No Right to Appeal

The pupil shall have no right of appeal from expulsion from SVA as the SVA Board of Directors' decision to expel shall be final.

#### L. Expelled Pupils/Alternative Education

Pupils who are expelled shall be responsible for seeking alternative education programs including, but not limited to, programs within Tulare County or their school district of residence.

#### M. Rehabilitation Plans

Students who are expelled from SVA shall be given a rehabilitation plan upon expulsion as developed by the SVA Board of Directors at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the pupil may reapply to SVA for readmission.

#### N. Readmission

The decision to readmit a pupil or to admit a previously expelled pupil from another school district or charter school shall be in the sole discretion of the SVA Board of Directors following a meeting with the Principal/Superintendent and the pupil and guardian or representative to determine whether the pupil has successfully completed the rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The

Principal/Superintendent shall make a recommendation to the SVA Board of Directors following the meeting regarding his or her determination. The pupil's readmission is also contingent upon SVA's capacity at the time the student seeks readmission.

#### O. Special Procedures for the Consideration of Suspension and Expulsion of Students with Disabilities

##### 1. Notification of District

SVA shall immediately notify the District and coordinate the procedures in this policy with the District for the discipline of any student with a disability or student who the Charter School or SELPA would be deemed to have knowledge that the student had a disability who is suspended for more than ten (10) school days during a school year.

##### 2. Services During Suspension

Students suspended for more than ten (10) school days in a school year shall continue to receive services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP; and receive, as appropriate, a functional behavioral assessment or functional analysis, and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur. These services may be provided in an interim alternative educational setting.

##### 3. Procedural Safeguards/Manifestation Determination

Within ten (10) school days of a recommendation for expulsion or any decision to change the placement of a child with a disability because of a violation of a code of student conduct, SVA, the parent, and relevant members of the IEP Team shall review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents to determine: a) If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or b) If the conduct in question was the direct result of the local educational agency's failure to implement the IEP.

If SVA, the parent, and relevant members of the IEP Team determine that either of the above is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability.

If SVA, the parent, and relevant members of the IEP Team make the determination that the conduct was a manifestation of the child's disability, the IEP Team shall:

- a) Conduct a functional behavioral assessment or a functional analysis assessment, and implement a behavioral intervention plan for such child, provided that SVA had not conducted such assessment prior to such determination before the behavior that resulted in a change in placement;
- b) If a behavioral intervention plan has been developed, review the behavioral intervention plan if the child already has such a behavioral intervention plan, and modify it, as necessary, to address the behavior; and
- c) Return the child to the placement from which the child was removed, unless the parent and SVA agree to a change of placement as part of the modification of the behavioral intervention plan.
- d) If SVA, the parent, and relevant members of the IEP team determine that the behavior was not a manifestation of the student's disability and that the conduct in question was not a result of the failure to implement the IEP, then SVA may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities.

##### 4. Due Process Appeals

The parent of a child with a disability who disagrees with any decision regarding placement, or the manifestation determination, or SVA believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, may request an expedited administrative hearing through the Special Education Unit of the Office of Administrative Hearings.

When an appeal relating to the placement of the student or the manifestation determination has been requested by either the parent or SVA, the student shall remain in the interim alternative educational setting pending the decision

of the hearing officer or until the expiration of the forty-five (45) day time period provided for in an interim alternative educational setting, whichever occurs first, unless the parent and SVA agree otherwise.

#### 5. Special Circumstances

SVA personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct.

The Principal/Superintendent or his/her designee may remove a student to an interim alternative educational setting for not more than forty-five (45) days without regard to whether the behavior is determined to be a manifestation of the student's disability in cases where a student:

- a) Carries or possesses a weapon, as defined in 18 USC 930, to or at school, on school premises, or to or at a school function;
- b) Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or
- c) Has inflicted serious bodily injury, as defined by 20 USC 1415(k)(7)(D), upon a person while at school, on school premises, or at a school function.

#### 6. Interim Alternative Educational Setting

The student's interim alternative educational setting shall be determined by the student's IEP team.

#### 7. Procedures for Students Not Yet Eligible for Special Education Services

A student who has not been identified as an individual with disabilities pursuant to IDEIA and who has violated SVA's disciplinary procedures may assert the procedural safeguards granted under this administrative regulation only if SVA had knowledge that the student was disabled before the behavior occurred.

SVA shall be deemed to have knowledge that the student had a disability if one of the following conditions exists:

- a) The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, to SVA supervisory or administrative personnel, or to one of the child's teachers, that the student is in need of special education or related services.
- b) The parent has requested an evaluation of the child.
- c) The child's teacher, or other SVA personnel, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the director of special education or to other SVA supervisory personnel.

If SVA knew or should have known the student had a disability under any of the three (3) circumstances described above, the student may assert any of the protections available to IDEIA-eligible children with disabilities, including the right to stay-put. If SVA had no basis for knowledge of the student's disability, it shall proceed with the proposed discipline. SVA shall conduct an expedited evaluation if requested by the parents; however the student shall remain in the education placement determined by SVA pending the results of the evaluation.

SVA shall not be deemed to have knowledge that the student had a disability if the parent has not allowed an evaluation, refused services, or if the student has been evaluated and determined to not be eligible.

## HEALTH AND SAFETY

### ACCIDENTS AT SCHOOL

Students are required to report all accidents to their teachers immediately. If an accident occurs outside of a classroom, (playground, cafeteria, etc.) it should be reported to the nearest or most available teacher, staff member, or yard duty aide.

### EMERGENCY CONTACT CARD

At the start of each school year, each student's parent or guardian must complete an emergency contact card. The information in this card is extremely important. Occasionally, it is imperative that the school reach the parent of a child because of illness, accident, or due to some other emergency that has arisen. In these events, students will only be released to adults whose names appear on the emergency card. Return the emergency card and other cards promptly to your student's teacher. Be sure to list at least TWO emergency telephone numbers and keep the school informed of any changes in the information on the emergency card.

### EMERGENCY, DISASTER, AND CIVIL DEFENSE PROCEDURES

Fire drills are conducted once per month and earthquake drills are conducted twice per year. Detailed escape plans are posted inside the door of each classroom. During earthquake drills all children kneel with heads covered and faces toward a wall. During fire drills each class has an escape route to an outside area located a safe distance from buildings.

A detailed emergency preparedness plan is available in the school office. The school is prepared for a variety of emergency situations, including fires, earthquakes, shootings, and bomb threats. In the event of a designated emergency, students will be assembled in a safe location and parents will be notified. When picking up students, all parents, guardians, or designated parties must sign them out at the office or other designated meeting area. We ask for your help during a widespread disaster by not calling the school because we must keep lines open for calls with emergency personnel. We also ask that you not drive to the school in order to keep streets as open as possible for emergency vehicles.

### HEALTH SERVICES

A school Health Assistant ("nurse") will be available on campus and for medical needs and emergencies. If your student becomes ill at school, he/she will report to the nurse's office. When the nurse is not present, students will report to the school Office Assistant or Operations Director. School personnel will administer basic first aid treatment only. If the more than basic first aid is required or if the illness or injury is of such a nature that the student should go home, individuals listed on the Emergency Contact Card will be notified. Students who have a temperature above normal will be sent home. If emergency medical treatment is necessary the parents or guardians will be contacted. If parents or guardians are not available and emergency contacts cannot be reached, the child will be taken to the emergency room at the hospital. **Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school.**

The nurse is responsible for the maintenance of health records, routine checks, parental contact concerning health problems, care of minor injuries, and assistance in health teaching and vision screening. Please be sure to contact the nurse if your child has any unusual health problems. Please call the school nurse if your child is absent from school due to a communicable disease so precautions may be taken to protect other students. To prevent the spread of infection and to provide the individualized care a sick or injured student needs, parents need to arrange for immediate pick up of their children when they are ill or have been injured.

## **IMMUNIZATIONS**

All Students of public schools in California are required by state law to have the following immunizations:

### **KINDERGARTEN**

- 4 doses Polio (3 doses, if last one given after 4th birthday)
  - 5 doses Diphtheria, Tetanus, Pertussis (DPT) (4 doses, if the last one given after 4th birthday)
  - 2 doses MMR (both after 1st birthday)
  - 3 doses Hepatitis B
  - 1 dose Varicella\*
- \*Physician-documented varicella (chickenpox) disease history or immunity meets the varicella requirement.*
- 1 Tuberculosis skin test\*

*\*Must be administered at the time of the physical exam, prior to entering kindergarten.*

A Dental exam must be completed by May 31st of Kindergarten year.

### **GRADE 1- 6**

- 4 doses Polio (3 doses, if last one given after 4th birthday)
  - 5 doses Diphtheria, Tetanus, Pertussis (DPT) (4 doses, if the last one given after 2nd birthday)
  - 2 doses MMR (both after 1st birthday)
  - 3 doses Hepatitis B
  - 1 dose of Varicella for children under 13 years; 2 doses if immunized on or after 13th birthday
- \*Physician-documented varicella (chickenpox) disease history or immunity meets the varicella requirement.*

If student is transferring from a school outside of Tulare County:

- 1 Tuberculosis skin test, unless written evidence of a Tuberculosis (Mantoux - PPD) skin test given within the past year is presented

### **GRADE 7-8**

- 1 Tdap booster (on or after 10th birthday) (for students entering 7<sup>th</sup> grade)
  - 4 doses Polio (3 doses, if last one given after 4th birthday)
  - 5 doses Diphtheria, Tetanus, Pertussis (DPT) (4 doses, if the last one given after 2nd birthday)
  - 2 doses MMR (both after 1st birthday)
  - 3 doses Hepatitis B
  - 1 dose of Varicella for children under 13 years; 2 doses if immunized on or after 13th birthday
- Physician-documented varicella (chickenpox) disease history or immunity meets the varicella requirement.*

If student is transferring from a school outside of Tulare County:

- 1 Tuberculosis skin test, unless written evidence of a Tuberculosis (Mantoux - PPD) skin test given within the past year is presented

## **PHYSICALS**

State law requires that all students must have a physical examination within 18 months prior to entering the first grade. If you have any questions about the immunization and physical examination requirements, please call the school office. **Failure to comply will result in your student being excluded from school.**

## **MEDICATION AT SCHOOL**

State law mandates that all medication is to be dispensed by office personnel ONLY when the proper form is signed by both parent and doctor (including over-the-counter drugs). This completed form is then kept on file in the school office and must be updated each year or in the event of a change in medication. Necessary forms may be obtained in the school office.

## **INSURANCE**

SVA and Visalia Unified School District do NOT carry a medical insurance policy for students. Individual accident insurance is provided through a group policy on a voluntary, self-paid basis for students whose parents wish to obtain it. If you would like more information about Voluntary Student Accident insurance, please contact the Front Office.

## **VISITORS TO CAMPUS**

To ensure the safety of your children and our staff, as well as to minimize interruption of the instructional program, SVA has established the following procedures for visitors to campus:

All visitors must sign in at the front office and receive either a “Visitor” or “Volunteer” sticker, depending on the nature of your visit. You may be asked to present identification at any time.

Please arrange for conferences with your child’s teacher during non-instructional time and at least three days in advance.

If you would like to visit a classroom during instructional time for the purpose of observation, you must first obtain the written approval of the classroom teacher and Principal/Superintendent. No request with less than 24 hours’ advance notice shall be granted. Use of electronic recording devices requires further written permission.

All visitors to campus, parents or otherwise, are required to follow this procedure. SVA reserves the right to deny or revoke registration to visit the campus, and will enlist the assistance of law enforcement to address any unauthorized person on campus. A visitor that is denied entrance may place a written request for a hearing.

This is a summary of the SVA visitor policy. The complete policy is available in the school office.

## **PARENT INVOLVEMENT**

### **PARENT PARTNERING AGREEMENT**

The “Parent Partnering Agreement” is signed when a new student enrolls at SVA, and at the start of each subsequent year as long as the student remains at SVA. In this document, the SVA suggests that each family contribute 30 hours of time to the school community each school year. SVA has composed this agreement to reinforce the partnership between the parties while at the same time respecting the very real limitations that may be present in the myriad households we will be serving. Special attention was given to making sure the contract will not exclude, by virtue of participation requirements, any segment of our diverse community. While SVA welcomes enthusiastic and committed parents on our campus at all times, our suggestion of parent volunteer/ participation time does not preclude the student’s right to attend our school and is not a conditional term for any child’s enrollment.

The Parent Partnering Opportunities page, provided in the enrollment packet upon entry to SVA, provides a list of ways parents/guardians can achieve this hour contribution. For example, attending school events, Parent-Teacher Conferences, PTO meetings all count toward the school goal of 30 hours per family, per year.

The Parent Partnering Agreement is given to Parents/Guardians in their enrollment packet for new students and within the first two weeks of the school year for returning students. It is signed by the child’s teacher and the Principal/Superintendent and a copy is provided to families following its full execution.

### **Tracking Your Partnership**

Within the first two weeks of the new school year, families receive a tracking form to help them record their progress toward the school’s 30 hours per family per year goal. This is a tool to help you keep track of your own participation in school events. At the close of the year, parents are asked to report their Parent Partnering Hours as part of their “Parent Satisfaction Survey” online. This survey is a valued source of feedback for SVA staff; please take the time to complete it thoughtfully each and every year!

## **PARENT TEACHER ORGANIZATION (PTO)**

SVA has an active and involved PTO and we encourage you to participate in this organization. Membership includes parents, teachers, school administrators and interested persons in the community. Your membership and participation assures that the PTO can continue its primary responsibility: promoting and supporting programs that benefit all children at SVA. For specific meeting dates, please visit the front office, email the organization at svapto@gmail.com, or visit them on Facebook at [www.facebook.com/SVAPTO](http://www.facebook.com/SVAPTO).

## **VOLUNTEERING ON CAMPUS**

SVA considers its volunteers a very special resource and an important part of the educational process. Volunteers can be useful in many ways such as:

Classroom assistant	Clerical & secretarial	Tutoring
Librarian	Serving as room parents	Working with small groups
Making materials at home	Special events	Serving on the PTO Board

All volunteers must attend a training (occurs at New Parent Orientation and Back to School Night) and must fill out form verifying your participation in such training. If you will be volunteering for a position in which you are alone with students, you will also need to be fingerprinted. Pre-coded Live scan fingerprinting forms are located in the front office.

## **TECHNOLOGY ON CAMPUS**

### **CELL PHONES**

Students may have cell phones on campus at their own risk for use after school is out. Students will be allowed to use the school telephone to contact parents if deemed necessary by the teacher or office personnel. Cell phones should be off (not on vibrate or silent) and should not be seen by school personnel during the school day. If a student is seen using a cell phone during the school day, the cell phone will be confiscated.

1st Offense: The student may pick up the cell phone at the end of the day from the teacher or administrator.

2nd Offense: The parent must pick up the cell phone from the office.

### **SVA - ISSUED LAPTOPS/CHROMEBOOKS**

At SVA, students use technology to develop skills for the 21st Century. SVA laptops (Google Chromebooks) are used in our classrooms, and may be occasionally checked out to individual students for homework. Students are not permitted to take a laptop/Chromebook off campus without permission from their classroom teacher. When arriving at school, students who are carrying school-issued Chromebooks are required to immediately check them in with their classroom teacher or the office. Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include, but are not limited to, backpacks left outside, playgrounds, the cafeteria, and school grounds. Unsupervised Chromebooks are in danger of being stolen or damaged, and if a student loses or negligently damages school property, the family is responsible for replacement costs.

### **STUDENT INTERNET USE POLICY**

Students receive and discuss the SVA Student Internet Use Policy at the start of the school year. They sign an acknowledgment to demonstrate that they will abide by school rules for technology use. Access to the Internet via SVA equipment and resource networks is intended to serve and pursue educational goals and purposes. Students' use of the Internet is therefore limited to only those activities that further or enhance the delivery of education. Violation of this policy can result in a loss of all Internet privileges at school. SVA will contact the proper legal authorities if SVA concludes or suspects that a student's Internet activity is a violation of any law or otherwise constitutes an illegal activity.

In addition to the summary of important points of this policy outlined above, students agree that they will:

- be polite and respectful to others in all communications;
- never reveal personal information about others;
- refrain from using profanity or obscene language, racially disparaging remarks; and other forms of bullying or harassment;
- never make personal attacks;
- will not make threats to do harm or other criminal activity;
- never place illegal information on the internet, nor will they use the internet in any way that violates local, state, or federal laws.

The complete “Student Internet Use Policy” is available in the school office.

## OTHER POLICIES AND INFORMATION

### **ANIMALS ON CAMPUS**

Animals and pets are generally not permitted on school grounds. A teacher may bring an animal to school or arrange for students to bring an animal to school for instructional purposes upon permission from the Principal/Superintendent and subject to reasonable health, safety, and sanitation precautions. In addition, individuals with disabilities may be accompanied by specially trained service animals on school premises. All other animals and pets should remain off-campus to avoid safety or health concerns to students and staff, including at regular school drop-off and pick-up times.

### **BICYCLES AND OTHER WHEELED TRANSPORTATION**

Students are not encouraged to travel to and from school by bicycle or other wheeled vehicles, as the streets near our school do not have sidewalks or bike lanes and there is heavy traffic. Bikes, skateboards, roller skates, and rollerblades, are not permitted at SVA.

### **STUDENT BIRTHDAYS**

SVA’s staff is pleased to celebrate your child’s birthday in class. In lieu of sugary treats, SVA invites your birthday child to dedicate a book in honor of the special day by reading a portion aloud and/or giving a book chat. This birthday dedication will be noted by a bookplate affixed in the book with your child’s name and date of dedication. Your child may choose a favorite book from the classroom library or donate a copy of one of their personal favorites. Talk to your child’s teacher for more specific information regarding how birthdays are handled in each class.

If your child wishes to distribute party invitations to classmates, please send them to school only if your child is inviting the entire class. Otherwise, please handle invitation distribution outside of school. If you are unable to deliver an invitation outside of school, your child’s teacher can pass it to the guest’s parent directly.

### **CHANGE OF ADDRESS OR TELEPHONE NUMBER**

It is very important, for emergency and administrative reasons, that every family maintains an up-to-date address and telephone record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year.

### **LIBRARY BOOKS**

Any student who borrows a book from the Classroom Library or School Library assumes the entire responsibility of returning the book to the library. If a book is lost or damaged, it is the Parent/Guardian’s responsibility to replace the book with a book of the same value or the cash value.

### **FIELD TRIPS**

The SVA Board of Directors recognizes that field trips and excursions are important components of a student’s development. Such activities supplement and enrich classroom learning and encourage new interests among students, make them more aware of community resources and help students relate their educational experience to the outside world. SVA teachers have identified field trip ideas that will complement the learning in the classroom, including but

not limited to SCICON for fifth and sixth graders (day trip and week-long trip). Other ideas are pending. All field trips and excursions that take place during school hours must receive prior written approval by the Principal/Superintendent of SVA. The Principal/Superintendent of SVA shall ensure that the sponsoring teacher has set out in writing the educational objective of the activity and how the proposed field trip or excursion relates to SVA's educational program, the ratio of adult/students for the activity, and plans showing the best use of the students' learning time. Such plans must also provide for adequate restroom facilities, that proper food and water will be available during the activity, and the means of transportation to and from the activity.

Students may help defray field trip and excursion costs through donations. A student may not be denied the privilege of participating in a field trip or excursion due to lack of funds. Other approved funding may also offset expenses of field trips and excursions. The sponsoring teacher must provide alternative educational activities for those students not participating in the field trip or excursion due to choosing not to attend or whose parents/guardians do not give permission for the student to participate in the field trip or excursion. A student may be excluded from SVA field trips or other school activities if he/she has been suspended from school or referred excessively to the office for behavioral reasons during the school year.

### **GRADES OF GREEN**

Grades of Green at SVA is a parent-student club that encourages school wide recycling, waste reduction, and low environmental impact. Grades of Green is a national non-profit organization ([www.gradesofgreen.org](http://www.gradesofgreen.org)) that helps schools promote environmental responsibility. The purpose of the Grades of Green club is to encourage the SVA community to be cognizant of their environmental impact and understand that they can make choices that affect the Earth. One of their school-wide initiatives is "*Trash Free Tuesdays and Thursdays*" – on these days students are encouraged to pack lunches that include zero waste. Students purchasing a "hot lunch" on these days also participate by separating their lunch waste from recyclables.

### **LOST AND FOUND**

The school cannot assume responsibility for student losses. However, if such a loss is reported immediately, every effort will be made to help your family recover the lost item.

All lost and found items will be brought to the office and kept for three weeks. Each Friday, lost items will be placed outside, near the administrative offices. It is the responsibility of the student and/or parent to check for lost items. Unclaimed items will be given to a charitable organization after three weeks.

All lost and found items will be brought to the office and kept for three weeks. Each Friday, lost items will be placed outside in front of the school. It is the responsibility of the student and/or parent to check for lost items. Unclaimed items will be given to a charitable organization after three weeks.

### **LUNCH/CAFETERIA INFORMATION**

The Cafeteria provides nutritious, hot lunches every school day. Lunches can also be paid for ahead of time through [www.mylunchmoney.com](http://www.mylunchmoney.com). If paying at school, the SVA office accepts cash or checks. Please make checks out to "VUSD". Enclose your payment in an envelope and print the following information outside the envelope: 1.) Your Child's Name / Grade / Teacher; 2.) Amount enclosed; 3.) Lunch Money. A monthly menu is available through the SVA Newsletter, *SVA News & Notes*, or from the SVA office. The prices of meals are as follows: Lunch - \$2.00; Milk - \$0.35.

In emergencies, children may purchase a lunch on credit. Students are asked to pay for charged lunch the next day. No student will ever go hungry at school. It is important to note that the school must pay for any unpaid lunches by June 30<sup>th</sup> each year. That means that if a family accrues a bill through negligence, the school budget is affected. Please keep this in mind as incentive to pay your bill on time and prevent our staff's time managing unpaid bills and collections by staying on top of your bill. The easiest way to manage your bill is to follow through with your Free/Reduced Lunch Application and/or use [mylunchmoney.com](http://mylunchmoney.com).

### **FREE/REDUCED LUNCHES**

Children from families whose income is within the levels shown below are eligible for either free or reduced price lunches. Applications are available in the front office or, if requested by phone, can be sent home with your child.

Household size	Maximum total annual household income to qualify as:	
	Free meal and snack eligible	Reduced price meal and snack eligible
1	\$15,301	\$21,775
2	\$20,709	\$29,471
3	\$26,117	\$37,167
4	\$31,525	\$44,863
5	\$36,933	\$52,559
6	\$42,341	\$60,255
7	\$47,749	\$67,951
8	\$53,157	\$75,647
For each additional household member, add:	\$5,408	\$7,696

### **FAST FOOD**

We ask that you do not bring fast food lunches for your student because it creates a strain on our office as the staff must monitor the coming and going of the lunches. We request that you only bring a lunch to your student when it is truly a special occasion (for example, their birthday). Do not bring fast food for children to share with their friends (like a whole pizza). Students are not allowed to share food because of health concerns and/or religious/personal beliefs.

### **PERSONAL BELONGINGS**

Please do not allow your child to bring items to school that are not part of the education program, unless specifically asked for by the teacher. The following items are never allowed at school: knives, tobacco in any form, and anything that may be harmful to students or adults. Please refer to the School Rules for more detail on prohibited items.

Parents are urged to print names on coats, sweaters, gloves, lunch pails, etc. and to check the Lost & Found frequently.

### **PICTURES**

Individual and classroom pictures will be taken annually. Pictures will be taken in the fall at SVA. Picture packet purchase will be made available at that time. Students are required to follow the SVA Uniform Code on Picture Day.

### **PUPIL RECORDS**

The cumulative record folder is the educational record as required by State Law that is kept for each pupil throughout his/her school career. Parents may have access to information in their pupil's folder by contacting the Principal/Superintendent for an appointment to view such records.

### **FERPA AND DIRECTORY INFORMATION**

Parents and eligible students (aged 16 or completed 10<sup>th</sup> grade) have the following rights under the ***Family Educational Rights and Privacy Act of 2001*** (20 U.S.C. § 1232g), known as **FERPA**.

The right to:

1. Inspect and review the student's education records;
2. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights;

3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Code of Federal Regulations authorize disclosure without consent; and
4. File with the Department of Education a complaint concerning alleged failures by SVA to comply with the requirements of FERPA and its promulgated regulations.
5. Request that SVA not release student names, addresses and telephone listings to military recruiters or institutions of higher education without prior written parental consent.

SVA will disclose education records, without consent, to the following parties:

1. School employees who have a legitimate educational interest as defined by 34 C.F.R. Part 99;
2. Other schools to which a student seeks or intends to enroll;
3. Certain government officials listed in 20 U.S.C. § 1232g(b)(1) in order to carry out lawful functions;
4. Appropriate parties in connection a student's application for, or receipt of, financial aid to a student if it is necessary to determine eligibility, amount of aid, conditions for aid or enforcing the terms and conditions of the aid;
5. Organizations conducting certain studies for SVA in accordance with 20 U.S.C. § 1232g(b)(1)(F);
6. Accrediting organizations in order to carry out their accrediting functions;
7. Parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1986;
8. Individuals who have obtained lawful court orders or subpoenas;
9. Persons who need to know in cases of health and safety emergencies;
10. State and local authorities, within a juvenile justice system, pursuant to specific State law.
11. A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include final results of the disciplinary proceedings conducted by SVA with respect to that alleged crime or offense. SVA may disclose the final results of the disciplinary proceeding, regardless of whether SVA concluded a violation was committed.

Parents and eligible students have the right to review the student's education records. In order to do so, parents and eligible students shall submit a request to review education records in writing to the Principal/Superintendent. Within ten (10) days, SVA shall comply with the request. An appointment to inspect and review educational records will be scheduled.

#### Request for Amendment to Education Records

If upon review, a parent or eligible student discovers any information or notation that is factually inaccurate, misleading or in violation of the student's right of privacy, he or she may request, in writing, that SVA amend the record. The request must be submitted within thirty (30) days of the discovery of the inaccurate or misleading information or a violation of the student's right of privacy. [Note: This time frame is not statutorily prescribed, but is necessary to ensure timely resolution of issues contained in student records.] SVA will respond within ten (10) days of the receipt of the request to amend. SVA's response will be in writing and if the request for amendment is denied, SVA will set forth the reason for the denial and inform the parent or eligible student of his or her right to a hearing challenging the content of the education record.

For more information, see SVA policy SP12-001, "Educational Records and Student Information." This is available upon request and is accessible in the SVA front office as well.

**FERPA** also requires that SVA, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, SVA may disclose appropriately designated "directory information" without written consent, unless you have advised SVA to the contrary in accordance with SVA procedures.

The primary purpose of directory information is to allow SVA to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;

- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

If you do not want SVA to disclose directory information from your child's education records without your prior written consent, you must notify SVA in writing by the 1<sup>st</sup> of September. SVA has designated the following information as directory information:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Student's name</li> <li>• Address</li> <li>• Telephone listing</li> <li>• Photograph</li> <li>• Date of birth</li> </ul> | <ul style="list-style-type: none"> <li>• Major field of study</li> <li>• Participation in officially recognized activities and sports</li> <li>• Dates of attendance</li> <li>• Degrees, honors, and awards received</li> <li>• The most recent educational agency or institution attended</li> </ul> |
|---|---|

### **STUDENT COUNCIL AND CLUBS**

Aligning with the philosophy of the school, SVA offers various clubs and student organizations, including Student Council, supervised by an SVA staff member. The purpose of the Student Council will be to approve any new student clubs/organizations, aid the school with fundraising activities, and enhance school pride with specially planned events. Other student clubs and organizations may be established at the beginning or during the school year and may be based on academics, interests, or citizenship. For more information regarding Student Organizations, see Student Policy 12-007, which is available in the SVA front office or upon request.

### **UNIFORM COMPLAINT PROCEDURES NOTIFICATION**

SVA has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs.

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

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

Name and/or Title of Compliance Officer: Ruth Dutton, Principal/Superintendent

Address: 6832 Ave. 280, Visalia, CA 93277

Telephone Number: 559-622-3236

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

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

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

Civil law remedies may be available under state or federal discrimination laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of SVA's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of SVA's UCP policy and complaint procedures shall be available free of charge.



# After-School Programs

## PROGRAMS OVERVIEW:

(\$5 annual registration fee per family)



- Recreation and enrichment for kindergarten students; MTThF (No KB on Wednesdays)
- Serves students from 1:30 – 3:30
- Led by SVA kindergarten teachers and instructional aides
- \$10 daily, 20% discount for accounts in good standing

- After-school care for students of all grades, K-8
- Special activities and leadership opportunity for students in grades 6-8
- Serves students from 3:30 – 5:45
- Snack, homework, outdoor play, thematic activities
- Variety of topics, themes, and character traits to explore
- \$10 daily, 20% discount for accounts in good standing



- Early Release supervision for students of all ages, K-8
- Serves students from 2:00 – 3:30
- Outdoor play, free choice activity centers
- Attended by DE and/or SVA staff
- \$7.50 daily, 20% discount for accounts in good standing
- Students can transition directly to DE for care until 5:45 (*DE rates apply*)

## CONTACT:

If you have a question that is not addressed in the following pages, or if you need to contact personnel about the after school program for any reason, including during the school year, **please direct all school-hour and same-day inquiries to the school office staff** who can relay your message to the appropriate party.

*School-hour inquiries, KB inquiries, same-day matters:*

*SVA Office (559) 622-3236*

*Non-urgent DE or Early Release Recreation inquiries:*

*klewis@sycamorevalleyacademy.org*

## KINDER BRIDGE PROGRAM DETAILS:



*Kinder Bridge is:*

**B**right  
**R**espectful  
**I**ndividuals  
**D**oing  
**G**reat  
**E**xplorations!

1:30	Snack & Outdoor Play
2:00	Songs & Stories
2:20	Activities
3:20	Clean Up
3:30	Dismissal

### **Play:**

Outdoor play at Kinder Bridge emphasizes gross motor skills and cooperation. This time is also used for restroom, washing up, and enjoying a healthy snack from home.

### **Activities:**

KB students are exposed to a wide variety of activities ranging from teacher-led to student-selected, and from academic to kinesthetic to creative. Some examples include:

- puppets
- sewing
- paper craft
- floor & table blocks
- Legos
- Duplos
- K'nex
- puzzles
- pencils & stencils
- painting
- beading
- play dough
- board games
- imaginative play
- playhouse
- mosaics
- drawing & writing
- marble maze
- trains
- magnetic architecture

### **Dismissal:**

At the end of the school day at 3:30, KB students are dismissed. Parents may pick up students at this time, using the PIN assigned to your family. Additionally, teachers walk bus riders to the bus, and students who continue on to DE for the afternoon are delivered to the DE line at the cafeteria to check in.

### **Wednesdays:**

Due to early release and staff development, there is no KB on Wednesdays. Kindergarten students who will attend Early Release Recreation are supervised by KB staff from 1:30-2:00.



## DESTINATION EXPLORATION PROGRAM DETAILS:

### Our Mission:

DE strives to provide affordable after-school programming to SVA students

- ✓ in a setting that is safe and friendly,
- ✓ with a structure that provides space and time for individual development,
- ✓ and for their exposure to worthwhile topics through art, crafts, and activities.

### Our Daily Schedule:

3:30	Check In, Snack
3:50	Organized Outdoor Games
4:10	Homework, Silent Reading
4:45	Read Aloud
5:00	Activity
5:30	Free Play
5:45	Final Pickup

### Our Crews:

From 3:50 to 5:30, students are arranged in multi-age crews:

- K-2: Discovery Crew
- 3-5: Adventure Crew
- 6-8: Expedition Crew

While crews are generally organized by grade, exceptions may sometimes be made that account for factors such as learning style, general conduct, relationships with others, and group dynamics. Staff leaders rotate crews regularly in order to keep students and leaders fresh and connected to all parts of the program.

### Our Sessions:

Activities for Discovery and Adventure crew are organized around 2- to 3-week sessions. Each session focuses on a “destination”, or theme, such as Pumpkin Patch, Black Americans, or Homemade Music. Readings and activities develop this destination. On the final day of the session, a film with some connection to the destination is presented.

In addition to the destination activities, each session features a target trait - a character quality worth exercising and developing - such as honesty, enthusiasm, or patience. On

the last day of the session, crew leaders recognize students who showed attention to the target trait, as well as those who took other action worth recognizing.

Expedition Crew follows a modified program, suited to our older students' developing independence and leadership. During read aloud, they will hear a classic or contemporary novel, followed by a showing of the cinema version at its conclusion. They engage in a cycle of preferred activities during activity time. Finally, for each of DE's sessions, they plan, organize, and lead an activity for the younger crews. Further, students may volunteer to be the Discovery or Adventure assistant for the day.

### **How Students Check In:**

Students should check in to DE no later than 3:35 by proceeding to the cafeteria immediately at the end of the school day. This is an important step in keeping students accounted for and safe. They are provided ample opportunity to use the restroom or get a drink as needed once they are checked in.

Students must state their first and last name to the leader taking roll. This procedure is mandated by nutritional services in order to sustain our snack program.

Once checked in, students are not to return to their classrooms except by request of the teacher in question.

### **How Parents & Guardians Sign Out:**

Please use the south cafeteria door (to the left of the main office and next to the black gate) when picking up your child(ren). You or your authorized pick-up contact will sign your child out using the PIN assigned to your family. If the students are not in the cafeteria, DE staff will call them for pick up by radio. Note the sign-out table for any notices, special permissions, or projects to claim.

### **Parent/Guardian Communication:**

The DE coordinator is pleased to communicate about any pertinent non-urgent issues with parents and family upon sign out, as available, or through email. However, all school-hour inquiries about DE, especially about planned student attendance or absence, should be directed through the SVA office. DE staff is NOT responsible for directing students to come to the program or leave school. **All DE attendance arrangements are communicated through the SVA office and are the responsibility of the student and/or classroom teacher to execute in an age-appropriate manner.** To reiterate, parents and guardians are responsible for informing children and teachers about after school attendance plans for their child(ren) and any changes to plans should be communicated through the SVA office.

*School-hour inquiries, KB inquiries, same-day matters:*

*SVA Office (559) 622-3236*

*Non-urgent DE or Early Release Recreation inquiries:* [klewis@sycamorevalleyacademy.org](mailto:klewis@sycamorevalleyacademy.org)

## Our Daily Schedule Again, in Detail

3:30	<p><b>Check In, Snack</b></p> <ul style="list-style-type: none"> <li>▪ Students come directly to the cafeteria, line up by ascending grade, place their belongings along the wall, and check in by stating their first and last names.</li> <li>▪ Snacks, provided by VUSD nutritional services, typically include a food and drink such as juice and crackers. Snacks meet current nutritional guidelines.</li> <li>▪ According to policy, nutritional services snacks must be offered to all students. Students are free to supplement or replace this snack with food from home.</li> <li>▪ Students shall be seated and calm for snack time.</li> <li>▪ Students who need more time to eat are able to do so outdoors during games.</li> </ul>
3:50	<p><b>Organized Outdoor Games</b></p> <ul style="list-style-type: none"> <li>▪ Organized games are selected and implemented by leaders in order to promote a sense of community, healthy activity, good sportsmanship, and fun.</li> <li>▪ In the case of inclement weather (rain, heat, bad air), games may be played in the cafeteria or classrooms.</li> </ul>
4:10	<p><b>Homework, Silent Reading</b></p> <ul style="list-style-type: none"> <li>▪ Leaders are available to help with assignments as needed and as able, but are NOT responsible for checking assignment logs or assuring that all work has been completed or is accurate. Students are responsible for their work choices.</li> <li>▪ Students are not required to complete homework at DE if the student and family prefer that work to be done at home.</li> <li>▪ It is preferred that computer assignments are completed at home. If, however, a computer is used during DE for homework assignments, the SVA Acceptable Use Policy will be strictly observed.</li> <li>▪ If a student is not working on homework, s/he is to be reading a book of choice.</li> <li>▪ If a student and his or her family finds the homework time insufficient, more time may be provided given that the student is showing good use of the allotted time according to the DE leader.</li> </ul>
4:45	<p><b>Read Aloud</b></p> <ul style="list-style-type: none"> <li>▪ Leaders will read a story, article, poem, or book to the crew that connects to the current session destination and/or activity.</li> </ul>
5:00	<p><b>Activity</b></p> <ul style="list-style-type: none"> <li>▪ A wide range of activities connect to the session destination including classic art, crafting, cooking, game play, writing, physical challenges, etc.</li> <li>▪ DE service learning project hours can be applied for classroom credit.</li> <li>▪ Wet projects may be left to dry in the DE cabinet. They will be available for pick up at a future date at sign out or sent home with the classroom teacher.</li> <li>▪ Activities are disrupted when students are called out during this window. Please avoid picking up students between 4:45 and 5:30 when possible.</li> </ul>
5:30	<p><b>Free Play</b></p> <ul style="list-style-type: none"> <li>▪ During the final pick-up window, unstructured play is supervised by leaders.</li> <li>▪ During inclement weather and dark winter evenings, a rotation of indoor activities is made available in the cafeteria.</li> </ul>
5:45	<p><b>Final Pickup</b></p> <ul style="list-style-type: none"> <li>▪ DE closes at 5:45, according to the cafeteria clock. Late pick-ups are subject to a fee.</li> </ul>

## **Technology Policy:**

As stated in the general “After School Program Expectations” section to follow:

*SVA technology expectations apply during after school hours.*

*Personal technologies are prohibited including cell phones. If you have a need to contact your student, expect to do so through the school office and not his or her phone. Any school-based technology use during after-school hours must adhere to the SVA Acceptable Use policy.*

The following additional stipulations apply to DE in particular:

- Students found with a cell phone (or other personal device) in use for any purpose will be asked to place it with their belongings in the cafeteria. A repeated use on the same day will result in confiscation. Parents and guardians can collect the device from the coordinator upon sign out.
- It is preferred that computer assignments are completed at home. Computers MAY or MAY NOT be available during homework time. If, however, a computer is used during DE for homework assignments, the SVA Acceptable Use Policy will be strictly observed. Students found abusing this policy once will lose the option to use computers during homework time at DE for the remainder of the year. The infraction will also be reported to his or her classroom teacher.
- Parents and guardians who wish for their student to use an e-reader for personal reading may arrange for this exception with the DE coordinator. Any student using an e-reader for any purpose other than reading will lose the option to use the e-reader during DE for the remainder of the year. Furthermore, the student and family accepts responsibility for damage and/or loss of the e-reader.

## **Special Events:**

### FINAL FRIDAY:

Every last day of the session (whether it falls on a Friday or not) includes awards and the Final Friday Feature Film. The film will be connected to the session destination and will be rated G or PG. Care is taken in selecting appropriate material for a mixed-age group.

### SERVICE LEARNING PROJECTS:

DE completes a service learning project each year. Unlike other sessions, the service learning session may involve more ongoing learning and responsibilities for a final project such as bringing supplies for a Veterans’ tea or delivering food drive posters. Please consider this when enrolling your student in the service learning session.

**EARLY RELEASE RECREATION PROGRAM DETAILS:**

Early Release Recreation is offered every Wednesday. ERR is staffed by DE leaders and/or additional SVA staff, and is open to all registered students from kindergarten to eighth grade, including those who do not attend KB or DE.

Be advised that Kinder Bridge does NOT provide service on Wednesdays. KB students are eligible to attend ERR instead. Kindergarten students attending ERR will be supervised by regular KB staff from 1:30-2:00.

TIME	ACTIVITY	DESCRIPTION
2:00	Check In	Students attending ERR should proceed directly to the cafeteria upon dismissal and line up by ascending grade. Students check in with a leader as they enter the cafeteria by stating their first and last names. Students meet as a full group to review expectations and procedures for ERR. Students may eat a snack at this time if they choose. Please note that snack is not provided for ERR students during this time, though DE students receive their regular snack at 3:35. Please take that into account when preparing food for the day.
2:15	Activities	Students will have access to a variety of structured activities during this time including games, challenges, and projects.
3:15	Free Play	Free play on the playground or yard is supervised by ERR staff. Students may eat a snack at this time.
3:30	Pick Up/DE	Please <u>use the south cafeteria door</u> (to the left of the main office and next to the black gate) when picking up your child(ren). You or your authorized pick-up contact will sign your child out using the PIN assigned to your family. If the students are not in the cafeteria, DE staff will call them for pick up by radio. All ERR-only students must be picked up by 3:30, or risk being enrolled in DE for the afternoon. To accommodate for last-minute ERR pick-ups, DE begins at 3:35. DE students transition into a normal DE afternoon including checking in again with first and last names.

*A care option separate from the abovementioned programs will be offered on the minimum days immediately preceding Winter and Summer vacations, as well as on conference days. Information about these options will be released during the year.*

## AFTER SCHOOL PROGRAM EXPECTATIONS:



### Social Contract:

Students in all after school programs are expected to uphold general SVA standards of conduct. When in doubt, refer to SVA's social contract for all students.

First and foremost, students are expected to strive to embody the school honor code:



*"I WILL DO WHAT IS RIGHT BECAUSE IT IS RIGHT."*

Furthermore, the CORE 4 serves to illustrate ways to apply the honor code in daily life:

CORE 4	After-School Application	Explanation
 PEOPLE	Respect others with your words & actions.	"Others" includes fellow students, leaders, guests, and any other SVA staff.
 PROPERTY	Use after school materials only. Be gentle with things. Clean up.	Because after-school programs operate in classrooms, it is important to only use our own materials in order to maintain a positive relationship with teachers.
 PROCESS	Participate in games & activities.	Though students may naturally be more motivated to participate in some activities over others, all are expected to try things out and nurture a positive attitude.
 PRESENTATION	Do your best.	Following participation, students are encouraged to do their best work at all that is presented to them, be it a game, an art project, or a skit. Also, SVA dress code continues to apply in after school programs.

### Discipline:

Discipline is training expected to produce a specific character or pattern of behavior, such as adherence to the honor code and faithful practice of the CORE 4 applications.

Effective discipline in after school programs will be achieved through three tiers:

1. **COMMUNICATION:** After school staff communicates the expectation to the student, or clarifies which action fails to meet the expectation and how. Alternatively or additionally, after school staff can invite the student to communicate his or her thoughts and motives that led to a troubling circumstance.
2. **REDIRECTION:** After school staff brainstorms with or states for a student options for acceptable alternatives to the troublesome behavior.
3. **CONSEQUENCE:** An appropriate and logical consequence may be agreed upon, such as delivering an apology or cleaning a mess.

Beginning always with communication, after-school staff may progress to any tier they deem necessary to help a child practice and develop good discipline.

*Continued next page*

Extreme or chronic behavior may be resolved through the above methods as well as with additional problem solving efforts including any combination of the child's family, program coordinator, child's classroom teacher, and/or SVA administration.

Students are recognized for their good choices through daily informal feedback, target trait and special approval awards at the end of each session, concrete rewards such as credits or raffle tickets, and positive reputation.

**OTHER AFTER SCHOOL POLICY:**

**Technology Policy:**

SVA technology expectations apply during after school hours.

Personal technologies are prohibited including cell phones. If you have a need to contact your student, expect to do so through the school office and not his or her phone. Any school-based technology use during after-school hours must adhere to the SVA Acceptable Use policy.

**Lost & Found Items:**

Personal items not claimed upon sign out will be placed in the general SVA lost & found. There is no after-school-specific lost & found receptacle.

**AFTER SCHOOL BILLING:**



*In Summary:*

**Schedule of Fees:**

An annual registration fee of \$5 per family applies.

Program	Daily Fee	Good Standing Discount
Kinder Bridge	\$10	A 20% discount is offered during each fee posting for all accounts in good standing.
Destination Exploration	\$10	
Early Release Recreation	\$7.50	

**Billing Schedule:**

Fees from each week will be posted to your online portal on the following Monday and are due upon receipt. The exception is that first fees will be posted after the first full week of school. Payments may be made online for credit/debit cards, or in person or by mail for cash and checks. Families are encouraged to keep a positive balance on their account to take advantage of the good standing discount.

**PLEASE NOTE:**

**Late sign out according to the school clock is subject to a \$1 per minute charge.**

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**Charges:**

Kinder Bridge (KB) and Destination Exploration (DE) each charge a daily fee of \$10.00. Early Release Recreation (ERR) is \$7.50 daily. A 20% discount is offered on all daily fees for accounts in good standing.

Late sign out according to the school clock is subject to \$1.00 per minute charge. This charge is incurred beginning at 3:35 for KB and 5:45 for DE.

Outstanding balances of three or more weeks is subject to an additional \$10.00 charge per week.

Any date a student is signed in to either program will be billed at the daily rate. No fees will be prorated on any basis.

**To View Your Account:**

All account information is posted to your online portal, made available to you after registration. It is your responsibility to view and maintain your account using this portal.

**To Make a Payment:**

You may pay in check (Made to "SVA") or cash. You may mail your payment to P.O. Box 1189, Visalia, CA 93279, or deliver it in person to the SVA office or to the DE coordinator.

You may also pay with a credit or debit card through the online portal.

Outstanding balances shall be paid upon receipt. Outstanding balances of three or more weeks is subject to an additional \$10.00 charge per week.

**Special Circumstances:**

We are able to accommodate separated families by assigning special conditions in the online portal based on percentage of payment. Unfortunately, we are not able to split bills based on attendance. If you require a detailed attendance calendar in order to divide the billable amount based on attendance, we are able to provide that at your request.

A sliding scale is available and must be submitted and verified each academic year, regardless of previous findings. Please make requests to the program coordinator.

# APPENDIX



**DIRECT TO OFFICE**

- Physical violence or threats of violence
- Having drugs or weapons
- Gang-related issues
- Sexual harassment
- Bullying behavior
- Misuse, damage or theft of property
- Failure to Redirect
- Persistent Non-compliance

*Certain issues require immediate suspension or expulsion review. Complete information on these items is included in the SVA Family Handbook.*

 Automatic Parent Contact



The purpose of the SVA Social Contract is to provide a safe and comfortable environment that promotes learning and personal growth. It is our goal to help children see how behaving responsibly is beneficial to them as well as others.

Our approach to behavior management is simple, positive and focused on problem solving rather than punishment. In most cases, students will have choices regarding the way their issue is resolved. Mediation is also available when conflicts arise.

**The SVA Social Contract includes all** of the State and Federal policies regarding school safety and student behavior, the SVA Family Handbook, Honor Code, CORE4, Classroom Respect Agreements and Dress Code.

**INTERVENTION (office)**

- Student has meeting with Administrator
- Parent involvement may be necessary
- Certain actions require immediate suspension or expulsion review
- Ongoing monitoring after intervention



**ATTENTION (classroom)**

- Student works with Teacher to understand behavior
- Logical Responses to the behavior are chosen
- Parent involvement and/or mediation at Teacher Discretion
- Limited monitoring after intervention



**I WILL DO WHAT IS RIGHT  
BECAUSE IT IS RIGHT**

**SCHOOLWIDE  
PREVENTION**



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

**APPENDIX – 2**

**TIER 3**  
INTERVENTION

**REGROUP**

- < Involve Administrator
- < Involve Parent (s)
- < Involve Outside Agency
- < Meetings & Mediation

**RECOMMIT**

- < Discuss Motivations
- < Discuss Outcomes
- < Behavior Analysis (FBA)
- < Individual Contract

**REPAIR**

- < Logical Responses
- < Meetings/Mediation
- < Progressive Monitoring
- < Suspension/Expulsion

**MONITORING**  
AFTER TIER 3 REPAIR

- Administrator Discretion
- Administrator chooses date of follow up meeting(s)
- TIER 3 Interventions will require parent involvement

**TIER 2**  
ATTENTION

**REMIND**

- < Non-Verbal Cues
- < Define Behavior
- < Compare & Contrast
- < Anticipate Outcomes

**REDIRECT**

- < Redirection Question
- < Refocus Form
- < Student Choice

**REPAIR**

- < Logical Responses
- < Meetings & Mediation
- < Limited Monitoring

**MONITORING**  
AFTER TIER 2 REPAIR

- #1 Teacher Discretion
  - Chose date/time to “check in” with student
  - Parent call optional
- #2 1 Week Minimum
  - Follow-up meeting required
  - Parent call required
- #3 Move to T3 Intervention

**TIER 1**  
PREVENTION

**INSPIRE**

- < Social Contract
- < Respect Agreements
- < CORE4 Commitment
- < Service Learning

**INFORM**

- < Social/Emotional Learning Program
- < Kohlberg’s “Stages”
- < Events & Presentations

**INTEGRATE**

- < Productive Language
- < Problem Solving
- < Contribution Circles
- < Responsive Schedule

**APPRECIATE**

- < Honor Code Exemplar
- < Perfect Attendance
- < Explorer of the Month
- < Reward Items & Experiences

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