

- 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: _____