

THE ACADEMIES
CHARTER MANAGEMENT ORGANIZATION



FAMILY HANDBOOK 2018-2019



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WELCOME MESSAGE

The Academies: Accelerating Academics in an Enriching Environment

Welcome to The Academies Charter Management Organization (TACMO) family! We are thrilled you have chosen to take part in the journey to realize the mission and vision of TACMO in our community!

The mission of The Academies 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. The Academies 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 TACMO. 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 TACMO'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 TACMO 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 The Academies, please reach out to our Principals, Superintendent or Board Chairperson.

We look forward to working together to achieve TACMO'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
Superintendent
The Academies Charter
Management Organization

Allan Benton
Principal
Sycamore Valley Academy

Dana Stinson
Principal
Blue Oak Academy

Harold Rollin, Esq.
Board Chair and SVA Parent
The Academies Charter
Management Organization

About The Academies Charter Management Organization (TACMO)

Sycamore Valley Academy (SVA) was founded by a team of community leaders led by Ruth Dutton. Ruth is now the Superintendent for The Academies Charter Management Organization, the nonprofit organization that operates Sycamore Valley Academy and Blue Oak Academy. First work to start the school began in August of 2010, and Sycamore Valley's charter was first authorized by Visalia Unified School District on October 11, 2011. It was later renewed by the Tulare County Office of Education on December 9, 2016, when the SVA team decided it would serve our mission/vision and our community to grow this educational option and open a second K-8 school, Blue Oak Academy. At this time, the nonprofit was renamed "The Academies Charter Management Organization," or "TACMO," and a home office was established to support the two charter schools in our network.

There are many ways Sycamore Valley Academy and Blue Oak Academy differ from other educational models and systems. Here are some of its most identifiable distinctions:

- **Multi-age Grouping**
 - Students are grouped in Kindergarten, 1/2 multi-age, 3/4 multi-age, 5/6 multi-age, 7/8 multi-age.

- **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 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 our staff is 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 21st Century skills. We use the Buck Institute and the PBLcore models for PBL to design high quality, interdisciplinary projects for students.

- **Enrichment**
 - We devote 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. 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**
 - Teachers devote time to the development of students’ social-emotional awareness and skills through the use of Classroom Meetings, and a school-wide instruction of 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 & BOA uses NWEA Measures of Academic Progress (“MAP”) and Lucy Calkins 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 and BOA values the wisdom and insight of parents, and invites parents to participate in the life of the school. We suggest 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 The Academies Charter Management Organization’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, TACMO has identified the following school-wide **Learning Outcomes**, which, along with our **Motto, Mission, and Vision**, consistently inform TACMO 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 The Academies Charter Management Organization 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. The Academies Charter Management Organization 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 The Academies Charter Management Organization *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.* The Academies Charter Management Organization *es una comunidad colaborativa de educadores y familias trabajando juntos para ayudar a nuestros estudiantes a transformarse en ciudadanos inteligentes, virtuosos y valientes, equipados con amor por el aprendizaje, amor por la vida y deseosos de contribuir a un mundo mejor.*

VISION

TACMO models transformative change in education by elevating expectations of learning and growth. With grit, tenacity, and empathy, we improve the world around us by embracing challenges as problem-solvers. We create an inclusive community with access to rigorous and enriching educational experiences that challenge and support individuals to achieve their personal best and realize new opportunities.

TACMO modela un cambio transformador en la educación mediante la elevación de las expectativas de aprendizaje y crecimiento. Con firmeza de carácter, tenacidad y empatía, mejoramos el mundo que nos rodea, aceptando desafíos como solucionadores de problemas. Creamos una comunidad inclusiva con acceso a experiencias educativas rigurosas y enriquecedoras que desafían y apoyan a los individuos para alcanzar la excelencia individual y hacer realidad nuevas oportunidades.

THE ACADEMIES STAFF LIST 2018-19
CHARTER MANAGEMENT ORGANIZATION

Last Name	First Name	Title/Position	Email
CHARTER MANAGEMENT ORGANIZATION ADMINISTRATIVE AND SUPPORT STAFF			
Dutton	Ruth	Superintendent	rdutton@theacademiescharters.org
Van Groningen	Claudia	Operations Director	claudiav@theacademiescharters.org
Dolin	Shauna	HR & Admin Specialist	sdolin@theacademiescharters.org
Sanchez	Lupita	Administrative Assistant	lsanchez@theacademiescharters.org
SYCAMORE VALLEY ACADEMY ADMINISTRATIVE AND SUPPORT STAFF			
Benton	Allan	Principal	abenton@sycamorevalleyacademy.org
Rocha	Heather	Vice Principal	hrocha@sycamorevalleyacademy.org
George	Joy	Office Assistant	jgeorge@sycamorevalleyacademy.org
Graham	Jennifer	Licensed Vocational Nurse	jennifergraham@sycamorevalleyacademy.org
Calderon	Steve	Custodian	---
BLUE OAK ACADEMY ADMINISTRATIVE AND SUPPORT STAFF			
Stinson	Dana	Principal	dstinson@blueoakacademy.org
Jackson	Brooke	Office Assistant	bjackson@blueoakacademy.org
Conn	Liz	Health Aide	lconn@blueoakacademy.org
Lira	Sue	Custodian	slira@blueoakacademy.org
SYCAMORE VALLEY ACADEMY TEACHING STAFF			
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Rook	Monica	Kindergarten Teacher	monicarook@sycamorevalleyacademy.org
Flynn	Christina	1 st / 2 nd Grade Teacher	cflynn@sycamorevalleyacademy.org
Padilla	Sandra	1 st / 2 nd Grade Teacher	spadilla@sycamorevalleyacademy.org
Price	Kristen	1 st / 2 nd Grade Teacher	kprice@sycamorevalleyacademy.org
de Lemos	Kelly	3 rd / 4 th Grade Teacher	kellydelemos@sycamorevalleyacademy.org
Rasner	Jonna	3 rd / 4 th Grade Teacher	jraser@sycamorevalleyacademy.org
Wright	Theresa	3 rd / 4 th Grade Teacher	twright@sycamorevalleyacademy.org
Baeza	Jaime	5 th / 6 th Grade Teacher	jbaeza@sycamorevalleyacademy.org
Brenner	Amara	5 th / 6 th Grade Teacher	abrenner@sycamorevalleyacademy.org
Chan	Erika	5 th / 6 th Grade Teacher	echan@sycamorevalleyacademy.org
Bigler	Dan	Middle School ELA + Hist. Teacher	dbigler@sycamorevalleyacademy.org
Lewis	Katrina	Middle School Science + Art Teacher	klewis@sycamorevalleyacademy.org
Sommer	Andrew	Middle School Math Teacher	asommer@sycamorevalleyacademy.org
Rook	Mike	Science: K–6 th grade	mrook@sycamorevalleyacademy.org
BLUE OAK ACADEMY TEACHING STAFF			
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Weeaks	Tina	Kindergarten Teacher	tweeaks@blueoakacademy.org
Cazarez	Gloria	1 st / 2 nd Grade Teacher	gcarez@blueoakacademy.org
Yado	Alejandra	1 st / 2 nd Grade Teacher	ayado@blueoakacademy.org
Hendershot	Jocelyn	1 st / 2 nd Grade Teacher	jhendershot@blueoakacademy.org
Johnson	Dona	3 rd Grade Teacher	djohnson@blueoakacademy.org
Enriquez	Rafael	3 rd Grade Teacher	renriquez@blueoakacademy.org
		Science: K–3 rd grade	
CHARTER MANAGEMENT ORGANIZATION SPECIALIST STAFF			
Bennett	Jessica	Art Instructional Coach	jbennett@sycamorevalleyacademy.org
Denham	Jennifer	Instructional Coach	jdenham@sycamorevalleyacademy.org
Guerrero	Susan	Education Specialist	sguerrero@sycamorevalleyacademy.org
Johnson	Cristina	Instructional Coach	cjohnson@blueoakacademy.org

COMMUNICATING WITH TACMO STAFF

TACMO 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.

First, please go to our website and sign up for the News & Notes email list. On any page of either school's website, click the "Join The Mailing List" button at the bottom of the page. Filling the linked form will set you up to receive regular News & Notes emails from our office. These communications include information on upcoming events, vacation days, fundraisers, class field trips, bus and lunch service related issues, school or student recognition and stories from our school community.

Teachers also use the Remind app which allows them to quickly send text reminders to families. Within the first days of school, teachers will give out information about connecting to this service. Please make sure that we have up-to-date cell phone information when you fill out the information in the first day packet that comes home. In addition, please follow the following guidelines for communicating 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.
- 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.
- Please remember that teachers need to keep their focus on students' learning and social development the whole school day, including during morning line up and as they cover their duties supervising students after the final bell. Their breaks from the classroom during the day are short and must be covered by another adult during school hours.

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

2018-2019

AUGUST 2018 (13)

MON	TUES	WED	THU	FRI
		1	2	3
6 X	7 X	8 X	9 X	10 X
13 X	14 X	15 E	16	17
20	21	22 E	23	24
27	28	29 E	30	31

SEPTEMBER 2018 (19)

MON	TUES	WED	THU	FRI
3 H	4	5 E	6	7
10	11	12 E	13	14
17	18	19 E	20	21
24	25	26 E	27	28

OCTOBER 2018 (22)

MON	TUES	WED	THU	FRI
1	2	3 E	4	5
8 X	9	10 E	11	12
15	16	17 E	18	19
22	23	24 E	25	26
29	30	31 E		

NOVEMBER 2018 (14)

MON	TUES	WED	THU	FRI
			1	2
5	6	7 E	8 C	9 C
12 H	13	14 E	15	16
19 L	20 L	21 L	22 H	23 L
26	27	28 E	29	30

DECEMBER 2018 (15)

MON	TUES	WED	THU	FRI
3	4	5 E	6	7
10	11	12 E	13	14
17	18	19 E	20	21 ■
24 L	25 H	26 L	27 L	28 L
31 L				

JANUARY 2019 (12)

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

FEBRUARY 2019 (19)

MON	TUES	WED	THU	FRI
				1
4	5	6 E	7	8
11	12	13 E	14	15
18 H	19	20 E	21	22
25	26	27 E	28	

MARCH 2019 (18)

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

APRIL 2019 (16)

MON	TUES	WED	THU	FRI
1	2	3 E	4	5
8	9	10 E	11	12
15 L	16 L	17 L	18 L	19 L
22 H	23	24 E	25	26
29	30			

MAY 2019 (22)

MON	TUES	WED	THU	FRI
		1 E	2	3
6	7	8 E	9	10
13	14	15 E	16	17
20	21	22 E	23	24
27 H	28	29 E	30	31

JUNE 2019 (5)

MON	TUES	WED	THU	FRI
3	4	5 E	6	7 ■
10 T				

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



Optional After-School Programs run until 5:45 PM

Students must be in line and ready to learn at 8:10 AM

KINDERGARTEN	
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 Begins (cafeteria)
11:50	Lunch Recess Begins (to yard)
12:10	Lunch Ends, Instruction Begins 1 Hour 20 Minutes
1:30	Dismissal

GRADES 1 + 2	
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 30 Minutes
11:50	Lunch Eating Begins (cafeteria)
12:10	Lunch Recess Begins (to yard)
12:30	Lunch Ends, Instruction Begins 1 Hour 25 Minutes
1:55	Recess Begins
2:10	Recess Ends, Instruction Begins 1 Hour 20 Minutes
3:30	Dismissal

GRADE 3	
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 30 Minutes
11:50	Lunch Eating Begins (cafeteria)
12:10	Lunch Recess Begins (to yard)
12:30	Lunch Ends, Instruction Begins 1 Hour 25 Minutes
1:55	Recess Begins
2:10	Recess Ends, Instruction Begins 1 Hour 20 Minutes
3:30	Dismissal

GRADES 4 - 8	
<i>We're adding a grade each year until we become a K-8 school in 2023-2024</i>	



Optional After-School Programs run until 5:45 PM

Students must be in line and ready to learn at 8:10 AM

KINDERGARTEN	
7:35	Playground Opens
8:10	Line Up
8:15	Instruction Begins 1 Hour 30 Minutes
9:45	Recess Begins
	Recess Ends, Instruction Begins 1 Hour 30 Minutes
11:30	Lunch Eating Begins (cafeteria)
11:50	Lunch Recess Begins (to yard)
	Lunch Ends, Instruction Begins 1 Hour 20 Minutes
1:30	Dismissal

GRADES 1 + 2	
7:35	Playground Opens
8:10	Line Up
8:15	Instruction Begins 1 Hour 50 Minutes
10:05	Recess Begins
	Recess Ends, Instruction Begins 1 Hour 30 Minutes
11:50	Lunch Eating Begins (cafeteria)
12:10	Lunch Recess Begins (to yard)
	Lunch Ends, Instruction Begins 1 Hour 30 Minutes
2:00	Dismissal

GRADE 3	
7:35	Playground Opens
8:10	Line Up
8:15	Instruction Begins 1 Hour 50 Minutes
10:05	Recess Begins
	Recess Ends, Instruction Begins 1 Hour 30 Minutes
11:50	Lunch Eating Begins (cafeteria)
12:10	Lunch Recess Begins (to yard)
	Lunch Ends, Instruction Begins 1 Hour 30 Minutes
2:00	Dismissal

GRADES 4 - 8	
<i>We're adding a grade each year until we become a K-8 school in 2023-2024</i>	

GRADES K-3	
7:35	Playground Opens
8:10	Line Up
8:15	Instruction Begins
10:10	Recess Begins
10:25	Recess Ends, Instruction Begins

MINIMUM DAY SCHEDULE	
All grades dismiss at 12:15 PM on the following minimum days:	
Friday • December 21, 2018	Friday • June 7, 2019

FOGGY DAY SCHEDULE

Sycamore Valley Academy and Blue Oak Academy 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.

DROP OFF AND PICK UP PROCEDURES

The following is TACMO Student Policy 12-009.

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. Parents and students should be aware that no adult supervision is provided prior to 7:35 AM, and neither TACMO nor Tulare County Office of Education assumes any responsibility for students who are dropped off at the school site prior to that time.

Between 7:35 – 8:10 AM, students are to be on the playground (SVA) /basketball courts (BOA), 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.

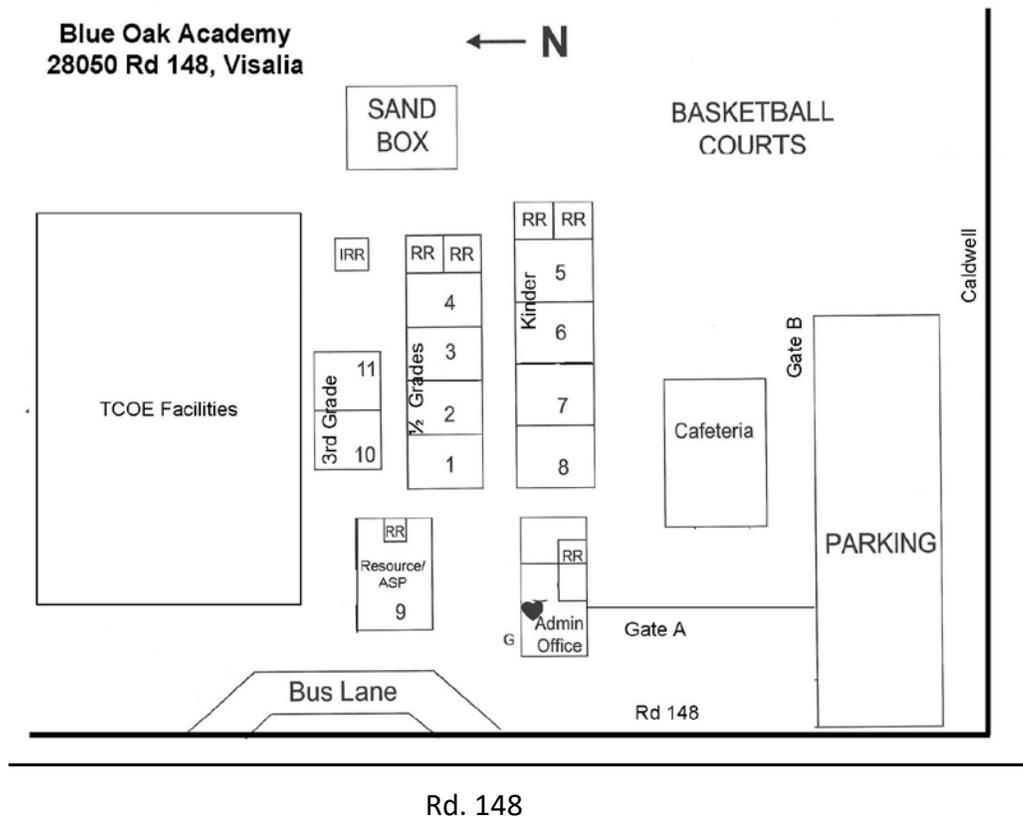
All students and teachers must report to the playground at 8:10 AM when the line-up bell rings. When the bell rings at 8:10 AM, students are to stop playing, and line up in their designated areas. Parents escorting students on campus at or after 7:35 AM may go into classrooms if teachers have doors open; 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 the school'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 15 minutes, students will be escorted to the After School Program (ASP). 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. 148 or Caldwell/Ave 280 for drop-off or pick up, parents must park their vehicle and escort their student across the street at the 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 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.



Parent Drop-Off

Parents are allowed to use the drop-off lane on Rd. 148 for students to enter through Gate A, or they may park in the parking lot and walk their child in through Gate B.

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 B.

***Note.** If enrolled in the “Kinder Bridge” program after school, pick up is at 3:30 and kinder students should go to Gate B at that time.

Parent Pick-Up

Students in grades 1-3 will be released at 3:30 (Regular Day), 2:00 (Early Release Wednesdays), and 12:15 (Minimum Day) at Gates A and B. First and Second will be released from Gate A; Third will be released from Gate B.

***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 ASP for free. If this occurs more than once, we will require that the student wait in ASP and you will be billed for the days that student required our after-school care.

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) 730-7422** or by email at bjackson@blueoakacademy.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 unless it falls within the approved list designated by California Education Code 48205 which states:

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

1. Due to his or her illness.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
4. For the purpose of attending the funeral services of a member of his or her immediate family*, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
5. For the purpose of jury duty in the manner provided for by law. [Must be approved in advance]
6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
9. For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

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

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.

TACMO 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. Jackson 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. Jackson when due. Teachers evaluate the work at Mrs. Jackson'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 BOA 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 BOA 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 BOA 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 TACMO 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 TACMO includes English, mathematics, science, history, visual and performing arts, health, Spanish language, social-emotional learning, and physical education. In addition, TACMO 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 above first grade 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 and BOA “loops” its content coverage to enable our teachers to cover the required content thoroughly in our multi-age classrooms. 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 BLUE OAK ACADEMY

All School

All K-2 students have weekly homework packets, which are sent home every Monday and are due back every Monday.

These packets include the following:

Reading Logs

- 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 and daily reading has been shown to dramatically increase achievement

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 TACMO’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 TACMO 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:

- o To hold students accountable for using time wisely in class

- o To reteach concepts/skills or give parents tools to help their student (to prevent further remediation)
- o To remediate when a student is lacking prerequisite skills to achieve at grade level
- o To activate interest in a learning topic
- o As part of a collaborative learning project
- o To solidify new learning through practice
- o 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. Please communicate with us if you are noticing this to be a concern for your child.

Two underlying assumptions about homework at TACMO:

1. Since TACMO 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

TACMO 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.

Winter Trimester is November 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.

TACMO 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

The Scores

In the report card a key is located on the first page. The scores are not like typical “grades” but rather an indication of student performance on teacher’s standards-aligned assignments and tests that have been given in the trimester.

Scores are reported with a 1-4 scale or an indication that an area of study has not yet been assessed:

NYA = Not Yet Assessed	1 = Objective has been introduced and student is practicing this.	2 = Student in 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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In addition, for **Language Arts and Math** there is narrative commentary provided by your child’s teacher as well. Our Trimester Report Cards contain more narrative comments than most schools provide. This is reflective of TACMO’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.

TACMO is committed to assessing multiple measures of a student’s ability. In each Parent Conference, a portfolio will be presented along with the student’s report card. We believe the presentation of a student’s work in the format of the **portfolio** is equally important as the report card itself.

Understanding the Scores

ENGLISH LANGUAGE ARTS (ELA) • Writing	F	W	S
GRADE LEVEL	4th	4th	4th
Narrative Writing	1	2	4
Opinion Writing	2	3	3
Informational Writing	1	2	3
Language Conventions	2	3	4



At the top of each section you will see the words “grade level”, followed by a number. This number represents the learning objectives that your child began the year with for the strands (group of standards/objectives) listed below that grade.

ENGLISH LANGUAGE ARTS (ELA) • Writing	F	W	S
GRADE LEVEL	6th	6th	7th
Narrative Writing	3	4	2
Opinion Writing	4	4	2
Informational Writing	3	4	1
Language Conventions	4	4	2



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 TACMO’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. TACMO 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 1st grader and the column heading says “Grade Level: 2”), then 1 score shows your child is being advance in this area and is beginning to attempt the Grade 2 objectives. **A student who is on grade level will have mostly 1’s and 2’s in Trimester 1 and should achieve 3’s or 4’s in Trimester 3. It is only when a student STAYS in the 1-2 range over the course of a school year that would this be cause for concern and intervention.**

PROMOTION AND RETENTION

Students at TACMO 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 TACMO to help children to learn to behave responsibly and to demonstrate respect toward people, property and process. Students at The Academies 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 TACMO believes are right choices. TACMO 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 TACMO Family Handbook and help my class and school run smoothly.



Presentation/Dress- I will dress for success and always present myself as a scholar.

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 The Academies, 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 Superintendent, Principals, or Vice Principal have 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 TACMO is represented (regardless of location), and apply to all TACMO students.

1. Students will be kind to themselves and others.
2. Students will not take or destroy what is not theirs.
3. Students will follow instructions of staff, and follow class respect agreements.
4. Students will dress for success, and be ready to present the best of themselves each day.

UNIFORM DRESS CODE POLICY

At The Academies, 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 and dresses must be free of designs, logos, or embellishments. The following solid colors are permitted:

- Blue (BOA)
- White
- Brown
- Khaki
- Black
- Gray

Shirts must have a collar, whereas dresses may be collarless. 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:

- Blue (BOA)
- 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:

- Blue (BOA)
- White
- Brown
- Khaki
- Black
- Gray
- Denim

Dresses, shorts, and skorts must have an inseam of 6 inches or longer. Skirts must be no more than 4 inches from the top of the knee. Tights/leggings, ties, shoes and headwear may be different colors.

Shoes must be simple and generally free of designs or embellishments. Tennis shoes, boots, dress flats (i.e. Mary Janes), and sandals (with backs) are permitted. No light-up sneakers, flip-flops, jellies, wheelies, or any type of shoes without a backing is not allowed. Shoes and boots may not have heels higher than 1".

Hats may be worn outside only and may have sports teams, college/school logos or story characters (super hero, Star Wars, Pokemon, etc.). Must be mostly solid color and free of large brand logos and embellishments (rhinestones, studs, etc.).

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

Every Friday

Students may wear any school shirt to show their pride in The Academies (SVA or BOA). Examples include I LOVE SVA, I LOVE BOA, Jog-a-Thon, Mathletics, or shirts that have been decorated at home to show school spirit, etc. Students are not required to wear a spirit shirt on Fridays; if they choose not to, the regular uniform is required.

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.

INCIDENT POLICY

1. WRITTEN WARNING

BOA staff will send a written warning the first time a student is out of uniform. Parents must sign the warning and return it within 2 school days.

2. PARENT CALL

On the second offense, a parent will be called to bring the appropriate item(s) or take their student home to change.

3. PARENT MEETING

Repeated offenses will result in a meeting with the Principal to resolve the problem. Parent cooperation is so important and if there's an issue, we want to help!

4. SPECIAL CIRCUMSTANCES

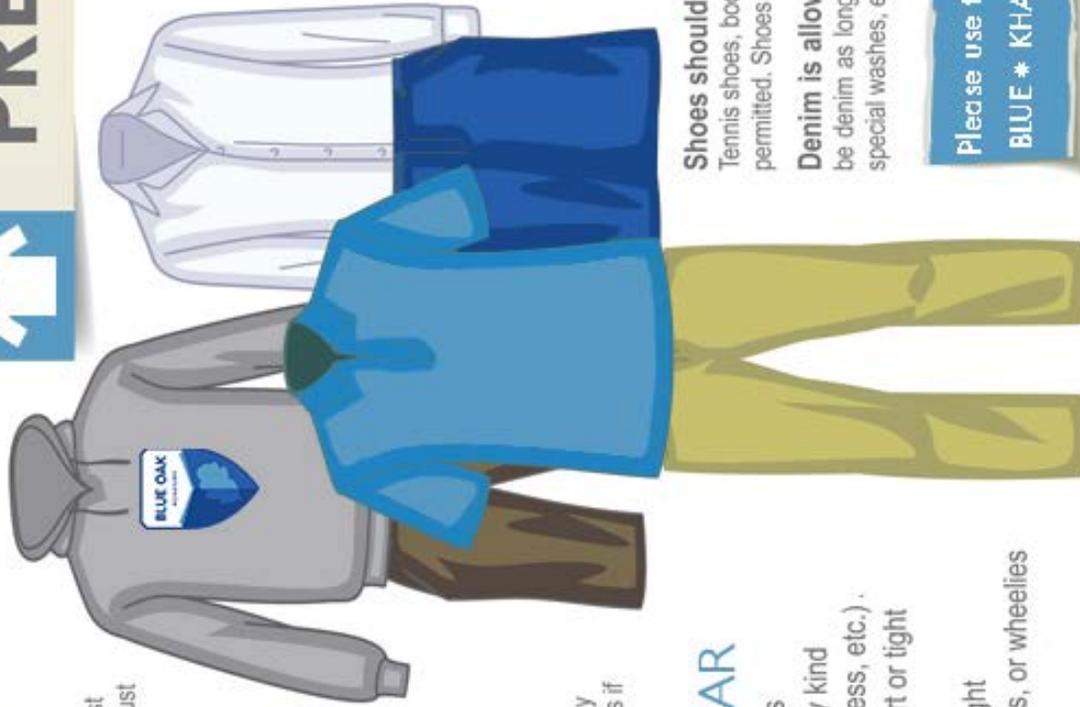
The Principal reserves the right to make any exceptions or extended warnings to families if a situation warrants it.

PLEASE DON'T WEAR

- Patterns, embellishments or logos
- Sleeveless or cropped tops of any kind (tank tops, spaghetti straps, backless, etc.)
- Skirts and shorts that are too short or tight (no miniskirts or "short shorts")
- Pants that are too baggy or too tight
- Light-up sneakers, flip-flops, jellies, or wheelies



PRESENTATION



To follow the BOA Dress Code just remember to keep it

SOLID & SIMPLE

Clothing should be **modest and plain**, with no **patterns, embellishments** or **logos** and **must fit properly**.

Official BOA Logo Apparel is allowed and available.

All shirts must have collars.

Button-downs, turtlenecks, Peter-Pan collars and polo shirts are allowed. Shirts must be **BLUE** or a neutral color like tan, grey, black or white. No other shirt colors are allowed.

Shoes should be practical and neutral.

Tennis shoes, boots, dress flats (i.e. Mary Janes), and sandals are permitted. Shoes and boots may not have heels higher than 1".

Denim is allowed. Pants, Shorts, Skirts, Skorts and Jackets can be denim as long as it does not have visual logos, embellishments, special washes, etc.

Please use this color palette to guide your choices.

BLUE * KHAKI * BROWN * GREY * BLACK * WHITE



SOCIAL CONTRACT OVERVIEW

(Please see Appendix for illustrated version.)

Tier 1

All students at TACMO 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, school wide 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, TACMO 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, BOA 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 re-commitment 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, TACMO recognizes and celebrates the achievements of one Scholar of the Month and one Core 4 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. Awards are presented to students based on academics, citizenship, or other admirable traits decided by TACMO 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 TACMO Board Policy 13-001.

Blue Oak Academy (“BOA”) 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, BOA 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, BOA 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. BOA 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 Blue Oak 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 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.

Blue Oak 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.

BOA 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 Blue Oak Academy, the Superintendent or designee will promptly initiate an investigation. At the conclusion of the investigation, the Superintendent or designee will notify the complainant of the outcome of the investigation. However, in no case may the 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 Blue Oak 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 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 Blue Oak 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.
3. Appointment and conference with the Superintendent.
4. Appointment and conference with the TACMO Board Chairperson.

BOA'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 BOA 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 TACMO Board Policy 12-002.

This Student Suspension and Expulsion Policy has been established in order to promote learning and protect the safety and well-being of all students at charter schools within The Academies Charter Management Organization ("THE ACADEMIES CMO"). In creating this policy, the Charter Management Organization has reviewed Education Code Section 48900 *et seq.* which describes the noncharter schools' list of offenses and procedures to establish its list of offenses and procedures for suspensions and expulsions. The language that follows closely mirrors the language of Education Code Section 48900 *et seq.* The Charter Management Organization is committed to annual review of policies and procedures surrounding suspensions and expulsions and, as necessary, modification of the lists of offenses for which students are subject to suspension or expulsion.

When the Policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. This policy shall serve as THE ACADEMIES CMO's policy and procedures for student suspension and expulsion and it may be amended from time to time without the need to amend the charters so long as the amendments comport with legal requirements. THE ACADEMIES CMO and its charter school staff shall enforce disciplinary rules and procedures fairly and consistently among all students.

THE ACADEMIES CMO 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 Family Handbook and will clearly describe discipline expectations. The notice shall also state that these Policy and Administrative Procedures are available on request at the Superintendent's office, or may be available for download from THE ACADEMIES CMO's website.

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.

Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

A student identified as an individual with disabilities or for whom THE ACADEMIES CMO 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. THE ACADEMIES CMO 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 THE ACADEMIES CMO 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.

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 any charter school of THE ACADEMIES CMO or at any other school or a THE ACADEMIES CMO-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.

B. Enumerated Offenses

Discretionary Suspension Offenses. Students may be suspended for any of the following acts when it is determined the pupil:

1. Caused, attempted to cause, threatened to cause, or aided and abetted as defined in Section 31 of the Penal Code in the infliction or the attempted infliction of physical injury to another person.
2. Willfully used force of violence upon the person of another, except self-defense.
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. This section does not prohibit the lawful use of his or her own prescription products by a pupil.
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.
 - a. Except as provided in Education Code Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision.
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 preinitiation 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. Made terroristic 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.
19. 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.
20. 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.
21. 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.
22. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
 - a) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
 - i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
 - ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
 - iii. Causing a reasonable student to experience substantial interference with his or her academic performance.
 - iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
 - b) "Electronic Act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

- i. A message, text, sound, or image.
- ii. 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.

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.

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

Non-Discretionary Suspension Offenses: Students must be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:

- 1. Possessed, sold, or otherwise furnished any firearm, 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 Superintendent or Principal or designee’s concurrence.

Discretionary Expellable Offenses: Students may be recommended for expulsion 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.
- 2. Willfully used force of violence upon the person of another, except self-defense.
- 3. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
- 4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.

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 products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the lawful use of his or her own prescription products by a pupil.
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 Section 11014.5.
11. Knowingly received stolen school property or private property.
12. 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.
13. Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
14. 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.
15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
16. Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or preinitiation 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.
17. Made terroristic 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.
18. 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.

19. Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
20. 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.
21. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
 - a. "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
 - i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
 - ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
 - iii. Causing a reasonable student to experience substantial interference with his or her academic performance.
 - iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
 - b. "Electronic Act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - i. A message, text, sound, or image.
 - ii. A post on a social network Internet Web site including, but not limited to:
 - (d) 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.
 - (e) 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.
 - (f) 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.
 - iii. 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.

22. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (3)(a).
 23. Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Superintendent or Principal or designee's concurrence.
4. Non-Discretionary Expellable Offenses: Students must be recommended for expulsion for any of the following acts when it is determined pursuant to the procedures below that the pupil:
- a) Possessed, sold, or otherwise furnished any firearm, 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 Superintendent or Principal or designee's concurrence.

If it is determined by the Administrative Panel and/or Board of Directors that a student has brought a fire arm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or dangerous device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994. In such instances, the pupil shall be provided due process rights of notice and a hearing as required in this policy.

The term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The term "destructive device" means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

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 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.
- b) The conference may be omitted if the Principal 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.
- c) 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 (2) 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.

- d) 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 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 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. In such instances when the Charter School has determined a suspension period shall be extended, such extension shall be made only after a conference is held with the pupil or the pupil's parents, unless the pupil and the pupil's parents fail to attend the conference.

This determination will be made by the Principal 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 ACADEMIES CMO Board of Directors following a hearing before it or by THE ACADEMIES CMO Board of Directors upon the recommendation of an Administrative Panel to be assigned by THE ACADEMIES CMO 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 ACADEMIES CMO 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 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 ACADEMIES CMO 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 in open session three (3) days prior to the date of the scheduled 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 THE ACADEMIES CMO'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 and/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

THE ACADEMIES CMO 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 THE ACADEMIES CMO 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. THE ACADEMIES CMO 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 entity 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 entity 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 entity

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, THE ACADEMIES CMO must present evidence that the witness' presence is both desired by the witness and will be helpful to THE ACADEMIES CMO. 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 ACADEMIES CMO Board of Directors, Administrative Panel 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 ACADEMIES CMO Board of Directors who will make a final determination regarding the expulsion. The final decision by THE ACADEMIES CMO Board of Directors shall be made within ten (10) school days following the conclusion of the hearing.

The Decision of THE ACADEMIES CMO Board of Directors is final.

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

I. Written Notice to Expel

The Superintendent or designee following a decision of THE ACADEMIES CMO Board of Directors to expel shall send written notice of the decision to expel, including THE ACADEMIES CMO 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 THE ACADEMIES CMO.

The 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

J. Disciplinary Records

THE ACADEMIES CMO shall maintain records of all student suspensions and expulsions at THE ACADEMIES CMO. 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 THE ACADEMIES CMO as THE ACADEMIES CMO Board of Directors' decision to expel shall be final.

L. Expelled Pupils/Alternative Education

Parents/guardians of 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. THE ACADEMIES CMO shall work cooperatively with parents/guardians as requested by parents/guardians or by the school district of residence to assist with locating alternative placements during expulsion.

M. Rehabilitation Plans

Students who are expelled from THE ACADEMIES CMO shall be given a rehabilitation plan upon expulsion as developed by THE ACADEMIES CMO 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 THE ACADEMIES CMO 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 ACADEMIES CMO Board of Directors following a meeting with the Superintendent or designee and the pupil and parent/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 Superintendent or designee shall make a recommendation to THE ACADEMIES CMO Board of Directors following the meeting regarding his or her determination. The Board shall then make a final decision regarding readmission during the closed session of a public meeting, reporting out any action taken during closed session consistent with the requirements of the Brown Act. The pupil's readmission is also contingent upon THE ACADEMIES CMO'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

THE ACADEMIES CMO 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 District would be deemed to have knowledge that the student had a disability.

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 (which could constitute a change of placement and the student's IEP would reflect this change), and to progress toward meeting the goals set out in the child's IEP/504 Plan; and receive, as appropriate, a functional behavioral assessment 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, THE ACADEMIES CMO, the parent, and relevant members of the IEP/504 Team shall review all relevant information in the student's file, including the child's IEP/504 Plan, 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/504 Plan.

If THE ACADEMIES CMO, 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 THE ACADEMIES CMO, the parent, and relevant members of the IEP/504 Team make the determination that the conduct was a manifestation of the child's disability, the IEP/504 Team shall:

- a) Conduct a functional behavioral assessment and implement a behavioral intervention plan for such child, provided that THE ACADEMIES CMO 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 THE ACADEMIES CMO agree to a change of placement as part of the modification of the behavioral intervention plan.

If THE ACADEMIES CMO, the parent, and relevant members of the IEP/504 team determine that the behavior was not a manifestation of the student's disability and that the conduct in question was not a direct result of the failure to implement the IEP/504 Plan, then THE ACADEMIES CMO 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 THE ACADEMIES CMO 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 THE ACADEMIES CMO, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer in accordance with state and federal law, including 20 USC Section 1415(k), 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 THE ACADEMIES CMO agree otherwise.

5. Special Circumstances

THE ACADEMIES CMO 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 Superintendent or his/her designee may remove a student to an interim alternative educational setting for not more than forty-five (45) school 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//504 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 THE ACADEMIES CMO's disciplinary procedures may assert the procedural safeguards granted under this administrative regulation only if THE ACADEMIES CMO had knowledge that the student was disabled before the behavior occurred.

THE ACADEMIES CMO 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 THE ACADEMIES CMO 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 THE ACADEMIES CMO personnel, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the director of special education or to other THE ACADEMIES CMO supervisory personnel.

If THE ACADEMIES CMO 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 THE ACADEMIES CMO had no basis for knowledge of the student's disability, it shall proceed with the proposed discipline. THE ACADEMIES CMO shall conduct an expedited evaluation if requested by the parents; however, the student shall remain in the education placement determined by THE ACADEMIES CMO pending the results of the evaluation.

THE ACADEMIES CMO 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

"Evacuation" drills are conducted once per month, "Duck and Cover" and "Shelter-In-Place" drills are conducted once per quarter, and "Lockdown" drills are conducted twice per year. During evacuation 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.

YEARLY LETTER TO PARENTS:

Dear Parents:

Providing for your student's safety when at school is a major responsibility of our staff. All schools and child development centers have a disaster plan. The principal and staff are prepared to make prompt and responsible decisions in any situation that could threaten the safety of the students.

The need to lockdown or shelter-in-place, evacuate students or close school before the regularly scheduled closing time could arise from a relatively minor emergency such as a prolonged interruption of power or from a major event such as a violent incident on campus, an earthquake, or severe storm. During these times, communication and/ or transportation may be disrupted.

In the event of a major emergency or disaster, information will be given primarily through our email system or direct calls.

TACMO Release Policy

- No student will be dismissed from school unless a parent (or individual designated on the emergency card) comes for him/her or gives permission in writing or by phone that another person can pick up the student.
- All parents or designated individuals who come to pick up student(s) must sign the student(s) out at the office anytime between morning drop off until 3:00 PM (1:30 PM on Early Release Wednesdays; 11:45 on Minimum Days), unless directed elsewhere on campus by posted signs.
- At dismissal (3:30 PM on Regular Days, 2:00 PM on Early Release Wednesdays, 12:15 on Minimum Days), students are released to adults they recognize. If a student is not allowed to go home with an adult they recognize at the end of the day, the school needs to be notified

by email or phone at least one half hour prior to dismissal. Those students will need to be picked up by a parent or designated individual in the school front office or from the after-school program (D.E.).

- If there are further limitations required for a student's safety, contact and submit any related documentation to the front office.
- If any of your contact information changes during the year, please visit the office to update the Emergency Card.

Please be assured, we are prepared to care for your student in emergency situations. Members of our staff are trained in the areas of first aid, search and locate, and student safety to ensure that all your student needs will be met. We will communicate with local emergency services. They will be apprised of our current status and the need for additional resources.

We ask for your help in the following ways:

- Do not call the school. We will contact you, if necessary. It is essential that telephone lines be kept open for emergency calls. Mass texts will be sent to everyone with instructions on how to receive students.
- Do not drive to the school. The school access routes and street entrances must remain clear for emergency vehicles. We will notify you when safe access is recommended via text.

During the school year your child will be trained in the necessary emergency procedures. Each will learn how to react, where to assemble, and what to expect in an emergency situation.

We suggest that you meet with your immediate family and develop an emergency plan. There are several free publications available to assist you. Please call the local chapter of the American Red Cross at 732-6436 or visit them online at www.redcross.org. More information can be found at www.fema.org

If you have any questions or comments regarding our emergency preparations, please call the school office at 730-7422.

Sincerely,

Dana Stinson
Principal

HEALTH SERVICES

The health staff of the schools (RN, LVN, and/or Health Aide) 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 Office Staff. 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 nursing staff 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 health office if your child has any unusual health problems. Please call the health office 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 7th 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

BOA, BOA, TACMO and Tulare County Office of Education 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, The Academies 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. 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. The Academies reserve 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 Academies' visitor policy. The complete policy is available in the school office.

PARENT INVOLVEMENT

PARENT PARTNERING

TACMO has a goal that every enrolled family participates in the life of our school community a minimum of 30 hours of each school year. We believe parent engagement in children's education produces benefits for the child and the community. At the same time, we recognize the limitations that may be present in the myriad households we will be serving. The suggestion of 30 hours is therefore not a requirement, but instead an invitation. While TACMO 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 first day of school packet each year, 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.

PARENT TEACHER ORGANIZATION (PTO)

TACMO has an active and involved parent teacher organization 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 PTO can continue its primary responsibility: promoting and supporting programs that benefit all children at TACMO. Meetings are held the 2nd Monday of the month at Round Table Pizza at 6:00pm (SVA is on South Mooney, BOA is at Martha's Vineyard on Noble and Ben Maddox).

VOLUNTEERING ON CAMPUS

TACMO 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 at 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 cell phone is seen 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.

TACMO - ISSUED TECHNOLOGY DEVICES

At TACMO, students use technology to develop skills for the 21st Century. TACMO devices (Google Chromebooks/Apple iPads) are used in our classrooms, and may be occasionally checked out to individual students for homework. Students are not permitted to take devices from campus without permission from their classroom teacher. When arriving at school, students who are carrying school-issued devices are required to immediately check them in with their classroom teacher or the office. Under no circumstances should devices be left in unsupervised

areas. Unsupervised areas include, but are not limited to, backpacks left outside, playgrounds, the cafeteria, and school grounds. Unsupervised devices 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 TACMO 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 TACMO 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. TACMO will contact the proper legal authorities if TACMO 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 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 BOA.

STUDENT BIRTHDAYS

TACMO's staff is pleased to celebrate your child's birthday in class. In lieu of sugary treats, TACMO 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 TACMO 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. TACMO 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 of BOA. The Principal 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 the educational program at TACMO, 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 field trips or other school activities if he/she has been suspended from school, referred excessively to the office for behavioral reasons during the school year, or behavioral issues in the preceding days or day of the field trip.

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.

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. If paying at school, the BOA 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 TACMO Newsletter, *News & Notes*, or from the BOA 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 30th 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.

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:		
	Economically disadvantaged	Free meal and snack eligible	Reduced price meal and snack eligible
1	\$12,140	\$15,782	\$22,459
2	\$16,460	\$21,398	\$30,451
3	\$20,780	\$27,014	\$38,443
4	\$25,100	\$32,630	\$46,435
5	\$29,420	\$38,246	\$54,427
6	\$33,740	\$43,862	\$62,419
7	\$38,060	\$49,478	\$70,411
8	\$42,380	\$55,094	\$78,403
For each additional household member, add:	\$4,320	\$5,616	\$7,992

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.

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. Picture packet purchase will be made available at that time. Students are required to follow the TACMO Uniform Code on Picture Day just like every other 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 for an appointment to view such records.

FERPA AND DIRECTORY INFORMATION

Parents and eligible students (aged 16 or completed 10th 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 BOA to comply with the requirements of FERPA and its promulgated regulations.
5. Request that BOA not release student names, addresses and telephone listings to military recruiters or institutions of higher education without prior written parental consent.

TACMO 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 TACMO 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 TACMO with respect to that alleged crime or offense. TACMO may disclose the final results of the disciplinary proceeding, regardless of whether TACMO 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, or Superintendent. Within ten (10) days, TACMO 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 TACMO 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.] TACMO will respond within ten (10) days of the receipt of the request to amend. TACMO's response will be in writing and if the request for amendment is denied, TACMO 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 BOA policy SP12-001, "Educational Records and Student Information." This is available upon request and is accessible in the TACMO office as well.

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

The primary purpose of directory information is to allow TACMO 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 TACMO to disclose directory information from your child's education records without your prior written consent, you must notify TACMO in writing by the 1st of September. TACMO has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Photograph
- Date of birth
- Major field of study
- Participation in officially recognized activities and sports
- Dates of attendance
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

UNIFORM COMPLAINT PROCEDURES NOTIFICATION

TACMO 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.

TACMO 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, Superintendent

Address: 28050 Road 148, Visalia, CA 93292

Telephone Number: 559-730-7422

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 BOA 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 TACMO’s Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving BOA’s Decision. The appeal must include a copy of the complaint filed with BOA and a copy of BOA’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 BOA’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 TACMO’s UCP policy and complaint procedures shall be available free of charge.

AFTER-SCHOOL PROGRAM

After School Programs (ASP) are provided by TACMO as a service to our community and are not part of the academic day. Participation is voluntary. We reserve the right to refuse service.

Parents are responsible for understanding the information included in this handbook.

Program Hours and Fees

1. A 20% pre-payment discount is available when you sign up for flat-fee billing or maintain a positive balance on your account. Full and partial fee waivers are available to those who qualify. You must submit the Fee Waiver Application Form at the time of registration to apply. You may be asked to provide verification of income or school meal program status.
2. A non-refundable annual registration fee of \$5.00/family is due at the time of registration.
3. Kinder Bridge (runs 1:30-3:30 on Monday, Tuesday, Thursday, and Friday), \$10.00 per day
4. Early Release Recreation (Wednesdays only, 2:00-3:30), \$7.50 per day
5. Destination Exploration (Monday-Friday 3:30-5:30), \$10.00 per day
6. Conference Care (November 8-9, 2018 and March 7-8, 2019; available 7:45-5:30), full day (over 4.5 hours) \$25.00, half day (up to 4.5 hours) \$12.50. **NO FEE WAIVERS OR DISCOUNTS FOR CONFERENCE CARE.**
7. Minimum Day Care (December 14, 2018 and June 7, 2019 12:15-3:30), \$10.00.
8. Special Events/Camps - if care is offered on holidays or other student non-attendance days, pricing will be announced and payment will be due in advance. **NO FEE WAIVERS OR DISCOUNTS FOR SPECIAL EVENTS/CAMPS.**

Billing and Payment Options

1. Pay-as-you-go. You will be billed by the 15th of the month for the prior month's service and payment is due by the end of the month in which you are billed (ie: by October 15, you will receive your bill for September and payment is due by October 31).
2. Pre-pay. Make a deposit to your account at the start of the year and maintain a positive balance, receive a 20% discount off your fees.
3. Flat-rate fee plans. These are ANNUAL INSTALLMENT plans where the cost of the entire year is divided over 10 equal monthly payments which are automatically deducted from your checking account. You receive a 20% discount off your fees. Unlimited plans include additional days such as Conference Care and waiver of the annual registration fee. You must complete an e-check authorization form when selecting this option.
4. Payment may be made by bringing a check or cash to the front office of the school or by using your checking account to pay through the electronic monthly invoices sent by email. Checks should be made payable to your school. Please include your child's name and "after school" on the check.

Special Events/Camps:

1. Camp hours are Monday – Friday 8:00AM – 3:00PM. Children are to be dropped off between 7:45 and 8:00AM. No supervision will be provided before 7:45AM.
2. Children must be picked up no later than 3:15PM. **I understand that if my child is not picked up by 3:15PM, I will be charged a late pick up fee of \$1.00 per minute.**
3. Failure to pay fees according to the timeline specified during registration may result in forfeiture of your child's space in the camp session.
4. Minimum enrollment is required for Camps. If minimum is not met, the session will be cancelled two weeks before the start date.
5. Refunds will be made in full if a session is cancelled by TACMO.
6. If you cancel your child's enrollment 30 or more days in advance of the session, paid fees will be refunded.

7. If you cancel registration within 14 days of a session, no refund will be given.
8. There is no nurse on duty during Special Events/ Camps. No medications will be given by program staff. If a student requires medication or management of health issues, a parent or guardian is required to provide all necessary care.

Behavior Policy

1. TACMO After School Program has a three strikes policy for inappropriate or disruptive behavior. Participants are expected to follow directions from program staff at all times. Parents will be notified at pick up on the day of the first and second offense. Upon the third offense, parents will be called and must pick up their child immediately. Children sent home will not be permitted to return to the program and no refunds will be given. There is no school administrator on duty during after school hours.
2. A zero tolerance policy is in effect for dangerous or illegal behavior including but not limited to causing or threatening to cause physical harm to self or others; use of force or violence; bullying, harassment, or threatening of others; possession of weapons, replicas of weapons, controlled substances, alcohol, or tobacco products; obscenity, profanity, vulgarity, or language of a sexual nature; and destruction of property. The above offenses will result in immediate expulsion from camp for the season without refund. No exceptions.
3. Students who are involved in behavioral incidents in school will not be allowed to attend the After School Program. Site Principals and specialist staff will use their discretion to protect the safety of all children when communicating behavioral concerns to the Program Director.

Student Pick Up Procedure

1. Students will be released only to authorized parents, guardians or designated persons.
2. The authorized pickup person must personally sign the child out when picking up.

OUR PROGRAMS

KINDER BRIDGE



Who?	For kindergarten students. Led by kindergarten Teachers and Instructional Aides.
What?	Recreation and enrichment for kindergarten students.
Where?	In our kindergarten classrooms and playground
When?	Bridges the gap between kinder release time and grade 1-8 release time on regular days (Mon, Tues, Thurs, and Fri 1:30-3:30). *Kindergarten students may attend Early Release Recreation for care on Wednesday (see below).
How much?	\$10/day. We offer a 20% discount for pre-paid accounts

DESTINATION EXPLORATION



Who?	For students in all grade levels. Led by After School Program staff.
What?	After-school program with homework help, outdoor play, and thematic activities. Special activities that promote leadership and teamwork. Snack included.
Where?	In our common areas, classrooms, and playgrounds.
When?	Daily from 3:30-5:45
How much?	\$10/day (3:30-5:45). We offer a 20% discount for pre-paid accounts

EARLY RELEASE RECREATION



Who?	For students in all grade levels. Supervised by After School Program staff.
What?	Outdoor play, and free choice activity centers.
Where?	In our common areas and playgrounds.
When?	Wednesday from 2:00-3:30
How much?	\$7.50. We offer a 20% discount for pre-paid accounts

APPENDIX

APPENDIX – 1



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

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