

Parent & Student Handbook

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Dear Parents/Guardians & Caregivers,

We welcome you and your family to San Diego Global Vision Academy (SDGVA) where our vision is to provide a world-class education for our students. As a parent, you are your child's first teacher - within an informal learning environment in your home. As educators, we provide a formal learning environment in which children acquire academic knowledge, use higher order thinking skills, and develop positive social skills. We are able to promote optimum learning for each child when we work in partnership with the parents.

San Diego Global Vision Academy develops civic-minded leaders, accomplished writers, and resilient lifelong learners. Our personal goal as a staff is to maintain effective communication between school and home, with the ultimate objective being to maintain positive working relationships as a vehicle to best serve our children and to focus on student achievement as the collective responsibility of our entire learning community.

We request your support and cooperation in emphasizing to your child the importance of school, homework, self-respect, discipline, and self control in the learning process.

Your active participation in our school-wide events as well as your involvement in the, School Site Council, and Governance Board is strongly encouraged and greatly appreciated.

We anticipate that your child will work hard and experience optimum learning. We measure our success as a school by the success each child experiences during each school year.

Sincerely,

Dr. Christine Kane
Executive Director

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GENERAL INFORMATION

Vision

The purpose for San Diego Global Vision Academy (SDGVA) is built on the following vision:

Provide every San Diego Global Vision Academy student with an education that integrates meaningful service-learning and quality writing instruction to enrich the learning experience, teach civic responsibility, and strengthen communities.

San Diego Global Vision Academy fosters inter-disciplinary thinking in science, technology, engineering, arts, and mathematics (STEAM) to prepare students as 21st century learners.

Mission

San Diego Global Vision Academy develops civic-minded leaders, accomplished writers, and resilient life-long learners.

Motto: Write the future!

The SDGVA Way

I will be a student of integrity.

I will think and act rationally not based on my emotions.

I will play safely and have high regard for the safety of others.

I will be resilient and prepared to overcome any obstacles in my way.

I will accompany all my decisions with action and finish what I start.

I will honor my community positively through service-learning.

I will build a legacy based upon knowledge, responsibility & respect.

I will write the future!

School Office Hours & Contact Information

School office hours are 7:30am to 4pm Monday through Friday except on days school is closed. Please refer to school calendar and make an appointment whenever possible.

The school phone number is: (619) 600-5321

The FAX number is: (619) 550-3637

Arrival & Departure

Drop off is available from 7:30am – 8:00am. Pickup is available from 2:30pm -2:50pm. Please be mindful of speed limits, traffic flow and pedestrians. SDGVA asks that you respect our crossing guards, traffic signs and the driveways of surrounding neighbors. Safety is our top priority. We understand that parents have busy schedules, but child safety is of the utmost importance to consider at all times.

1. Drivers may not park or leave their car unattended along the red curb
2. The one-way street is divided into two parts:
 - A) The drop off lane runs parallel along the red curb
 - B) The drive thru lane runs parallel along the parked car side
3. Always make sure to continuously pull forward
5. Do not jump ahead in the drop off lane
6. Do not stop or block any part of the crosswalks
7. Students may exit vehicles on the curb side only.
8. Drivers are expected to follow all driving and parking regulations at all times during drop-off and pick-up

No parent or guardian questions, concerns or complaints will be discussed during pick-up or drop-off. You are welcome to contact your child's teacher(s) via email or phone, when appropriate.

If a parent or guardian requires teacher's input, or has a concern they would like to address immediately, they must park their car and check in with the main office. No parent or guardian may request any SDGVA employee on supervision duty to directly contact their child's teacher. Our main office support and/or administration will determine if the teacher is required to come to the office to discuss the issue with all parties involved.

Rainy Day Pick-up & Drop-off Procedures

During inclement weather all students will be directed to go straight to their classrooms during drop off. Do not drop off and leave students on the rotunda.

During pick-up all students will be directed from their classrooms directly to their vehicles. SDGVA employees will assist students into cars utilizing two-way radios. Please remain patient and aware of cross traffic through the neighborhood.

Parking

SDGVA is located on a one-way street going east. Please note the parking signs that exclude parking on certain days for street sweeping and on certain days depending on which street you park on.

Do not double-park or park and leave your unattended in the red zone. Citations may be issued. SDGVA is not responsible for any citations received for parking violations and/or vehicular accidents on or near campus.

Donations

All donations need to be approved by the Executive Director prior to donation. SDGVA will provide a tax donation letter for any monetary donations to the school and equipment over \$500. All equipment must be new or in very good condition. Technology must meet specific operating standards determined by the Director of Technology. If you are giving school supplies, paper, art supplies, PE equipment or teacher requested materials these are not considered donations unless they are over a \$500 amount with prior approval.

Enrollment Requirements

Immunization (Shot) Requirements

State law requires that all students under age 18 years, pre-kindergarten through grade 12, be immunized against certain diseases unless they are exempt for medical reasons. At the time of registration, SDGVA is required to have proof that your child has received all currently due immunizations.

Students entering Kindergarten should have:

- 5 DTaP 4 doses meet requirement if at least one was given on or after the 4th birthday
- 4 Polio 3 doses meet requirement if at least one was given on or after the 4th birthday
- 3 Hep B
- 2 MMR Measles, Mumps, and Rubella (1st dose on or after 1st birthday)
- 1 Varicella

Student entering 7th grade should have:

- 1 Tdap

Emergency Card Information

It is mandatory for the safety of your child that this card completed each year. The main purpose of the card is maintained in a file and to be used in the event of an emergency. The secondary purpose of the card is used to contact a parent/guardian for illness or disciplinary measures. SDGVA will not release students to anyone if the name doesn't appear on the card. SDGVA will call primary guardians listed on the card first if needed. If no response is received in a reasonable manner, we will call contacts listed in consecutive order until the matter has been resolved.

Any change in address, telephone number, parent's work, physician, and name of persons authorized to pick up your ill or injured child should be reported to the office immediately. Be sure to list at least two people on the school's emergency cards that would be willing to assume the responsibility of guardianship in your absence. Be sure that these individuals acknowledge they will be responsible for your children until you get home.

IEP, 504 Plan, or Assessment Plan (If Applicable)

In order to meet the needs of all SDGVA students we require that all incoming students provide IEP, 504, or Assessment plan documentation when applicable. If you are unsure if your child already has an IEP, 504 Plan, or Assessment Plan please contact your child's current school.

Other information required for files (found in enrollment form):

- Student Permanent Health Record
- Copy of Birth Certificate
- Acceptable Use Policy for Internet/Technology
- Media Release Form
- Proof of Residency

SDGVA's Instructional Philosophy and Focus

San Diego Global Vision Academy (SDGVA) is a writing, STEAM, and service-learning based school. SDGVA will build student's academic self-efficacy to participate in the global community. SDGVA will serve all students of San Diego. SDGVA will do this by taking a four-pronged approach towards preparing students for 21st century literacy and leadership demands.

The first instructional approach of SDGVA is based upon the premise that access to high-quality educational experiences is a basic right of all learners and a cornerstone of equity. All SDGVA students are provided a quality educational experience that meets California academic standards in our learning objectives for the school. Any curriculum at SDGVA, disseminated by teachers trained in the *Backward Design* process, focuses primarily on assessment first and instructional activities last. *Backward Design* requires our teachers to move away from a more traditional curriculum design that relies heavily upon teacher interest rather than students academic needs. *Backward Design* forces SDGVA teachers to look at the big picture with the end goals in mind, set the vision or the essential understanding of their curriculum or unit, decide how students will provide evidence of their learning, and finally design instructional activities to help kids learn what is needed to be successful.

The second approach in our educational philosophy is founded upon guiding principals of the National Writing Project recognizing that writing, in its many forms, is the signature means of communication in the 21st century. The needs of a democratic society and requirements of the workforce bring with them a demand for effective writing. An informed citizenry must understand the ways language works in order to read critically and communicate effectively. Beyond being able to read and comprehend documents such as legal contracts, advertising messages, and political materials, citizens must also have knowledge of the ways documents are composed and the expectations and requirements for those particular documents if they are to read them critically and understand the subtleties they contain. This kind of knowledge comes from opportunities to explore and wrestle with language so that it may be utilized not only by an elite few, but also by the society as a whole.

Writing offers these opportunities in ways not available through reading. Writers must manipulate language, understand structures and their demands as well as anticipate the needs of the reader in order to communicate clearly and effectively. Writing, beyond its communicative purposes, also serves as a vehicle for abstract and analytical thinking allowing the writer to clarify and organize thoughts and generate ideas. (Britton, 1982; Gere, 1985; Vygotsky, 1978). Writing through all content areas including mathematics, science and social studies will provide students the foundation to become accomplished writers, engaged learners, and active participants in a digital, interconnected world. SDGVA is committed to maintain an on-going academic

partnership with National Writing Project via our local southern California site at UCSD, San Diego Area Writing Project (SDAWP), to guide our writing pedagogy, writing programs, family literacy projects and to provide quality professional development opportunities regarding writing instruction.

The National Writing Project and SDGVA also believes that access to high-quality educational experiences is a basic right of all learners and a cornerstone of equity. To support civic-minded leadership development SDGVA may utilize curriculum such as an Anti-bias Framework (ABF) from Teaching Tolerance. ABF is a set of anchor standards and age-appropriate learning outcomes divided into four domains—identity, diversity, justice and action (IDJA). The standards provide a common language and organizational structure: Teachers can use them to guide curriculum development, and administrators can use them to make schools more just, equitable and safe. The ABF is leveled for every stage of K-12 education and includes school-based scenarios to show what anti-bias attitudes and behavior may look like in the classroom. Teaching about IDJA allows educators to engage a range of anti-bias, multicultural and social justice issues. Prejudice reduction seeks to minimize conflict and generally focuses on changing the attitudes and behaviors of a dominant group. Collective action challenges inequality directly by raising consciousness and focusing on improving conditions for underrepresented groups. Curriculum such as ABF recognizes that, in today's diverse classrooms, students need knowledge and skills related to both prejudice reduction and collective action. The IDJA domains are based on Louise Derman-Sparks' four goals for anti-bias education in early childhood.

The third approach in our educational philosophy is our science, technology, engineering, arts, and mathematics (STEAM) instruction. STEAM emphasizes critical and innovative thinking, which is a necessary asset in today's global workforce. The inter-disciplinary thinking skills prepare students to compete in today's high technology environment, granting access and equity to underrepresented populations within the fields of science, technology, engineering, arts, and mathematics. SDGVA will expose students to high-quality rigorous curriculum that establishes a foundation for training in STEAM-related occupations. SDGVA will build an organizational infrastructure and capacity to provide STEAM-related resources and training to staff. SDGVA will develop community partnerships for funding, training, and resources to support these goals.

The final approach to SDGVA's instructional philosophy views *Service-learning* as a teaching tool that allows students to develop the internal assets necessary for becoming responsible adults who contribute to our global society. More specialized than just community service, *service-learning* involves applying classroom learning through investigation of a community problem, planning ways to solve it, action through service, reflection on the experience and what was learned, and demonstration of results. Participation in *service-learning* creates leaders who take initiative, solve problems, work as a team, and demonstrate their abilities while and through helping others. *Service-learning* is a dynamic process, through which students' personal and social growth is tightly interwoven into their academic and cognitive development. According to scholars Eyler and Giles (1999), with the *service-learning* model "experience enhances understanding; understanding leads to more effective action."

SDGVA will utilize *service-learning* as a teaching strategy that engages students by making education relevant. Our SDGVA Service-Learning instruction and professional development model has been created by a founding member, who is certified as a service-learning consultant and professional development coordinator by Volunteer San Diego. SDGVA's service-learning instruction for K-8th has been modified for students from three existing California standards-based curricular programs including PeaceJam Juniors (2008), Kids for Peace (2007), and The Points of Light Youth Leadership Institute (1996). Due to our elementary student population great consideration will be taken to utilize age appropriate service-learning that foster the physical, mental and emotional welfare of our students.

Special Education

San Diego Global Vision Academy is a member of the El Dorado County Charter SELPA. SDGVA will manage all paperwork, human resources related to the evaluation, monitoring, and implementation of special education services related to special education students. Students who meet the criteria for special education have an IEP (Individualized Education Program).

By law, SDGVA is required to address new special education services and placement within thirty days of the student's first day of instruction. An interim (30 day) IEP meeting will be held by SDGVA, in which SDGVA will adopt the previously approved IEP or develop and implement a new IEP based on updated assessment results and/or review of records. Therefore, enrollment packets must reference that the student has a current Individualized Education Program (IEP) or 504 plan and the parent or guardian will need to provide a copy that will expedite the process.

Pursuant to the Individuals with Disabilities Education Improvement Act (20 U.S.C. §§ 1400 et. seq) and relevant state law, SDGVA is responsible for identifying, locating, and evaluating children enrolled at SDGVA with known or suspected disabilities to determine whether a need for special education and related services exists. This includes children with disabilities who are homeless or are wards of the State. To ensure that eligible students are receiving the services to which they are entitled, SDGVA conducts Child Find activities such as, but not limited to: including targeted questions regarding areas of need and/or previous Special Education services in enrollment packets, screening files and enrollment documentation of all children transferring to SDGVA to identify children who may have been receiving special services in their prior LEA/district, and screening all children entering kindergarten to identify children with suspected disabilities.

Federal regulations require local educational agencies (LEAs) to inform parents of children with disabilities when personally identifiable information (PII) is no longer needed to provide educational services to the child and destroys PII at the request of the parent once it is no longer needed. 34 CFR §§ 300.624(a), (b). SDGVA will maintain student special education files for a 3-5 year period after a student leaves SDGVA, consisting but not limited to: IEPs, psychological reports, related service provider assessment reports, and progress reports. Per federal guidelines, after a 3-5 year period, SDGVA will destroy student special education files due to records being unnecessary for educational services.

Parent Involvement Opportunities, Field Trips and Celebrations

Parent involvement is directly related to high student achievement. Parents and community may be involved in the education of our students in a variety of ways. Contact the office if you are interested in helping. Some examples are:

- tutor a child or a small group of students.
- read a story to a child or a small group of students.
- make instructional materials.
- assist students who are learning at a computer.
- share your expertise in music, dance, poetry, storytelling, computers, etc. share your cultural, travel or career experiences.

Other ways a parent can get involved is by participating on the School Site Council:

School Site Council (SSC)

The major role of the SSC is to aid in the planning, evaluating and assessing of the School Based Coordinated Program (SBCP). The SBCP is directly related to the No Child Left Behind (NCLB) federal mandates. The SSC is composed of parents, members of the staff and an administrator.

Volunteers

Volunteers must report directly to the Business and Operational Director, for clearance. Volunteers must come to the office and sign in and sign out every time they are on-site. A volunteer badge/sticker must be worn while on campus. SDGVA has three categories for screening volunteers.

Volunteers and visitors need to check with the classroom teacher on appropriate days and times for classroom visitations. Visitations are not permitted during the first three weeks of school, state testing, or during professional development days. SDGVA wants to encourage parents to visit the classroom and contribute to the school, but it is important for students to build independence and an understanding of the school environment. During special events, family events, and celebrations SDGVA invites families to participate, but it is important not to disrupt the learning process. Appointments scheduled with the classroom teacher are

required for classroom visitations. All visitors must abide by the screening process below. Volunteers are to assist the classroom and not interfere in the learning process of others. If it is determined by the administration that the visitation or volunteer is disruptive in the classroom, interrupts the teachers or distracts their student or others, the volunteer will be asked to leave.

Category 1: ONE TIME VISITOR

Visitors or guests who enter a school for a one-time event. These visitors have no unsupervised exposure or contact with children. The visitor's length of visitation is determined by the activity in which they are attending.

Screening requirements:

- Be able to present some form of current government-issued photo identification (driver's license, passport, military ID, US or other government identification)
- Sign in at the front office "Volunteer Sign-in Sheet"
- Display/wear a volunteer identification badge

Category 2: OCCASIONAL VISITOR/VOLUNTEER

Visitors or guests who volunteer occasionally throughout the school year. These volunteers have little or no direct unsupervised exposure or contact with children, do not have a set schedule, may volunteer in school activities in open and public settings, and are supervised by SDGVA staff throughout visitation. Volunteer conditions are typically public settings and classrooms where staff or other adults can observe at all times, involve no solitary time with children, and are always within unobstructed view. These classroom visitations are subject to approval by the Executive Director and may be limited to reduce disruptions in the classroom.

Screening requirements:

- All requirements in Category 1
- Be checked by designated site personnel against the California Department of Justice, Sexual Offender (Megan's Law) website (<http://www.meganslaw.ca.gov>)
- Present a Tuberculosis clearance card

Category 3: FREQUENT VISITOR/VOLUNTEER

Visitors or volunteers with classroom exposure and a set schedule who work directly with students, and may have unsupervised time with students while on school property with SDGVA personnel on site. Conditions typically are areas outside of the classroom where staff or other adults can observe at most times, but may occasionally include short solitary time with children and short duration of obstructed view, such as student teaching, student teaching observation hours, on-site tutoring provided by a trained tutor or service learning professional or counseling intern, which may occur outside of the classroom. These opportunities will be reviewed and approved by the Executive Director. Frequent visitors/volunteers must abide by the schedule given to them by SDGVA teachers, or Executive Director and are expected to respect the volunteer requirements, expectations, and parameters set within classrooms, courtyards, and SDGVA offices.

Screening requirements:

- All requirements in Category 1 & 2
- Submit to a criminal background check by Department of Justice & FBI (fingerprinting), which is paid for by the volunteer.

Field Trips

Field trips are a privilege. SDGVA's greatest responsibility is student safety and students at SDGVA must be able to follow teachers' directions while off campus. If a student is not allowed to participate in a field trip, other accommodations will be made at school site. All students must ride in transportation provided by the school (charter bus only) and students cannot leave field trips early.

Chaperones may not request to attend field trips. Field trips are by invitation only for both students and chaperones. Every teacher has to accommodate all parents/guardian ability to attend a limited number of field trips per year. It is rare that you will be asked to chaperone more than one field trip per child, per year.

Chaperones must complete a permission slip and sign a chaperone waiver understanding their responsibilities. Only the chaperone is allowed on the field trip – no siblings may attend. A chaperone is considered any adult who is 25 years or older and capable of watching over a group of students responsibly off site.

Chaperones agree to:

1. Refrain at all times from the consumption of alcoholic beverages and/or drugs unless said drugs are prescribed by a physician and dispensed by school personnel or self-medication and/or possession are properly authorized.
2. Not have a student alone – Other students, chaperones, or staff must always be present.
3. Maintain contact with students assigned at all times, and constantly aware of their whereabouts.
4. Attend all mandatory activities and meal functions.
5. Ensure that all students maintain healthy water intake and eat lunch.
6. Not allow students to spend money on food, drinks, or souvenirs at any time.
7. Conduct themselves in such a manner as to bring pride to self, family, school, and community.
8. Adhere to any established dress code.
9. Comply, throughout the trip, with any and all instructions directed to them and/or the group by staff.
10. Remember that the experience is for the students, and chaperones help make it possible for the students to have the experience.
11. Be aware of student safety at all times, notifying staff of any unsafe or hazardous conditions.
12. Chaperones are not to bring any other children with them, including younger siblings.
13. Chaperones will not purchase any food, items, beverages, etc. for any student(s).

If a problem arises that is serious enough in nature to warrant removal as a chaperone, the chaperone agrees to bear any additional costs to return home. NOTE: This removal decision will be made by the accompanying professional staff member(s) after provided the opportunity to respond to any allegations. The chaperone may also be subjected to discipline upon returning home in accordance with local, State, and Federal law.

If you're a parent/guardians of a child who is not selected to chaperone a field trip you may request that your child remain on site for the day. If you're a parent/guardian of a child who is not selected to chaperone and you permit your child to attend the field trip - you will not be considered a chaperone with SDGVA even if you show up to the event. You will not be allowed to interact with your child during the field trip event while they are under the care and guidance of another chaperone. This causes confusion for both your child and the other children in our care. If your presence creates a disruption of our school-planned event you will be requested to leave the premise.

Parent/Guardian Responsibilities

1. Call school office if child is absent. Please note that teachers request 24-hours notice to gather/collect homework for pick-up.
2. Check at least one SDGVA communication tool daily:
 - SDGVA Website: www.sdgva.org
 - SDGVA Facebook at: www.facebook.com/sdgva
 - Text alerts: Send a text message to: 81010 and enter message: "@sdgva"
3. Encourage systematic study and provide proper conditions for home study.
4. Check homework folder daily and clean out backpack and folders weekly.
5. Support school programs and activities such as parent conferences and Family Writing night.
6. Contact your child's teacher as soon as a problem arises. Listen to your child, but don't form an opinion until you have heard both sides.
7. Bring your child and pick your child up on time.

If you do not have a computer or a computer with internet access, please inform your student's teacher. SDGVA is trying to 'go green' by not using paper resources. Free computer access is provided by all San Diego Libraries. <http://www.sandiego.gov/public-library/>

Financial Support for Your Child's Academic Success:

Please consider these purchases as imperative to your child's long-term success as a resilient life-long learner!

1. Homework Supplies
2. School Uniform
3. TKD Uniform

POLICIES & PROCEDURES

Attendance

Tardies

School (class) begins at 8:00 a.m. A student is considered to be tardy at 8:01 a.m. Tardiness may be excused when there is a note from the doctor's or dentist's office, but will still be on record.

Absences

Parents must call the front office when the child is absent. Parents may leave a message on voicemail when the office is closed or no one is available. Whenever possible, extended absences from school due to illness should be discussed with your child's teacher and the front office. It is sometimes possible to arrange for students to have additional work sent home or an Independent Study Contract may be set-up for a student when extended absences will occur in the event of a serious family situation (death of a family member) or extended illness (surgery or hospitalization). Student must make up all work. The teacher and front office will need 24-hour notification to assemble work packets and Independent Study Contracts. The school cannot guarantee same day requests.

Our policy requires that parents excuse absences by calling the school or sending in a note explaining the reason for the absence within five (5) school days of the student's return to school. Documentation may be requested if absences or tardies become excessive. SDGVA will only excuse absences up to 30 days, after the date of absence. The best way to handle an absence is to call the school as soon as you know you're keeping your child home from school.

If a student has poor attendance, irregular attendance or excessive absences or tardies, the parent may be required to meet with the Executive Director. This may result in the student being referred to the School Attendance Review Board (SARB) if the problem persists and becomes chronic absenteeism. Chronic absenteeism is defined by:

- 15 or more absences excused or unexcused during the school year

Releasing Students

Parents or guardians who want to take students home before regular dismissal time must come to the office for an official release from the classroom. Unless you provide the front office with a doctor's note these early releases count as UNEXCUSED and are recorded in the attendance system. Teachers are not permitted to release children without office approval prior to pick-up time and must have a permission slip to leave grounds – this includes after field trips.

Uniforms

San Diego Global Vision Academy has a school uniform policy. Uniforms are to be worn Monday through Friday. Research has proven that student achievement improves when students wear uniforms.

These are the reasons SDGVA has a uniform policy:

- Uniforms help create a mind-set for learning.
- When students wear uniforms, positive behavior is more prevalent.
- Uniforms promote a sense of community and pride.
- Uniforms tend to cost less than regular school clothing.
 - Uniforms eliminate label competition.
- Uniforms promote campus safety and security.

SDGVA believes that staff, students, and families are all a part of a united family. Therefore, students unable to purchase uniforms due to financial hardship are requested to contact SDGVA so that no student has to go

without a uniform. Families who are willing to donate gently used or new uniforms are encouraged to drop them off at the school office. Families in need will then receive first priority to donated items.

SDGVA requests that all Kindergarten students pack an extra pair of clothes (including underwear) in their backpack. Students who have a pattern of accidents will be required to provide extra clothing until the pattern decreases. This will reduce parents/guardians being called and required to come to school to provide a change of clothing. The school does not always have extra shirts, pants and shorts on hand for loan, furthermore, we do not supply underwear. All clothing that is loaned must be washed and returned to school within 2 days.

If a student needs to wear a sweater or sweatshirt during class, they are not permitted to wear a hood on their head once they enter the campus (weather permitting). If students do not wear the appropriate uniform they will be required to change their clothes which may require a phone call home for appropriate clothing.

Clothing Type	Options: Color & Style
Shirts/Blouses	Colors: Powder Blue, Dark Blue, Dark Green Styles: Short or Long Sleeves, Polo-Style, Collared Blouses/Shirts and Button-Down Collared Blouses/Shirts
SDGVA Spirit Shirts (optional)	May be worn on Fridays May be purchased through main office
Shorts/Long Pants	Colors: Navy Blue or Khaki Styles: Shorts, Long Pants, Twill-like/Cotton or Corduroy – No Jeans or Jean like materials
Skirts/Jumpers/Skorts	Navy Blue, Khaki, Navy Blue Plaid, Dark Green
Shoes	Color: Any Styles: Closed-Toe, Closed-heeled, Tennis Shoes
Socks, Leggings/Tights, Undershirts	Color: Any
Sweaters, Sweatshirts, Light Jackets, Coats, Hooded Sweatshirts	Colors: Any Styles: Labeled with Student’s Names/ Solid Colors *Note: Students are only permitted to wear the hood on their way to and from the school grounds during inclement weather. Hoods are considered to be the same as baseball caps and hats and are not allowed indoors at anytime.
Jewelry	Styles: No Bangle Bracelets or Large Hoop Earrings. If your child’s jewelry is found to be distracting to the learning environment it will be removed and contained in a Ziploc bag and returned with a note from the teacher.

Forms, Records Requests, Letter of Recommendation, and Transcripts

If you need official documentation from the school please fill out the SDGVA Records Request Form. The school **must** have **written documentation** of request. The office can not provide any information over the phone (even to doctor’s offices) regarding records, IEP/504 Special Education, enrollment, and medical information. Original CUME files are never allowed to leave the school grounds. SDGVA follows the Board approved SDGVA Public Record Act (aligned with the California Government Code 6253), which allows the school up to 10 days (can be extended to 14 days), to provide records and are subject to allowable fees. Emails are not written requests. The front office cannot provide documents the same day as the request. Please plan accordingly.

Medications

If your child needs to take prescription medication on a temporary or permanent basis while at school, a Medication Form from the doctor must be on file at the school before we can administer the medication. It needs to contain the following information:

A signed statement from a licensed prescriber that includes:

- Name of student
- Name of medication with dosage and route (oral, topical, etc.)
- Frequency and time of administration
- Date of the order and the discontinuation date, if applicable
- Any known drug allergies or reactions

It is the responsibility of the parent to keep track of medication expirations and keep medicine up to date. Each year you will be asked whether or not you need to keep the medication on campus.

The signed prescriber’s statement is required at the beginning of each school year and/or before any medication is given at school. If the medication order is changed during the school year a new, signed prescriber statement is necessary. Students cannot share medication even with a brother or sister. Separate directions and prescriptions are needed for both students if they are siblings. Students cannot have medication in their backpacks.

NOTE: Non-prescription medications should be given according to the policy stated for prescription medications and requires a physician’s statement.

Allergies

It is the parent’s responsibility to inform the school of any allergies upon enrollment. The school will need medical documentation that explains allergy, what to do when an attack occurs, proper treatment, and what the student needs to avoid. If the allergy is a food allergy the school will need the same information and a note from the doctor that the school can give to SDUSD food services for special meals. Due to student allergies the school will not allow latex balloons to be delivered to the office or classroom. In addition, please check with the front office and classroom teacher if your student’s class has any restrictions on food.

Illness

Although the majority of our staff are trained in first aid and CPR, there is no School Nurse at SDGVA. Since SDGVA does not have facilities or adequate staff to care for sick children, any child not well enough to participate in the classroom will be sent home. This is not only in the best interest of the child, but serves as protection for the other children as well. We understand that in working families business often prevents the swift retrieval of ill children. Parents are asked to make prior arrangements for someone to transport and care for their child if such a situation should arise. Sick children must be picked up within 30 minutes of being called by the front office. Please note that if the office has not received a call from the parent/guardian listed on the emergency contact form we will progress through the emergency contacts as listed.

1. Fever with or without other symptoms - before returning to school, your child must be fever free for at least 24 hours (including low-grade). Your child may still be contagious when running a fever.
2. Common Cold - exclusion from class may be necessary when there is continued coughing and/or nasal discharge. They are considered contagious at this time.
3. Vomiting - the child must be kept home until they have gone 24 hours without vomiting. If a child vomits at school they will be sent home immediately.
4. Serious Illness - If the student has one of the following communicable diseases, they must be kept home and the school office must be notified so that an exposure notice may be sent home to the SDGVA community:

Skin Eruptions	Streptococcal Sore Throat (strep throat)	Whooping Cough (pertussis)	Slap Cheek
Conjunctivitis (Pink Eye)	Scarlet Fever	Impetigo	Flu of any kind
Chicken Pox	Mumps	Red Measles	Head Lice

Meals

Breakfast and lunch are served at SDGVA. Breakfast and lunch are designed to provide proper nutritional value. SDGVA has two lunch options:

Option 1: Breakfast or lunch provided by San Diego Unified School District

Option 2: Student can bring lunch to school and eat breakfast at home

Option 1:

San Diego Unified School District (SDUSD) will be providing meals for those who wish to participate. Every family is required to fill out a lunch application. The following prices are for meals provided by SDUSD. Meals for students eligible for free meals will be provided at no charge. Meals for students eligible for reduced-price meals will be provided at no charge (per MOU with SDUSD).

Full priced meals are to be paid for at least two weeks in advance and an account must be set-up with administration office. Cost of Meals:

	Full Price	Reduced Price
Breakfast	\$1.00	Free
Lunch	\$2.00	Free

Option 2:

Students may also bring a sack lunch to school. Please provide a well-balanced meal for your student, which includes plenty of protein, grains, fruits & vegetables. Water, juice or milk is acceptable beverage. If your student is still hungry, forgets their lunch or doesn't bring something to eat to school on a regular basis the school will contact the parent to discuss this issue.

As of June 2015, students attending SDGVA will receive a free breakfast and lunch. This can change at any time and at the sole discretion of SDUSD.

Snacks

Students should bring nutritious snacks for break time this is a list of health snacks:

Fresh fruit, granola bars, cheese, and crackers.

Students enrolled in the after-school program will be provided a healthy snack by the school.

Students may not bring unhealthy snacks, the following are not allowed (unless items are being brought to school for a celebration):

Hot Cheetos, Hot Takis, or other similar items, candy, soda, energy drinks, coffee drinks, caffeinated beverages, hot sauce, and donuts.

CODE OF CONDUCT

School-Wide Leadership Management Plan

San Diego Global Vision Academy believes in a school environment in which all students are able to learn and teachers are able to teach. Optimal learning takes place in an atmosphere of acceptance, high expectation, encouragement, and positive motivation. Discipline is defined as a process of helping students understand appropriate and inappropriate behavior. Student discipline is a joint responsibility of the home and school. Parental guidance for good discipline enables schools to maintain a wholesome environment for learning. Students are encouraged to solve problems through verbal communication. Teachers handle discipline. Instructional aides assist with discipline. If a student does not feel the problem was resolved, he/she should report it to the teacher. Students with repeated behavior problems may be referred to the Student Success Team.

I.C.M.M. Leadership & Behavior Management Program

I.C.M.M. refers to the “I Can Manage Myself” Leadership Program. Students of SDGVA will be working on five aspects of leadership on a daily basis including safety, trust, respect, responsibility, and resiliency. Privileges and consequences will be based upon what they have earned on a daily and weekly basis towards I.C.M.M. Leadership per grade level.

Safety:

My peers and others feel safe around me. I will not make threats of physically harm anyone. I keep my hands, feet and objects to myself at all times.

Trust:

My peers and teachers know I will do and what I say. I am honest with adults, peers and myself at all times.

Respect:

I show respect to adults and my peers. I am tolerant of differences of others.

Responsibility:

I follow through with my responsibilities and get work done. I do not make excuses for myself. I follow all school and classroom rules. I do my best to achieve at all times.

Resiliency

I will persevere when things get tough, even when I’m frustrated. I will think with a growth mindset and demonstrate grit. I will not give up.

I.C.M.M. Leadership

I make good choices consistently. I am a hard-working student consistently. I am trusted and responsible consistently. I am a good example for others consistently.

Students receive appropriate recognition per grade level when they achieve I.C.M.M. Leadership. Modifications to the I.C.M.M. Leadership Management Program are adapted and maintained by each SDGVA teacher. More information regarding discipline is provided in the Discipline Policy Section of this handbook.

Students with repeated behavior problems may be referred to the Student Success Team. This team may include the student, parent, teacher, an administrator. An action plan may be developed to help the student develop constructive behavior patterns. Once a plan is in place, documentation and a timeline needs to be set to determine if the plan is working. As outlined in the Suspension/Expulsion Policies Section B, (but not limited to), Discipline Policy (described in this handbook) and if the Student Success Team or SDGVA Administration determines that the student is unable to follow SDGVA Code of Conduct due to behavior he/she may be recommended for expulsion.

Academic Honesty Policy

San Diego Global Vision Academy, including all teachers and staff members, oppose all forms of cheating, plagiarism and dishonesty. We do our best to create an environment that discourages and prevents all forms of dishonesty. However, for this rigorous policy to be meaningful, we require the support of all SDGVA students and family members. We expect and appreciate the academic integrity of all of our students.

The following behaviors are NOT considered acceptable for SDGVA and directly violate the Academic Honesty Policy.

1. **Cheating:** Any intentional giving, discussing, or using external assistance relating to an examination, test, quiz, essay, or project, without explicit permission from a teacher.
2. **Fabrication:** Any intentional falsification of information, citations or references for academic work.
3. **Forgery:** Any simulated signing of another person’s name; falsely making or altering writing by which the legal rights or obligations of another person are apparently affected.

4. **Unauthorized collaboration:** Intentionally collaborating on an assignment with another person when the teacher has directly prohibited this.
5. **Plagiarism:** Any intentional or unauthorized use of another's ideas, words, or work as one's own. This includes inappropriate use of published written or visual work, or the work of another student's.
6. **Theft or alteration of materials:** Any unauthorized taking of materials belonging to a teacher, school office, school library, computer lab, or another student.
7. **Pattern of test avoidance:** A pattern of missing school on testing days in order to gain extra time for studying or perform better on a makeup test.
8. **Badgering a teacher for an unearned grade change:** Any excessive pressure brought on by a student or family member to unfairly raise a grade. Students may submit requests when they feel that they have a legitimate concern, however.
9. **Inappropriate use of technological resources:** This includes, but is not limited to, damage or theft of system hardware and software; altering of any system hardware or software configurations; placing unlawful information, computer viruses, or harmful programs on any computer; pirating (copying/stealing, copyrighted software.)
10. **Unauthorized electronic entry:** Any entry to a computer or computer systems without permission. Any access, downloading, and/or printing of materials which would be considered inappropriate, pornographic, unlawful obscene, or otherwise offensive or objectionable by any school community member.

All students will have due process in the handling of the above infractions. An incident report will be filed by a staff member and parents will be notified. Penalties for infractions, include, but are not limited to: parent notification, lowering of academic and/or citizenship grade, suspension, and/or recommended for expulsion.

Recess Policy

There are *no tag* and *no chasing games* allowed during recess at SDGVA. Tag and chasing games may only be played during P.E. under the direct supervision of a credentialed educator (P.E. or classroom teacher). Failure to comply will receive consequences such as, but not limited to, the direct removal from play, loss of ICMM recognition for the day, and/or notifying parents/guardians.

Students who repeatedly cause emotional, verbal and/or physical harm to each other during classroom or play time may be separated from each other during recess and or sent to the zone of reflection.

Students who repeatedly fail to follow classroom and/or playground safety rules will be removed from any/all playtime as determined by supervising teachers and/or adults on the playground area.

Cell Phone Usage

The use of cellphones in schools is meant to be for emergency purposes only. Non-emergency telephone calls, text messaging and other functions are not permitted while on school grounds. Cell phones must be kept in the backpacks during school hours (not in pockets). Cell phones must be turned completely off (not simply on silent/vibrate mode) during the school day. The school is not responsible for items that are lost or stolen nor will staff spend time looking for items. It is recommended that during state testing cell phones are not brought to school.

Consequences:

Penalties for students found to be in violation of the policy will be as follows:

- **First Offense:** Student's cell phone will be confiscated, sent to the office and returned to the student at the end of the school day.
- **Second Offense:** Student's cell phone will be confiscated and returned only to the student's parent or guardian. The student will be prohibited from bringing a cell phone to school for the remainder of the school year. Students committing repeated violations of this policy may be subject to additional disciplinary action. San Diego Global Vision Academy shall not assume responsibility for these items if they are damaged, lost, or stolen.

Homework

Homework is an essential component of the instructional program at SDGVA. Parents play a key role in helping their children develop good habits in completing their homework.

Parents should expect homework every night; including breaks. The upper grades (3rd – 8th grades) students will have homework on the weekend that is part of the academic program. Middle school students will have on-going research projects that will require internet access and printing capabilities. Please locate the library: <http://www.sandiego.gov/public-library/>

If homework isn't completed students may lose privileges such as classroom celebrations or recess time and will need to meet with the classroom teacher. If your student is absent they are required to make-up all work, including homework.

TKD

SDGVA has every student participate in a weekly Tae Kwon Do class. Uniforms are required and can be purchased in the front office. The school will assist any family who cannot afford a uniform (one uniform will be provided). Though it is a requirement to dress out for this class if a student does not dress out they will still be required to participate in their school uniform. Students cannot opt out of the TKD program (except by medical excuse verified by a doctors note for physical reasons), furthermore TKD is part of the SDGVA Charter petition and is a foundational program of the school.

Freedom of Speech Policy

Pursuant to SB 438, effective January 1, 2011, California charter schools must comply with long standing Education Code Sections 48907 and 48950 which generally afford free speech and press rights to students, subject to reasonable time, place and manner restrictions.

Material provisions of Section 48907 provide:

1. **Free Speech Rights:** Pupils of charter schools shall have the right to exercise freedom of speech and of the press, including the use of bulletin boards, distribution of printed material or petitions, the wearing of buttons, badges and other insignia, and the right of expression in official publications, except for speech which is obscene, libelous or slanderous, or which creates a clear and present danger of the commission of unlawful acts or violation of school regulations, or substantial disruption to the orderly operation of the school; and
2. **Written Publications Code:** Charter school governing boards shall adopt rules and regulations in the form of a written publications code, which shall include reasonable provisions for the time, place, and manner for such activities; and
3. **Responsibility Remains With Journalism Advisers:** Pupil editors of official school publications may be responsible for assigning and editing the news, but journalism advisers (school employers) remain ultimately responsible to supervise and maintain professional standards of English and journalism.

Material provisions of Section 48950 provide:

1. **Protection Against Discipline For Protected Speech:** For high school students, if speech would be protected when engaged in outside of campus, such speech may not be the basis of student discipline; and
2. **Free Speech Does Not Protect Harassment or Threats:** The free speech/press protection does not protect students from discipline for speech which constitutes harassment, threats or intimidation; and
3. **Reasonable Time, Place and Manner Restrictions Are allowed:** The law does not prohibit a charter school from promulgating reasonable restrictions on time, place and manner of speech.

Library, Textbooks & School Property

In an effort to develop a love of reading and books, all students at SDGVA may take home school materials to encourage reading. It is imperative that students respect all school property, especially books and technology. In the event that a child damages, destroys, or loses a book or technology, the family is responsible to reimburse the school for the replacement item.

Lost & Found

Each year many students lose many items of value. Every article that could possibly be lost should be plainly marked with your child's name. Please see that your child makes an effort to recover all belongings. Articles not claimed are given to a charitable organization at the end of each month. The school is not responsible for items that are lost or stolen. Please check the lost and found frequently.

Make-up Work

Should you need to pick up work for your child due to absence, you are asked to call the school before 9:00 a.m. each morning. Materials may be sent home with another family or you may pick them up at the end of the school day from the office – please call the office to check that materials are ready. Teachers will do their best to collect items for your student but may not be able to fulfill same day requests.

Change of Clothing

Please provide a change of clothes for Kindergarten students, or any student with medical conditions that may need a change of clothing. SDGVA has some loaner items, but the school does not provide underwear. If the school does not have the correct size or the student does not have an extra pair of clothes then the parents will be called to provide a change of clothes.

Personal Belongings

The school is not responsible for items that are lost or stolen nor will staff spend time looking for items. All clothing, including sweaters, jackets, and TKD uniforms, must be labeled to avoid items being lost. High value items should not be brought to school.

Toys, trading cards, electronic equipment, iPods, video games, etc. are encouraged to be kept at home. At SDGVA teachers and administrators will not spend our valuable teaching time dealing with any issues regarding toys brought from home.

Parties & Celebrations

SDGVA does celebrate students' birthdays and has classroom parties throughout the year. Please speak to your child's teacher to discuss options for classroom birthday parties and other celebrations. Prior arrangements must be made with the classroom teacher regarding parties and food. The front office cannot store, refrigerate or manage items dropped off. SDGVA has a no LATEX balloon policy, no balloon deliveries are allowed to classrooms or the front office due to on-site allergies.

Food

Please discuss with your student's teacher what food can be brought for birthday parties, celebrations and rewards. **ABSOLUTELY NO HOMEMADE FOOD IS ALLOWED. ALL FOOD MUST COME IN ORIGINAL UNOPENED PACKAGING AND HAVE AN INGREDIENTS LIST – NO EXCEPTIONS.** The office staff and/or teacher must check ingredient lists for food allergies.

6 to 6

Before and after care is a service that SDGVA provides to all families on a first come first serve basis. Students need to follow the same rules and regulations of the regular school day while in 6 to 6. Students who are unable to follow school rules during 6 to 6 may have services suspended.

During Parent-Teacher Conference Days (6 per academic year) there will be NO After School Program available for students. We encourage you to preventatively plan for appropriate supervision for your child(ren) during the six minimum days in which our SDGVA 6 to 6 program will be closed. The pick-up time on Parent-Teacher Conference days is 12pm (Noon).

Retention Policy

SDGVA does not socially promote students. Parents will be informed if their student is at risk for retention. Retention is an educational decision made at our school site based on assessment and academic progress.

Ensure Safe Learning Environment at SDGVA

Excerpt *Rude vs. Mean vs. Bullying: Defining the Differences* by Signe Whitson

At SDGVA we work tirelessly to create a safe learning environment for all students.

As professionals who interact with hundreds of students on a daily basis we need to be clear with them the distinction between behavior that is rude, behavior that is mean and behavior that is characteristic of bullying. Children's author, [Trudy Ludwig](#), distinguishes these terms as follows:

Rude = Inadvertently saying or doing something that hurts someone else.

From children's, rudeness might look more like burping in someone's face, jumping ahead in line, bragging about achieving the highest grade or even throwing a crushed up pile of leaves in someone's face. On their own, any of these behaviors could appear as elements of bullying, but when looked at in context, incidents of rudeness are usually spontaneous, unplanned inconsideration, based on thoughtlessness, poor manners or narcissism, but not meant to actually hurt someone.

Mean = Purposefully saying or doing something to hurt someone once (or maybe twice).

The main distinction between "rude" and "mean" behavior has to do with intention; while rudeness is often unintentional, mean behavior very much aims to hurt or depreciate someone. Kids are mean to each other when they criticize clothing, appearance, intelligence, coolness or just about anything else they can find to denigrate. Meanness also sounds like words spoken in anger -- impulsive cruelty that is often regretted in short order. Very often, mean behavior in kids is motivated by angry feelings and/or the misguided goal of propping themselves up in comparison to the person they are putting down.

Commonly, meanness in kids sounds an awful lot like:

- "Are you seriously wearing that sweater again? Didn't you just wear it, like, last week? Get a life."
- "You are so fat/ugly/stupid/gay."
- "I hate you!"

Make no mistake; mean behaviors can wound deeply and adults can make a huge difference in the lives of young people when they hold kids accountable for being mean. Yet, meanness is different from bullying in important ways that should be understood and differentiated when it comes to intervention.

Bullying = Intentionally aggressive behavior, repeated over time, that involves an imbalance of power. Experts agree that bullying entails [three key elements](#): an intent to harm, a power imbalance and repeated acts or threats of aggressive behavior. Kids who bully say or do something intentionally hurtful to others and they keep doing it, with no sense of regret or remorse -- even when targets of bullying show or express their hurt or tell the aggressors to stop.

Bullying may be physical, verbal, relational or carried out via technology:

- Physical aggression was once the gold standard of bullying-- the "sticks and stones" that made adults in charge stand up and take notice. This kind of bullying includes hitting, punching, kicking, spitting, tripping, hair pulling, slamming a child into a locker and a range of other behaviors that involve physical aggression.
- Verbal aggression is what our parents used to advise us to "just ignore." We now know that despite the old adage, words and threats can, indeed, hurt and can even cause profound, lasting harm.
- Relational aggression is a form of bullying in which children use their friendship--or the threat of taking their friendship away--to hurt someone. Social exclusion, shunning, hazing, and rumor spreading are all forms of this pervasive type of bullying that can be especially beguiling and crushing to kids.
- Cyberbullying is a specific form of bullying that involves technology. According to Hinduja and Patchin of the [Cyberbullying Research Center](#), it is the "willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices." Notably, the likelihood of repeated harm is especially high with cyberbullying because electronic messages can be accessed by multiple parties, resulting in repeated exposure and repeated harm.

We continue to talk to our SDGVA students about these different negative behaviors in school. We encourage you to find ways to talk about these differences with your children at home. It helps them identify quickly whether they are in a bullying situation vs. encountering rude and/or mean behaviors intermittently.

Harassment

Students in school can be victims of sexual harassment. It is different from flirting, playing around, or other types of behavior that you enjoy or welcome.

Sexual harassment can be requests for sexual favors or unwelcome sexual behavior that is bad enough or happens often enough to make you feel uncomfortable, scared or confused and that interferes with your schoolwork or your ability to participate in extracurricular activities or attend classes.

Sexual harassment can be verbal (comments about your body, spreading sexual rumors, sexual remarks or accusations, dirty jokes or stories), physical (grabbing, rubbing, flashing or mooning, touching, pinching in a sexual way, sexual assault) or visual (display of naked pictures or sex-related objects, obscene gestures).

Sexual harassment can happen to girls and boys. Sexual harassers can be fellow students, teachers, principals, janitors, coaches, and other school officials.

The Sex Equity in Education Act in the California Education Code prohibits sex discrimination, including sexual harassment, in any California academic, athletic, extracurricular, research or financial aid program that receives state money. The California Sex Equity in Education Act requires that state educational institutions have a written sexual harassment policy that is distributed to students, faculty, and parents. This statement must include information on where to find the rules and procedures for reporting charges of sexual harassment and for pursuing available remedies.

Sexual harassment is a serious issue. Many students who have been sexually harassed report a drop in their grades, and some students have had to transfer to a different school, drop classes, or leave school altogether. If you think you are being sexually harassed, it is important to tell someone who can help you stop it.

- Don't blame yourself. The person who is harassing you is the one doing something wrong and you haven't done anything to cause the harassment, even if you flirted with this person or liked him/her.
- Say "No" Clearly. Tell the person who is harassing you that his/her behavior offends you. They may not realize how hurtful their behavior is and may need a clear message from you to stop. If the harassment does not end, promptly write a letter asking the harasser to stop. Keep a copy of the letter.
- Report the Harassment. It is very important that you tell your parents or another adult, like a teacher or guidance counselor, about the harassment. If you want the school to do something about the harassment, you MUST tell a school official, that you are being sexually harassed. If you do not feel comfortable telling the school official yourself, get the help of your parents, a teacher, guidance counselor or another adult to go with you. If you and/or your parents tell a school official verbally, also do it in writing and keep a copy for yourself. If the first school official (like the principal) doesn't respond, go to the school board or Superintendent to complain. The law says the school has to stop sexual harassment of a student whether the harasser is a teacher or another student(s), but the school is only required to stop the harassment if someone in authority at the school knows what is happening to you.

Suicide Prevention Policy

Protecting the health and well-being of all students is of utmost importance to the SDGVA. The adopted suicide prevention policy will help to protect all students through the following steps:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends.
2. SDGVA will designate a suicide prevention coordinator to serve as a point of contact for students in crisis and to refer students to appropriate resources.
3. When a student is identified as being at risk, they will be assessed by a school employed mental health professional who will work with the student and help connect them to appropriate local resources.
4. Students will have access to national resources which they can contact for additional support, such as:
 - The National Suicide Prevention Lifeline – 1.800.273.8255 (TALK), www.suicidepreventionlifeline.org
 - The Trevor Lifeline – 1.866.488.7386, www.thetrevorproject.org
5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
6. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.
7. For a more detailed review of policy changes, please see SDGVA's full suicide prevention policy that is located in the main office.

Title IX Information

Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 et seq., is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All public and private elementary and secondary schools, school districts, colleges, and universities (hereinafter "schools") receiving any Federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

Non Discrimination Statement

San Diego Global Vision Academy does not discriminate against any student or employee on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes in the California Penal Code.

San Diego Global Vision Academy adheres to all provisions of federal law related to students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Individuals with Disabilities Education Improvement Act of 2004.

Any inquires in regards to Title IX should be referred to our Title IX Coordinator. The coordinator's responsibilities include overseeing all complaints of sex discrimination and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

Title IX Coordinator: Christine Kane

Phone: 610-600-5321

Email: christine.kane@sdgva.net

Title IX Complaints

SDGVA will follow normal complaint procedures to address complaints of sex discrimination in a prompt and equitable manner. If a parent/guardian feels that the matter has been unresolved through our normal complaint procedures a formal complaint may be made through our Uniform Complaint Policy. The Uniform Complaint Policy/Form will be given upon request in our front office.

Discipline Policy

One of the most important lessons education should teach is self-discipline. While it does not appear as a subject, it underlies the whole educational structure. The purpose of our disciplinary policy is to ensure the rights of each student to attend school in a safe, positive and productive learning environment. Any student who prevents a teacher from teaching or students from learning may require disciplinary action from Administration.

If a student, staff or parent/guardian reports any concern that may impact a positive learning environment Administration may conduct an internal investigation into the matter. During any investigation your child may be removed from the learning environment by Administration. Upon completion of an investigation you may be notified by Administration regarding the matter if deemed appropriate and/or necessary.

A minimum of two Administrators may conduct student interviews depending upon the severity of the concern presented. Administration reserves the right to determine the nature of the concern presented and its level of severity. If Administration determines that safety of students and/or staff may be at risk any and all appropriate measures will be taken which include, but are not limited to, outside agencies such as Child Protective Services (CPS), San Diego Unified School Police or San Diego Police Department.

All documentation regarding investigations remain with Administration only.

Administration reserves the right to determine consequences for all parties involved including placement, duration and actions required to remedy the incident(s). If deemed appropriate, your child may be removed from their classroom and placed in another learning environment during or as a result of an investigation.

If your child has been suspended, SDGVA may require the parent or guardian of the student who has been suspended to attend a portion or the entire school day in the classroom to assist in behavior management. Parents will be notified by the school of this request. (EC § 48900.1)

Students who present an immediate threat to the health and safety of others may be suspended or expelled. A notice will be sent home that will describe (not all will be applicable); progressive discipline measures, grounds for suspension and expulsion, minimum/maximum number of consecutive days of suspension, notification process to parents of suspension, reasons for suspension, appeal process, length of suspension, and provision for student's education while suspended (if applicable). SDGVA due process, suspension and expulsions procedures are as follows:

A student may be suspended or expelled for any of the acts enumerated in this section and related to school activity or school attendance that occur at any time, including, but not limited to, any of the following:

- While on school grounds
- While going to or coming from school
- During the lunch period whether on or off the campus
- During, or while going to or coming from, a school-sponsored activity

Reasons for Expulsion: These five areas may be recommended for expulsion to the board per Education Code and SDGVA Charter. Students may be expelled, pending board decision, from SDGVA for any of the following reasons as specified in the California Education Code section 48915:

- Causing serious physical injury to another person
- Possession of any firearm, knife, explosive, or other dangerous object
- Unlawful possession of any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind
- Robbery or extortion
- Assault, battery or threat upon any school employee (physical, verbal or written)

SDGVA may suspend a student for any of the following reasons as specified in the California Education Code section 48900. Other offenses that could lead to Suspension or Expulsion depending on severity or number of occurrences are as follows: (This is not a complete list and cannot account for all possible Suspendable or Expellable offenses and is subject to change without notice and is reviewed by the Administration annually).

- Causing physical injury to another person
- Destroying or stealing property
- Verbal or written threat to cause injury to student or SDGVA staff
- Sexual Harassment (verbal or written)
- Bring weapons to campus
- Gang affiliation
- Deliberate disruption of class
- Bullying, intimidating, harassing of anyone which includes; discrimination & hate language (gender, sexual orientation, race, religion, and age)
- Cyber Bullying
- Refusal to follow school rules or adult direction
- Profanity or/and inappropriate gestures or being disrespectful to others
- Vandalism
- Exposing oneself or improper touching

Due Process for Suspension at SDGVA begins with:

1. Reporting the incident to a teacher or staff member.
2. At this time the student(s) involved may be sent home while investigation is taking place, if incident involves an action from the possible or automatic suspension or expulsion list, the student(s) involved will be sent home until final investigation is complete and a decision has been made. Work will be provided until an investigation and decision has been made.
3. Evidence is collected within a reasonable timeframe and the Executive Director, or designee, will make a decision and written notification will be sent home or mailed to address on file and placed into the students CUME.
4. At that time a Manifestation Determination will be made for students in Special Education. (See section below regarding Special Education Students)
5. Legal parent or guardian has 5 days to respond to letter and ask for an appeal addressed to the Executive Director, or designee. If no appeal is requested the decision is final and accepted.
6. If the legal parent or guardian requests an appeal it must be in writing, signed by legal parent or guardian and received by the front office by 4:00 pm before the 5-day period elapses addressed to the Executive Director, or designee.
7. The Executive Director, or designee will make a decision within 15 working days after request for appeal has been made.
8. The Executive Director, or designee decision is final.

Due Process for Expulsion at SDGVA begins with:

1. Reporting the incident to a teacher or staff member.
2. At this time the student(s) involved could be sent home while investigation is taking place, if incident involves an action from the possible or automatic suspension or expulsion list, the student(s) involved will be sent home until an investigation and final decision has been made. Work will be provided until decision has been made.
3. Evidence is collected within a reasonable timeframe and the Executive Director, or designee, will make a decision and a letter will be mailed to address on file.
4. At that time a Manifestation Determination will be made for students in Special Education. (See section below regarding Special Education Students)
5. Legal parent or guardian has 5 days to respond to letter and ask for an appeal addressed to the Executive Director, or designee. If no appeal is requested the decision is final and accepted.
6. If the legal parent or guardian requests an appeal it must be in writing, signed by legal parent or guardian and received by the front office by 4:00 pm before the 5-day period elapses addressed to the Executive Director, or designee.

7. The Executive Director, or designee, will act as a Hearing Officer for appeal.
8. The hearing will take place within 15 working days after request for appeal has been made. SDGVA will make every effort to expedite hearing date.
9. Both parties will present their case to the Hearing Officer.
10. Attendance is limited to legal parent(s) or guardian, student, Executive Director (or investigating officers) are to be present. This is not a court of law and lawyers, advocates, other relatives, and any other parties not directly associated with the school or incident are not allowed to attend. This is a closed meeting.
9. Both parties must disclose who will be present at hearing prior to the hearing no later than 72 hours and what evidence will be given.
10. Hearing process and details:
 - a. This hearing is confidential
 - b. This hearing is not a courtroom
 - c. No recordings of hearing
11. Hearing Officer Presides
 - a. SDGVA investigation officer presents report
 - i. Evidence:
 1. Reports taken by investigating officer during investigation
 2. Documents (such as, photos, attendance or referral slips)
 - b. Student representative (Legal parent or guardian) responds to report
 - c. Hearing Officer asks questions to investigating officer and student(s) involved
 - d. Hearing Officer makes a recommendation in a summary report to the School Board
 - e. No decision is made in Hearing
12. The Hearing Officer makes a recommendation in a summary report to the SDGVA School Board.
13. SDGVA School Board will make final decision in a closed session (student, parent and/or guardians are not allowed in closed session)
14. SDGVA School Board will report out decision- per Brown Act.
15. This decision is final.
16. If student is expelled, a letter will be sent to district of residence, particularly if the offense is considered 'high-level', such as use of a firearm, assault or drugs.

SDGVA is a public charter school and a school of choice. Students who engage in prohibited misconduct as described in charter petition (section V-D), or do not meet the code of conduct and expectation requirements of this student handbook may be expelled.

Since SDGVA is a choice charter school and SDGVA has their own 'Due Process' procedure SDGVA will not be required to:

1. Have a special readmission policy for expelled students
2. Limited to Ed Code grounds for expulsion
3. Create Rehabilitation plans
4. Conduct Administrative panel hearings
5. Have a Multi-level appeals process.
6. SDGVA does not accept students who were expelled explicitly for the serious offenses listed in Ed Code 48915.

Suspension and Expulsion of Special Education Students

A student identified as an individual with disabilities or for whom SDGVA has a basis of knowledge of a suspected disability, pursuant to the Individuals with Disabilities in Education Improvement Act (IDEA), 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. SDGVA will follow the Manifestation Determination Review Process. SDGVA will follow Section 504, the IDEA, the Americans with Disabilities Act of 1990 (ADA) and all applicable federal and state laws when imposing any form of discipline on a student identified as an individual with disabilities or for whom SDGVA 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.

Complaint Procedure

Any form(s) required to process a Complaint Procedure may be found online at SDGVA's website (www.sdgva.org) or requested in hard copy format from our main office.

SDGVA Complaint Procedure

Concerns such as hiring and evaluation of staff, classroom assignments, pupil advancement and retention, selection/provision of textbooks and materials, pupil discipline, provision of core curricula subjects, facilities, graduation requirements, homework policies and practices, use of general education funds, and dress codes and school uniforms can be addressed by the school.

Please complete the following steps in consecutive order to declare your complaints:

1. **Teacher**

Parents/guardians should contact the teacher with any complaints and concerns as listed above. You may contact your teacher via Class Dojo, official SDGVA email account or request to meet in person either 30 minutes before/after regular school hours (8am to 2:30pm)

2. **Administrator**

If the situation cannot be resolved by the teacher, please contact Administration via official SDGVA email account or request to meet in person. Administration reserves the right to conduct an investigation into the concern. This may include interviewing teacher(s), students and/or staff.

3. **Executive Director**

If the teacher and a site administrator could not resolve your complaint to satisfaction, please contact our Executive Director via Class Dojo, official SDGVA email account or request to meet in person. The Executive Director reserves the right to conduct an investigation into the concern. This may include interviewing teacher(s), students and/or staff.

4. **Board of Directors**

If the Executive Director could not resolve your complaint to satisfaction, please complete the "SDGVA Complaint Form" as found online at SDGVA website (www.sdgva.org) or request a hard copy form from the main office during regular work hours. Please submit a completed form to the Executive Director. This completed form will be given to the Board of Directors. You will receive communication of receipt from a member of the Board of Directors. The Board of Directors reserves the right to conduct an investigation into the concern. This may include interviewing teacher(s), students and/or staff.

General Requirements

1. **Confidentiality:** All complainants will be notified that information obtained from the complainants and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.

2. **Non-Retaliation:** All complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.

3. **Resolution:** The Board (if a complaint is about the Executive Director) or the Executive Director or designee will investigate complaints appropriately under the circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

ACCEPTABLE USE POLICY (COMPUTERS/TECHNOLOGY)

Technology Access

- Electronic mail (e-mail) communication

- Information, online databases and news from a variety of sources and research institutions
- School provided software and public domain/shareware software of all types
- Discussion groups on a wide-variety of topics
- Variety of web-based and software programs to publish content to the web
- Collaborative web-based programs for the purpose of project based learning
- Online courses and curriculum, academic software and electronic learning resources

Responsibilities

San Diego Global Vision Academy has taken reasonable precautions to restrict access to “harmful matter” and to materials that do not support approved educational objectives. “Harmful matter” refers to material that, taken as a whole by the average person applying contemporary statewide standards, describes in an offensive way material that lacks serious literary, artistic, political or scientific value for minors. (Penal Code, section 313) The teacher and staff will choose resources on the internet that are appropriate for classroom instruction and/or research for the needs, maturity, and ability of their students. San Diego Global Vision Academy takes no responsibility for the accuracy or quality of information from Internet sources. Use of any information obtained through the Internet is at the user’s risk.

Acceptable Use

The purpose for students having access to the Internet is to enhance teaching and learning by providing access to 21st Century tools and resources as well as online instruction. Use of another organization’s data networks (e.g. Cell Phone Carriers) or computing resources must comply with rules of that network as well as School User policies.

Prohibited Uses

Transmission of any material in violation of any federal or state law, and school policy is prohibited. This includes, but is not limited to, the distribution of:

1. Bullying by using information and communication technologies (cyber-bullying);
2. Defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material;
3. Advertisements, solicitations, commercial ventures or political lobbying;
4. Information that encourages the use of controlled substances or the use of the system for the purpose of inciting crime;
5. Material that violates copyright laws. (District Procedure 7038)
6. Vandalism, unauthorized access, “hacking,” or tampering with hardware or software, including introducing “viruses” or accessing other students accounts, is strictly prohibited (Penal Code, Section 502).

Warning: Inappropriate use may result in the cancellation of network privileges. The site system administrator(s) or school security administrator may close an account at any time deemed necessary. Depending on the seriousness of the offense, any combination of the following policies/procedures will be enforced:

Technology Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The administration, teachers and/or staff may request the site system administrator or school security administrator to deny, revoke or suspend specific user access.

Network Rules and Etiquette

The use of the Internet requires that students abide by school rules of network use and etiquette. These include, but are not limited to, the following:

1. Be polite. Do not send abusive messages to anyone.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden. Note: E- mail and web-based programs are not

private and are subject to review by staff. People who operate the system have access to all mail.

Messages relating to, or in support of, illegal activities must be reported to appropriate authorities.

3. **Maintain privacy.** Do not reveal the personal address, phone numbers, personal websites or images of yourself or other persons. Before publishing a student's picture, first name, or work on the Internet, the school must have on file a parent release authorizing publication.
4. **Cyber-bullying is considered harassment.** Refer to The Policy Against Harassment & Discrimination.
5. **Respect copyrights.** All communications and information accessible via the network are assumed to be the property of the author and should not be reused without his/her permission.
6. **Do not disrupt the network.**

Google Apps for Education

SDGVA encourages the use of student K-12 Google Apps accounts as an effective and efficient way to improve communication between students and faculty. The primary purpose of student Google Apps is to support teaching and learning.

1. **Google Apps Accounts**
 - a. All students will be assigned an @sdgva.net student Google Apps account.
2. **Restrictions**
 - a. Students will not be allowed to send an email to any domain/address other than @sdgva.net
 - b. Students will not be allowed to access age restricted content i.e. Google+

Personally Identifiable Information (CIPA Compliance)

SDGVA teachers use a variety of websites and applications that require the creation of student accounts which may include a student's first and last initial. Other than the use of a student's first name and last initial, SDGVA ensures that unauthorized disclosure, use, and dissemination of personal information is restricted. The following accounts used by SDGVA teachers include: Class Dojo, iXL, PowerMyLearning, and Typing Agent.

Cyber-Bullying

Cyberbullying is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner. Staff and students will refrain from using personal communication devices or district property to cyber-bully one another. Cyber-bullying may include but is not limited to: a. Spreading information or pictures to embarrass; b. Heated unequal argument online that includes making rude, insulting or vulgar remarks; c. Isolating an individual from his or her peer group; d. Using someone else's screen name and pretending to be that person; e. Forwarding information or pictures meant to be private.

Vandalism

Vandalism will result in cancellation of privileges. This includes, but is not limited to, the uploading or creation of computer viruses, intentional and unintentional damage, theft, and destruction of technology equipment and any interference in the school operations (i.e. Network). Replace costs, including but not limited to labor, disposal, legal fees and equipment costs will be responsible of the parent or legal guardian of the parties involved.

COMMUNICATIONS

Communication Methods

- **SDGVA Text Alert** – All families should register for the SDGVA text alert. The school utilizes this program to notify you of school closures, holidays, events and EMERGENCY INFORMATION. Please contact the front office for details.
- **Urgent items need to go through the front office** – email is not always checked throughout the day. As the fastest communication method available to the entire school, we strongly encourage all families to sign-up and participate on the SDGVA Facebook page and SDGVA website.

- Facebook: <http://www.facebook.com/sdgva>
- E-Mail: The staff at SDGVA has access to e-mail, but may not respond for up to 24 hours. Please do not send excessive email – this is a privilege and can be removed if abused.
- Website: The SDGVA web-site <http://www.sdgva.org> has general information regarding the school and links to the Facebook page.
- Class Dojo: Teachers regularly update info about their specific class and send out messages to parents.

Communications Guidelines

Open Communications: We all recognize the importance of open, productive, and effective communication to healthy working and personal relationships. The SDGVA community values and encourages discussion about issues that relate to our school. Many of these issues are complex; questioning assumptions and voicing dissent is an important part of improving our school.

Effective ways to use technology to facilitate the exchange of ideas at SDGVA:

- We limit teaching staff time to access email and cell phones during the day to ensure student safety is our top priority. You should not expect to be able to reach your child's teacher directly during school hours 8am-2:30pm.
- You *may* expect a return of communication within 24 hours reasonably between 4pm - 7pm.
- Emailing, texting, social media sites, and voicemails need to be appropriately used in regards to student information.
- SDGVA reserves the right to remove the privilege of communication between you and your child's teacher for any reason.
- If privileges of communication are suspended or removed indefinitely between you and your child's teacher you will only be permitted to communicate with our Executive Director regarding your child's academic and behavior updates.
- If you ever need to reach your child's teacher for an emergency situation you need to contact our main office at (619) 600-5321.
- Your child's teacher is not required to respond to any phone call/texts or emails during school hours.
- The school will make every effort to meet with families that need immediate assistance in crisis situations.
- Parent Teacher Conferences are scheduled times to discuss student achievement.
- Open House/Back to School Night is scheduled for parents to visit classrooms and understand classroom expectations.
- It is not appropriate to talk to your child's teacher during pick-up or drop-off time about any student or school needs. Teachers are instructed to re-direct parents, since they are on duty watching over students and their safety.
- If you have a matter that needs to be discussed immediately you must park your car in a legal parking spot and make an appointment to meet with the Executive Director.
- If at any time a parent or guardian uses a threatening tone, gesture or words, leaves a threatening voicemail or sends an email that is considered hostile verbally or physically, or uses profanity towards any staff member and/or around students, they will be asked to leave campus immediately.
- In addition, under Education Code Section 44811, Disruptive behavior, such that, it unreasonably interferes with the work of school staff, provides legal basis to direct the person to leave campus, subject to criminal penalties under California Penal Code Sections 626.4 and 626.7. In addition, under Education Code Section 44811, disruption by a parent, guardian or other person on school grounds or at a school-sponsored activity is also punishable and your right to return to the school site may be limited.

Conferences & Teacher Meetings

A parent-teacher conference is a short meeting or conference between parents/guardians and a child's teacher to discuss their progress at school and find solutions to academic or behavioral problems. As a charter school, SDGVA encourages parents/guardians to attend conferences in person but will try any other form of communication including phone, email or via online grading systems. There is no legal requirement for teachers to meet with or communicate with parents/guardians outside of these bi-annual parent-teacher

conferences. It is customary at SDGVA that administration may attend parent-teacher conferences as well. Staff will make reasonable efforts to reschedule missed appointments but it is not required. Parents and guardians will receive reports card triannually.

PARENT/GUARDIAN CODE OF CONDUCT

Relationship to the Administration and Staff

The parents/guardians of children enrolled at San Diego Global Vision Academy (SDGVA) play an essential role in the academic program. Not only are parents/guardians necessary partners in educating their child(ren), they support SDGVA through volunteer activities, educational activities and social events.

When parents/guardians choose to enroll their child(ren) in SDGVA, they agree to subscribe to its mission & vision, follow its rules, participate in the adopted programs and curriculum and abide by its decisions. Importantly, parents and all personnel must be guided by an ethic of mutual respect. Parents/Guardians should remain informed about their child(ren)'s academic and behavior development in a reasonable manner as determined by the communication policies and procedures of SDGVA.

SDGVA requires parents/guardians to conduct themselves at all times in a manner consistent with decency, courtesy and respect. One of the goals of SDGVA is to provide an appropriate environment in which a student can grow, learn and develop. This environment includes a calm and positive work environment where teachers can teach and support staff can conduct the business of a school district. Achieving this ideal environment is not only the responsibility of the employees of SDGVA but also of each and every parent/guardian or adult who enters the learning environments (Main site or Adams site).

Parents/Guardians who violate the SDGVA Parent/Guardian Code of Conduct, will be asked to leave campus and will not be permitted on SDGVA property for 48 hours, and can be charged with a misdemeanor and fined (EC 32210). At no time should a parent/guardian discuss SDGVA business, staffing concerns or policy concerns openly in front of the children. Please make an appointment with appropriate staff member.

Threatening of SDGVA Employees, Children, Other Parents/Guardians

Threatening of any kind will not be tolerated. All threats will be taken seriously and reported to the appropriate authorities for prosecution. Parents must be responsible for and in control of their behavior at all times. If you are asked to leave the campus by an SDGVA employee, Director or designee, you must leave the campus immediately (EC 32211).

Physical/Verbal Punishment of Your Child(ren) or other Child(ren) at SDGVA

While SDGVA does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the learning environment on site. While verbal reprimands may be appropriate, it is never appropriate for a parent/guardian to verbally abuse a child. Doing so may cause undue embarrassment or emotional distress. Parents/guardians are always welcome to discuss a behavior with a teacher or Executive Director and to seek advice and guidance regarding appropriate and effective disciplinary procedures. Any solicited recommendations provided by teacher(s) and/or Executive Director are the professional *opinions* of those in public service of child(ren) and are only recommendations.

Parents/Guardians are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own or physically punish another parents/guardians child. If parents/guardians should witness another parent or guardian in an inappropriate manner, or are concerned about behavior reported to them by their own child, it is appropriate for the parents to direct their concerns to the classroom teacher and/or the Executive Director.

Furthermore, it is wholly inappropriate for one parent/guardian to seek out another parent/guardian to discuss their child's inappropriate behavior. Behavior concerns should be brought to the classroom teacher or Executive Director's attention. At that point, the teacher and/or Executive Director will address the issue with

the other parent/guardian. Although you may be curious as to the outcome of such a discussion, teachers and/or the Executive Director are strictly prohibited from discussing anything about another child with you. All children enrolled in SDGVA have privacy rights and are further protected by the Family Education Rights and Protection Act (FERPA) and SDGVA follows the SDGVA Board Approved Public Records Act. You may be assured that we will not discuss anything about your child with another parent/guardian or adult visiting SDGVA.

Smoking at SDGVA

For the health of all SDGVA employees, children and others, smoking is prohibited anywhere on SDGVA property.

Violations Safety Procedures

Parents/Guardians are required to follow safety procedures at all times. These procedures are designed to protect the welfare and best interest of the employees, children, and others at the SDGVA. Please be particularly mindful of exit and entrance procedures. We all like to be polite; however, we need to be careful not to allow unauthorized individuals into SDGVA. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful when you are on site. Immediately report any unusual activity or person(s) to the nearest SDGVA employee and ask the information to be reported to the front office.

Violations of the Code of Conduct

SDGVA takes very seriously the responsibility of maintaining the confidentiality of all persons associated with SDGVA. Parents/Guardians must understand the implications of this responsibility. Any parent/guardian who shares any information considered to be confidential and/or pressures SDGVA employees or other parents/guardians for information that it is not necessary for them to know, will be considered to be in violation of this policy and FERPA. Please do not inquire as to whether an absent child is out due to illness or about the behavior consequences afforded a child.

CERTIFICATE OF RECEIPT AND UNDERSTANDING

I hereby acknowledge receipt of the 2017-18 Parent-Student Handbook, and further acknowledge I have read and agree to abide by the guidelines and information presented in this document. I also understand that the SDGVA reserves the right to change procedures outlined in this handbook as deemed necessary. Any necessary changes to the handbook will be posted to the school's website.

I, _____ (name of Parent or legal guardian) have read this entire parent and student handbook. I have had the opportunity to ask questions. I understand, agree to abide by the contents of this handbook and SDGVA Code of Conduct. I understand that SDGVA is a school of choice and I have chosen to attend school here. SDGVA is a charter school that develops and adopts its own policies that may or may not be a part of Education Code, except for the Education Code requirements outlined in the California Charter School Act of 1992.

I understand, agreed to and will abide by the contents and SDGVA Code of Conduct. I understand that SDGVA is a school of choice and I have chosen to send my student here.

Parent/Guardian Name Printed: _____

Parent/Guardian Signature: _____

Date: _____

Student Signature: _____

Date: _____

Student Signature: _____

Date: _____

Student Signature: _____

Date: _____

Student Signature: _____

Date: _____

Thank you!