



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.