



Visalia Adult School Policies & Procedures

Attendance and Tardies:

Students are expected to arrive on time and to attend class on a regular basis. It is important to notify your teacher by contacting the teacher by phone, text, or e-mail if you are absent. Students with excessive absences may be dropped.

Maintaining a Safe and Secure Environment

- 1) The use of tobacco, alcohol or drugs is prohibited on all school campuses by State law and Board Policy.
- 2) Weapons of any kind, including attire that could be used as a weapon are prohibited.
- 3) **Students are expected to follow VUSD dress code.**
- 4) Displaying apparel or accessories that are viewed as indicators of gang affiliation are not to be worn, including insignias, signs, and tattoos.

Behavior Expectations:

- 1) Be on time and prepared every day.
- 2) Respect the rights and property of others.
- 3) Respect the authority of the teacher.
- 4) Do not disrupt the learning of others or a teacher's ability to teach.
- 5) Do not bring food or drink into classrooms. Bottled water is okay.
- 6) Do not use obscene or vulgar language.
- 7) Follow the laws and ordinances of the City of Visalia and the State of California.

Consequences for Violations:

- 1) *Warning*
- 2) *Conference with the teacher to sign/review class expectations/syllabus*
- 3) *Conference with school administrator.*
- 4) *May be dropped from Adult School classes.*

Transcript verifications and evaluations:

To ensure compliance with program-specific prerequisites, the following procedures govern the submission and evaluation of academic records:

1) Mandatory Documentation

Enrollment in various programs is contingent upon the receipt of official academic transcripts.

Submission Deadline: For specific programs, official records must be submitted and processed prior to formal enrollment.

Delivery Methods: To be considered "Official," transcripts must be delivered via one of the following methods:

- **Electronic (Preferred):** Emailed directly from the issuing institution to vasinfo@vusd.org.
- **Physical Mail/Drop-off:** Delivered to the Student Services Office in the original, unopened, school-sealed envelope.

Note: Transcripts submitted in an open envelope or forwarded by the student via email are considered unofficial and will not satisfy enrollment requirements.

2) International Educational Records

Students seeking admission to programs requiring a high school diploma or its equivalent—who hold educational records from institutions outside of the United States—must adhere to the following:

- a. **Student Responsibility:** It is the sole responsibility of the student to obtain a formal evaluation of their foreign credentials. Formal evaluations may be emailed to vasinfo@vusd.org. **Records submitted in an open envelope or forwarded by the student via email are considered unofficial and will not satisfy enrollment requirements.**
- b. **Eligibility Standards:** The evaluation must verify that the record meets the minimum educational eligibility requirements for the selected program.
- c. **Approved Resources:** For a list of authorized evaluation services and additional guidance, students should consult the school's official website: [Foreign Transcript Evaluation Information](#)

Students with Disabilities

Visalia Adult School makes every effort to arrange services and accommodations for any student with a documented disability. Students should make an appointment in the Visalia Adult School Student Services Office (730-7646) to meet with a counselor in order to arrange accommodations in the classroom.

Refund Policy

Registration fees will be refunded if student drops the course prior to the first day of class or if the class is canceled. **Fees are non-transferable.** Credit card reimbursements; allow for 4-6 business days.

Mobile Communication Devices (BP 5131(b))

Students may possess or use mobile communication devices, including but not limited to, a cell phone, smart watch, pager, or other mobile communication device, while on campus or at school-sponsored activities provided that such devices do not disrupt the educational program or school activity. Mobile communication devices shall be turned off during class time and at any other time directed by a district employee. Such devices are considered personal property. Students possess these items at school entirely at their own risk. The school or district is not responsible for lost, stolen, or damaged devices.

No student shall be prohibited from possessing or using a mobile communication device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes. Devices are subject to search of content if used in violation of Conduct Code, Education Code, or have information in them regarding Education Code/Conduct Code violations. (Education Code 48901.5)

STUDENT USE OF TECHNOLOGY (BP 6163.4)

The Governing Board recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. In addition, electronic resources foster workplace skills that may be transferable to new technologies. Every reasonable effort shall be made to provide safe access to technological resources throughout the District's schools and classes and

that students use technology at school in a responsible and proper manner.

Before a student is authorized to use the District's technological resources, the student shall sign and return the Acceptable Use Agreement specifying user obligations and responsibilities. Student users of District technology shall have no expectation of privacy and understand that District staff may monitor or examine all system activities to ensure safe, responsible, and proper use of the system.

Students are authorized to use District equipment to access the Internet or other online services in accordance with Acceptable Use Agreement and/or Board Policy and Administrative Regulation 6163.4. Students who fail to abide by the Acceptable Use Agreement and/or Board Policy and Administrative Regulation 6163.4 may be subject to disciplinary strategies, revocation of the right to use technological resources, and/or legal action, as appropriate.

Technological Resources – Internet Definition and Usage Risks

The Internet is one technological resource that students may have access to as part of the educational process. As technology and culture changes, so does the Internet. What it looks like today is not necessarily what it will look like tomorrow. There are some risks involved when students are allowed to access the Internet. Known risks are as follows:

- 1) Websites that contain inappropriate content (like pornography, alcohol or drugs) for students or contain content that doesn't agree with one's views or beliefs (like politics, religion, or hate).
- 2) Websites that could lead to contact with undesirable persons.

The District cannot guarantee that a student will never access sites such as those mentioned above, but will minimize the likelihood of occurrence by the following:

- 1) Using electronic filtering to block access to age-inappropriate content or sites without educational value;
- 2) Reasonably supervising student activities during student use;
- 3) Using technology through guided lessons;
- 4) Monitoring use of District's systems for improper use without advance notice or consent; and,
- 5) Regularly reviewing practices for improvement

REMINDERS AND GUIDELINES FOR SAFE AND EFFECTIVE TECHNOLOGY USE

- 1) Use appropriate language in your electronic communication. Remember that you are a representative of not only yourself, but also your school and community on a publicly accessible system. You may be alone with your computer, but what you say and do could be viewed globally.
- 2) Digital communications are never truly deleted. Know that everything that you put out on the Internet or other electronic systems is kept indefinitely – even after you hit the 'delete' button – and can be reviewed.
- 3) Remember that sharing personal information with strangers can result in unsafe conditions and unwanted intrusions of your privacy.
- 4) Take care of technology equipment and resources so it is in good condition and ready for

- other students. Use proper handling and storage methods.
- 5) Use accurate and descriptive titles for your documents and communication. Tell people what it is about before they read it.
 - 6) Target your communications appropriately. Use the appropriate audience for your message, not the widest.
 - 7) Be brief and to the point with your communication. Shorter messages are more often read completely and understood better.
 - 8) Make sure your documents and communication use correct spelling and grammar. Forgive the spelling and grammatical errors of others.
 - 9) Remember that humor and satire are often misinterpreted.
 - 10) Cite references for facts you present.
 - 11) Remember that we all make mistakes. Don't attack other's writing; persuade them with facts.

VISALIA UNIFIED POLICIES

Student Harassment, Discrimination & Bullying

(Prohibited by Law and by District Board Policy 5131.2, 5145.3, 5145.7 and 5145.9)

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the District's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any District school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. Any individual who believes that his or her rights are being violated or that he or she is being discriminated against should immediately contact the principal or designee. If the situation is not promptly remedied at the site level, a complaint can be filed in accordance with administrative regulations by contacting the office of the Area Superintendents at 730-7515.

Privacy Notice and Student Consent

In accordance with local, State and Federal requirements, information is collected about our student population to evaluate program effectiveness, community needs, etc. Students have a specific right not to share their social security number (SSN) in the collection of that data.

The Governing Board recognizes the importance of maintaining the confidentiality of directory information and therefore, authorizes the release of such information only in accordance with the law, Board Policy, and Administrative Regulations.

The Superintendent or designee may authorize the release of student directory information to representatives of the news media, employers, prospective employers or nonprofit organizations as provided by law. Colleges and military recruiters shall have access to student's name, address, and telephone number upon request, unless student has specified in writing that the information shall not be released without prior consent.

I have read agreed to follow the Visalia Adult School Policies and Procedures. By checking the box on the registration screen and/or signing below. You confirm that you have read the policies and procedures for the school.

Print Student Name: _____

Today's Date: _____



UNIFORM COMPLAINT PROCEDURES

The Board of Education recognizes that the district has primary responsibility for ensuring that it complies with applicable state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve complaints at the local level. The district shall follow the Uniform Complaint Procedures (UCP) when addressing complaints alleging:

Unlawful discrimination, harassment, intimidation, and bullying in all district educational programs, activities, or employment on the basis and/ or association with a person or group with one or more of these actual or perceived characteristics of age, ancestry, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, parental, pregnancy, family or marital status; or failure to comply with state and/or federal laws in adult education, consolidated categorical programs, vocational education, and special education programs. The District's policy of nondiscrimination applies to all acts related to school activity or school attendance occurring within a school under the jurisdiction of the District, and to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the District.

The Board acknowledges and respects student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis. Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. (5 CCR 4630)

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

VUSD Compliance Officers

The Board of Education designates the superintendent or designee to receive and investigate complaints and ensure district compliance with law. If parents or community members have a concern or would like to file a complaint, please contact the following staff in the area of concern:

5000 West Cypress Ave,
Visalia, CA 93277 | (559) 730-7300

- Visalia Adult School, Assistant Principal
- Visalia Adult School, Principal
- Assistant Superintendent, Educational Services (Adult Basic Education, Consolidated Categorical Aid Programs, Migrant Education, Career Technical Education)
- Chief Operations Officer (Child Nutrition Programs)
- Assistant Superintendent, Human Resources (Personnel)
- Administrator, Equity and Student Services (Title X Coordinator)
- Administrator, Special Education (Special Education)

NOTIFICATIONS

Students and parents or guardians will receive their annual UCP notice through distribution of our district's annual notification of District Information Directory, and through a UCP flier that will be translated into appropriate second language groups.

Certificated and classified employees will receive their annual notification through their respective handbooks that are reviewed at the first staff meeting of the year. Copies of the local educational agency complaint procedures shall be available free of charge.

PROCEDURES

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs.

Compliance officers shall maintain a record of each complaint as required for compliance with the California Code of Regulations, Title 5, Section 4632.

STEP 1: FILING OF COMPLAINT

Any individual, public agency, or organization may file a written complaint of alleged noncompliance by the district. (See complaint form on the following Page) The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

STEP 2: MEDIATION

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. The superintendent shall ensure that the mediation results are consistent with state and federal law regulations. The use of mediation shall not extend the district's time lines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time (5 CCR 4631)

STEP 3: INVESTIGATION OF COMPLAINT

The compliance officer shall hold an investigative meeting within 10 business days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representatives to repeat the complaint orally. The complainant and/or his/her representative and the district's representatives shall also have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses. (5 CCR 4631)

STEP 4: DISTRICT RESPONSE

Within 60 calendar days of receiving the complaint, the compliance officer shall prepare and send the complainant a written report of the District's investigation and decision as described in Step 5 below. If the complainant is dissatisfied with the compliance officer's decision, he/ she may, within five days, file his/her complaint in writing with the Board. If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initially receiving the complaint or within the time period that has been specified in a written agreement with the complainant. (5CCR 4631)

STEP 5: FINAL WRITTEN DECISION

Complainant will receive the final written decision within 60 days of filing the complaint. The report shall include notice of the complainant's right to appeal, within 30 calendar days, the decision to the California Department of Education, and procedures to be followed for initiating such an appeal. (5 CCR 4631)

APPEALS TO THE CALIFORNIA DEPARTMENT OF EDUCATION

If dissatisfied with the district's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district's decision and must include a copy of the locally filed complaint and a copy of the district decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. (5 CCR 4652)

CIVIL REMEDIES

Nothing in this policy precludes a complainant from pursuing available civil law remedies outside of the district's complaint procedures. Such remedies may include mediation centers, public/private interest attorneys, injunctions, restraining orders, etc. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief, and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint. For assistance, you may contact:

Tulare County Office of Education
Legal Services Department
UCP Specialist - (559) 733-6306
Legal Aid - (559) 733-8770

REFERRING COMPLAINTS TO OTHER APPROPRIATE STATE OR FEDERAL AGENCIES

The following complaints shall be referred to the specific agencies for appropriate resolution and are not subject to local and Department complaint procedures set forth unless these procedures are made applicable by separate interagency agreements:

American Civil Liberties Act 504: Office for Civil Rights

Child Abuse: Department of Social Services, Protective Services Division, or Sheriff's Department

Health and Safety/Child Development: Department of Social Services

General Education: Visalia Unified School District

Discrimination/Nutrition Services: U.S. Secretary of Agriculture, U.S. Department of Agriculture,

Western Region Employment Discrimination: Department of Fair Employment and Housing

Fraud: California Department of Education Directors of Legal Counsel

BASIS FOR DIRECT STATE DEPARTMENT OF EDUCATION INTERVENTION

1. The Superintendent of Public Instruction shall directly intervene when:
2. The local agency fails to comply with complaint procedures;
3. Discrimination is alleged and/or there is indication of immediate loss of benefits such as education or employment for students;
4. The complainant requests anonymity and has proven retaliation;

5. The local agency fails to implement the final decision resulting from a local investigative or meditative process:
6. The local agency fails to respond to the complaint within 60 days;
7. For special education issues:
 - a) The public agency (other than the LEA)
 - i. Fails/refuses to follow provisions for free, appropriate public education
 - ii. Fails to comply with due process procedures
 - b) The complainant alleges that a student is not receiving services specified in the student's IEP
 - c) Violation of federal law governing Special Education

I have read and reviewed the Uniform Complaint Procedures. By checking the box on the registration screen and/or signing below. You confirm that you have read this Uniform Complaint Procedures.

Print Student Name: _____

Student Signature: _____

Today's Date: _____