Venture Academy Family of Schools

School Handbook

2026 – 2027

Our Academies

APEX	Mavericks
BrainworX	AGORA
DeltaVISTA	Durham Ferry
Excel	TEACH!
Foundations	Ventureland
ImagineIT	VISA

2829 Transworld Drive
Stockton, CA 95206
www.vamustangs.net

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Welcome

Venture Academy Family of Schools (VA) welcomes you!

We encourage you to explore the many pathways to learning available at Venture Academy (VA). Whether your child attends a Modified Daily Attendance (MDA) academy or participates in Home Study, you will find that, with the support of a VA teacher, each student has the ability to individualize his or her educational plan while fulfilling core academic requirements.

Vision & Mission Statement

The mission of Venture Academy is to awaken the imagination, passion, dreams and curiosity of TK through 12 students by providing rich, standards-based educational opportunities for those who seek innovative, non-traditional approaches to learning. Our students will become literate, lifelong learners empowered to embrace challenges, think critically, play passionately, live responsibly and imagine possibilities.

Schoolwide Learner Outcomes (SLOs)

Schoolwide Learner Outcomes are what each student should know, understand and be able to do upon exit from the school, or by the time the student completes the planned program. VA students will:

Embrace challenges
Students may demonstrate this by (but are not limited to):

- **Identifying and reflecting on challenges**
- **Identifying tools and talents**
- **Developing and implementing a plan of action**

Think critically
Students may demonstrate this by (but are not limited to):

- **Evaluating and applying knowledge/skills in a variety of situations and contexts**
- **Acquiring knowledge necessary to form an educated opinion**

Live responsibly
Students may demonstrate this by (but are not limited to):

- **Exhibiting and making healthy lifestyle choices**
- **Identifying community needs**
- **Serving the community**

Play passionately
Students may demonstrate this by (but are not limited to):

- **Playing to learn**
- **Learning to play**
- **Balancing lives (work and play)**
- **Exploring the connection between passion and work**

Learn infinitely
Students may demonstrate this by (but are not limited to):

- **Realizing the world is a classroom**
- **Demonstrating continuous progress toward mastery of a core body of knowledge**
- **Initiating and facilitating their own learning**

Imagine possibilities…

Title I School-Level Parent and Family Engagement Policy

Approved March 10, 2026

2.0 Joint Development of the Parent Engagement Policy

With approval from the San Joaquin County Office of Education cabinet, Venture Academy has jointly developed with, and distributed to, parents and family members of participating children a written parent and family engagement policy, agreed upon by such parents, and updated periodically to meet the changing needs of parents and the school. (*EC* Section 11503; 20 United States Code [U.S.C.] Section [§] 6318[b][1-4])

Annual revision of the Local Control and Accountability Plan, which is used as the School Plan for Student Achievement, including the comprehensive needs assessment, leading to the review/revision of the School's Parent Engagement Policy and School-Parent Compact by May of each year. **The Advisory School Council, which serves as the School Site Council, and English Learner Advisory Committee shall review and revise as necessary the next school year's Parent Involvement Policy by May of the previous school year.** **The school distributes the parent and family engagement policy annually, via the student enrollment/re-enrollment process in PowerSchool and it is posted on the school's website.**

2.1 Involvement of Parents in the Title I Program

The school-level parent and family engagement policy shall describe the means for how Venture Academy shall carry out the following requirements: (20 U.S.C. § 6318[b][1])

a) The school convenes an annual meeting, at a convenient time, to which all parents of participating children shall be invited to attend and encouraged to attend, to inform parents and family members of their school's participation in the Title I program and to explain the requirements, and the right of the parents to be involved. (20 U.S.C. § 6318[*c*][1])

Venture Academy holds the annual title I parent meeting during the Orientations at the beginning of the school year. Families are provided information about the school and students' participation in Title I. The requirements of Title I, Part A are explained. Parents' rights to be involved as listed in the Title I, Part A, Section 1118 regulations are explained.

b) The school offers a flexible number of meetings, such as meetings in the morning or evening, and may provide, with Title I funds, transportation, childcare, or home visits, as such services relate to parental involvement. (20 U.S.C. § 6318[c][2])

Venture Academy offers various meetings throughout the year that include, but are not limited to: coffee with the counselors, back to school night, parent universities, information nights, ELAC, and Advisory School Council. The meetings are held at different times throughout the day in order to provide convenience for parents to attend.

c) The school involves parents in an organized,ongoing,and timely way, in the planning, review, and improvement of the school's Title I program, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan. (20 U.S.C. § 6318[c][3])

The Advisory School Council (ASC) meetings are held at least quarterly each year and are advertised by sending emails to all parents and they are listed on the school's website. ASC agendas are sent out in the email and are posted on the website.

d) The school provides parents of participating children with the following:

Timely information about the Title I program. (20 U.S.C. § 6318[c][4][A])

Information about the Title 1 program is shared at orientations at the beginning of the school year and is posted on the website.

Regular parent notices are sent out through email and phone calls, providing dates and times for events and meetings.

A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards. (20 U.S.C. § 6318[c][4][B])

The School Accountability Report Card and the Local Control and Accountability Plan, which is used as the School Plan for Student Achievement, are both posted on the school website. Hard copies are available in the school office.

Parent notices and related documents include the school's website URL.

During Orientations and Back-to-School Night, teachers inform parents about curriculum content, achievement standards, assessment results, and monitoring student progress.

If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible. (20 U.S.C. § 6318[c][4][C])

Venture Academy offers individual meetings with parents and teachers where parents participate in decisions relating to the education of their child. These meetings include, but are not limited to, parent/teacher conferences, individual meetings, student study team meetings, and Individualized Education Plan for students in Special Education.

Venture academy offers regularly scheduled parent meetings through ASC and ELAC. Parent participation and feedback is solicited at each of these scheduled meetings.

e) If the schoolwide program (SWP) plan is not satisfactory to the parents of participating children, the school submits any parent comments on the plan when the school makes the plan available to the local educational agency (LEA). (20 U.S.C. § 6318[c][5])

Venture Academy is a single-school LEA, therefore when parent comments are solicited by the school site, they are also received by the LEA.

2.2 Building Capacity for Involvement

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under Title I, Part A shall carry out the following requirements: (20 U.S.C. § 6318[e])

a) The school provides assistance to parents of children served by the school or LEA, as appropriate, in understanding such topics as the challenging state academic standards, state and local academic assessments, the requirements of Title I, Part A, and how to monitor a child's progress and work with educators to improve the achievement of their children. (20 U.S.C. § 6318[e][1])

Venture Academy provides assistance to parents in understanding the above topics in a variety of ways. Individual parent questions are responded to immediately and parents are offered opportunities to discuss these topics with the appropriate school staff member.

Venture Academy also covers these topics through a variety of other opportunities, including, but not limited to, orientations, back to school night, parent universities, coffee with the counselors, parent/teacher conferences and intervention meetings, and ASC and ELAC meetings.

b) The school provides materials and training to help parents work with their children to improve their children's achievement, as appropriate, to foster parental involvement. (20 U.S.C. § 6318[e][2])

Venture Academy uses learning management systems so parents have access to their child's instructional materials, grades, and progress. All parents are given access to these programs and provided training in using them during orientations, back to school night, parent universities, parent/teacher conferences and intervention meetings, and teacher/parent meetings.

ELAC meeting agendas focus on specific ways parents can work with their children in becoming proficient in English.

c) The school educates teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school. (20 U.S.C. § 6318[e][3])

Venture Academy values parent/school relationships and views parents as essential partners in the education of their students. Venture Academy has created a teacher of record role so that every student and parent has an assigned teacher as their point of contact at the school and that teacher oversees and supports each student's learning and progress. Venture Academy provides training to staff throughout the year on communicating with parents and implementing and coordinating parent programs. These trainings are geared towards all staff, including support staff.

d) The school, to the extent feasible and appropriate, coordinates and integrates parent involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conducts other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children. (20 U.S.C. § 6318[e][4])

Venture Academy shares resources with parents about community resources and other programs available to parents to support their children. These resources are emailed out to parents.

As appropriate, and as timing allows, Venture Academy offers parent universities that include connections with outside agencies and resources to support parent needs.

e) The school ensures that information related to school and parent programs, meetings, and other activities is sent to parents of participating children in a format and, to the extent practicable, in a language the parents can understand. (20 U.S.C. § 6318[e][5])

Parent communications sent through email are provided in both English and Spanish. The learning management systems used by Venture Academy allow parents to choose their language of preference. Venture Academy provides translators as needed for informational meetings as well as individual parent meetings.

f) The school provides such other reasonable support for parental involvement activities under this section as parents may request. (20 U.S.C. § 6318[e][14])

Venture Academy employs a family engagement specialist to work directly with parents and students on their individual needs and requests for reasonable support. The school provides this support for parental involvement activities as appropriate.

2.3 Accessibility

In carrying out the parent and family engagement requirements of Title I, Part A, Venture Academy, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 of the ESEA (20 U.S.C. § 6311), as amended by ESSA, in a format and, to the extent practicable, in a language such parents understand. (20 U.S.C. § 6318[f])

Translators are provided at the orientations, back to school night, parent universities, informational meetings, ASC meetings, and ELAC meetings. Translators are also provided for individual parent meetings held. Any other accommodations needed by parents and family members are provided as appropriate.

Information is provided on the website for accessibility at all times and from any location.

School-wide emails and phone messages are sent in both English and Spanish.

2.4 School-Parent Compact

Venture Academy Family of Schools and the parents/guardians of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents/guardians, the entire school staff, and the students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build and develop a partnership that will help children achieve California's high standards. As partners, we agree to make a commitment to work together to carry out the following:

SCHOOL RESPONSIBILITIES

Venture Academy will provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to meet California's student academic achievement standards as follows:

- Provide professional development for staff that improve teaching and learning and support the formation of partnerships with families and the community.
- Provide opportunities for teachers to collaborate with one another regularly and participate in shared decision-making with other school staff and families for the benefit of students.
- Use data to assess student learning and make appropriate adjustments to instruction and academic interventions.
- Provide rigorous and relevant curriculum and instruction centered around relationships.
- Provide access for students and parents to assignments, grades, and student progress reports through: the online platforms for each grade level, which are available to parents and students at all times; parent/teacher conferences, quarterly progress reports; responding promptly to parent/student inquiry into student progress.
- Regularly update students' grades in the online platform for each grade level.
- Communicate high expectations for every student.
- Commit to following PBIS (Positive Behavioral Interventions and Supports) and Restorative Practices to enforce school rules equitably
- Commit to involving students in creating positive school site culture across all academies and celebrate student success.
- Provide outreach and assistance to families on how they can support their student's learning.
- Intentionally provide information to families that connect them to resources in the community.
- Respect the school, staff, students, and families.
- Provide parents/guardians with opportunities to volunteer and participate in their student's class, which would include fingerprinting and clearance through the San Joaquin County Office of Education.
- Actively model the Schoolwide Learner Outcomes.

PARENT/GUARDIAN OR FAMILY MEMBER RESPONSIBILITIES

We, as parents/guardians or family members, will support our student's learning by:

- Talking to my student regularly about the value of education.
- Communicating with the school when I have a concern and requesting a translator if needed.
- Making sure that my student attends school every day, on time, and with work completed. This includes work that is assigned for the Friday home-school day.

- Refrain from scheduling vacations or other appointments during scheduled school days so that students will benefit from the instructional time on the school calendar.
- Committing to the responsibilities of the Master Agreement.
- Supporting the school's discipline, dress code, and academic integrity policies.
- Monitoring my student's progress in school.
- Regularly checking my student's grades and assignments through the online platform for the grade level.
- Making every effort to attend parent-teacher conferences and other school events.
- Ensuring that my student gets adequate sleep, regular medical attention, and proper nutrition.
- Participating, as appropriate, in decisions relating to my student's education.
- Respecting the school, staff, students, and families.
- Providing up-to-date and accurate contact information.
- Serving, to the extent possible, on advisory groups such as the Advisory School Council.
- Promoting positive use of my student's extracurricular time.
- Staying informed about my student's education and communicating with the school by promptly reading all notices from the school either received in-person or by mail, and responding, as appropriate.
- Actively model the Schoolwide Learner Outcomes.

STUDENT RESPONSIBILITIES

We, as students will share the responsibility to improve our academic achievement and achieve California's high standards by:

- Taking care of myself physically, mentally, and emotionally.
- Believing that I can learn and will learn.
- Understanding that the decisions I make today affect my future.
- Coming to class on time, ready to learn, and with assignments completed.
- Commit to completing my assigned work, including setting aside time every day to complete my homework.
- Completing work assigned for Friday homeschool days.
- Knowing and following the school rules, as well as the dress-code policy and the academic integrity policy.
- Regularly talking to my parents/guardians and my teachers about my progress in school.
- Regularly checking my grades and assignments through online platforms.
- Respecting my school, classmates, staff, and family.
- Asking for help when I need it and accepting help from staff and peers.
- Giving all notices and information received to parents/guardians or family members.
- Actively model the Schoolwide Learner Outcomes and be a good ambassador of the Venture spirit both in school and outside of school.

General Information

Purpose of Handbook

Please note your signature on the handbook form indicates that you, as a parent/guardian, have read and understood all information presented in this handbook. This handbook contains VA policies and has been developed for students and their parent(s)/guardian(s). Every effort has been made to summarize school regulations so that students and parent(s)/guardian(s) will have a basic understanding of the expectations for students. If you have questions that are not addressed in this handbook, please call the school so your questions can be answered at (209)468-5940.

The school administration, in consultation with the faculty, staff and Advisory School Council (ASC), reserves the right to amend policies and/or procedures if the need presents itself. Families will be notified of any and all amendments.

WASC Accredited School

Venture Academy Family of Schools is accredited through the Western Association of Schools and Colleges (WASC). This status ensures that high school credits issued through the school will be accepted by other public high schools and validates the integrity of coursework for college entrance.



WASC Accreditation:

- Certifies to the public that the school is a trustworthy institution of learning
- Validates the integrity of a school's program and student transcripts
- Fosters improvement of the school's programs and operations to support student learning
- Assures a school community that the school's purposes are appropriate and accomplished through a viable educational program
- Ensures a school manages change through regular assessment, planning, implementing, monitoring and reassessment
- Assists the school/district in establishing its priority areas for improvement as a result of the perpetual accreditation cycle that includes:
    - School self-assessment of the current educational program for students
    - Insight and perspective from the visiting committee
    - Regular school staff assessment of progress

VA Governing Board Members

Annie Cunial, Chairman
Fred Cochran, Vice-Chairman
Kristi Rose, Treasurer
Joni Hellstrom, Secretary (non-voting)
Catalina Kaur, Board Member
Michelle Badovinac, Board Member
Ken Vogel, Board Member (non-voting)
"Student Board Member" (non-voting)

BOARD MEETING DATES	TIME
September 15, 2026	3:30 p.m.
December 15, 2026	3:30 p.m.
February 16, 2027	3:30 p.m.
March 16, 2027	3:30 p.m.
June 15, 2027 (Public Hearing)	3:00 p.m.
June 27, 2027	3:00 p.m.

Meetings will be held at Venture Academy's Main Site: 2829 Transworld Drive, Stockton, CA 95206
All board meetings are open to the public.

Important Dates

Fall Semester

- Aug. 5 First Day of School
- Sept. 7 Labor Day (No School)
- Oct.5-9 Fall Break (No School)
- Nov. 11 Veterans Day (No School)
- Nov. 25-27 Thanksgiving Break (No School)
- Dec 14-17 K-12 minimum days
- Dec. 18 Last Day of the First Semester
- Dec. 21-Jan 3 Winter Break (No School)

Spring Semester

- Jan. 4 First Day of Second Semester
- Jan. 18 Martin Luther King Jr. Day (No School)
- Feb. 8 & 15 Presidents Days (No School)
- March 10 & 11 K-12 minimum days
- Apr. 12-16 Spring Break (No School)
- May 17-20 K-12 minimum days
- May 21 Last Day of School

Daily Schedule, Traffic, and Transportation

Venture Academy staff will communicate arrival and departure times, as well as traffic procedures, to families during orientations at the start of school. Our students' safety is our top priority. Families must adhere to the established policies.

Transportation

Parents are responsible for transportation to VA sites and programs. Lack of transportation is not an acceptable reason to miss required meetings and/or classes. Missed meetings and/or classes at the start of each year may jeopardize enrollment.

Important

There is no before or after school supervision available for students not enrolled in scheduled classes or VA related activities; therefore, all students must be picked up no later than 15 minutes following their grade level dismissal time .

Arrival and Departure Times

VA Main Campus (all high school academies), AGORA, APEX, and VISA

There is no supervision for students prior to 7:45 a.m. All students must be picked up no later than 15 minutes following dismissal time unless prior arrangements have been made with a teacher or administrator for academic/VA activity purposes. Student safety is our main concern; therefore, it is critical that you follow your child's arrival and departure times. Parent(s)/Guardian(s) will be contacted to resolve issues regarding early drop offs or late pickups. Consequences may include, but are not limited to, campus beautification projects and detention.

Little Mavericks (K-8th)

All students attending Little Mavericks' workshops must be dropped off no earlier than 10 minutes before classes begin and picked up no later than 10 minutes after classes end.

Ventureland

Parent(s)/Guardian(s) may bring their student to the classroom no earlier than 8:00 a.m. Students are required to be picked up from Ventureland by parent(s)/guardian(s) or persons authorized in the student's file no later than 15 minutes after student dismissal time.

Supervision is not provided for students after this time. Many elementary students have high school siblings who are scheduled for afternoon classes; however, it is not an option for elementary students to remain on campus unsupervised by a parent/guardian or persons authorized in the student's file until their high school siblings are dismissed. Ventureland also includes half day TK and Kindergarten programs. Parent(s)/Guardian(s) may bring their student no earlier than 15 minutes prior to the start of their school day and must pick up their student no later than 15 minutes after their dismissal time.

Durham Ferry
Students may not be dropped off before 8:00 a.m. All students must be picked up no later than 15 minutes after student dismissal time.

Students and Regional Transit

Venture students are allowed to ride the public transit bus for free with a student ID. If your student is riding city buses to and from school, please be aware that the bus schedule is subject to change throughout the year. While VA does keep informed of bus schedules, we may not be aware of all students who are using bus services. A change in the bus schedule could leave a student without a ride at the end of the day or having to miss classes to catch the bus. Please check Regional Transit's schedule periodically throughout the school year to make sure any changes are compatible with your student's class schedule. The schedule is available on the Regional Transit District (RTD) website: www.sanjoaquinrtd.com

Student Parking

All students who drive a car to school must have a valid driver's license, obey all traffic laws, and school rules. Students are required to park in front of the Venture gymnasium (2814 Transworld Drive). Students may not return to their cars during school hours; including lunch, unless accompanied by a member of Venture's Campus Safety Team (CST) or given a pass by authorized VA staff. Venture Academy remains a closed campus and students may not leave campus until their school day has ended per their assigned schedule unless they are released from school early from a Venture staff person with a parent/guardian's permission. On campus parking privileges may be revoked at any time the student does not abide by school and traffic rules.

Programs and Academies

VA provides a variety of learning settings for students. A team consisting of school staff, parent(s)/guardian(s), and the student determines placement in the most appropriate setting.

Homeschool Overview

Students in all grades may participate in a homeschool environment. Homeschool is enhanced through a variety of classes and workshops offered to students. When choosing this path, parent(s)/guardian(s) become team teachers with VA teachers. Teachers provide an individualized academic plan, curriculum, and educational assessment of student work. Parent(s)/Guardian(s) enrich this education plan with home and community projects that use the world as a classroom. Families who choose this program for their students must be willing to provide the time to be partners in the education of their students. To address individual concerns/needs, teachers may require students to attend specific classes or interventions. All students are expected to participate in state-mandated synchronous meeting times and assessments; this includes but is not limited to both local and state testing.

Mavericks

Students in the Mavericks academy are strong, independent learners. Students are assigned a teacher who monitors and assesses their progress, meets with them regularly, and assigns work based on individual student's goals. Students and their parent(s)/guardian(s) may help in the development of these goals. 9-12th grade students are also required to participate in at least 1 synchronous class time each week as assigned by your independent study teacher.

Little Mavericks

Little Mavericks is a K-8 full-time homeschool program where the parent(s)/guardian(s) provide(s) instructional support to the student. An assigned teacher partners with parent(s)/guardian(s) to design an individualized academic plan for each student. Curriculum is provided and families are encouraged to use the world as their classroom. Required education assessments are administered and support classes are offered throughout the school year. Parent(s)/Guardian(s) and students participate in mandatory monthly check-in meetings,

required synchronous class sessions and student/teacher interactions, as well as additional support meetings as needed. Field trips are planned to connect families with the community.

Time requirements by age level	Synchronous Class time *(virtual meeting, phone call, in person)*	Teacher/student interaction *(student response, teacher feedback)*
K-2nd	daily	NA
3rd-8th	1 X week	daily

Modified Daily Attendance (MDA) Overview

In this model, students receive regularly scheduled instruction from credentialed teachers, have opportunities to focus on areas of personal interest, and are held responsible for completing off campus educational assignments.
Students attend classes, labs, workshops and meetings at the school site on a modified schedule that requires attendance Monday through Thursday. Fridays are designated as independent study days where all learning activities take place at home unless there is a scheduled field trip or the teacher/administrator requires the student to report to the school on any given Friday(s).

MDA High School Academies:

BrainworX
BrainworX is a Critical Thinking academy that focuses on 21st Century skills, integrated thematic learning and real-world application. Students display mastery of their course content through a summative assessment called Defense of Mastery. Through this process, students have the opportunity to choose a topic they are passionate about, write and defend a thesis, and present to a panel of teachers, peers, and community members each semester.

Delta VISTA
Delta VISTA has a focus on satisfying A-G requirements in preparation for a 4-year college upon completion of High School. Students are encouraged to go above the minimum required coursework for A-G compliance so they can be competitive in the college admissions process.

Excel
Excel Academy currently serves students who have strong interest in the Health or Sports Sciences fields. Students are encouraged to explore all aspects of being involved in athletics and health from every angle.

Foundations
Foundations Academy serves students who are interested in learning by integrating many aspects of the theatre and performing arts with traditional academic learning standards: While enrolled in the program, students are required to participate in Drama, Dance, and all 5 academy performances.

Durham Ferry
Durham Ferry is an agricultural campus located on the south end of Manteca; 21 miles from Venture Academy. It provides hand-on experiences in agriculture,equine, natural resources and ecology, leadership, and outdoor education. - It is located on a 290-acre park nestled within the riparian habitat of the San Joaquin River. Students who attend Durham Ferry are those who are prepared to work hard both in the classroom and outside (on campus), get dirty, and play passionately daily.

ImagineIT
ImagineIT Academy is designed for students interested in 21st Century education and uses a project-based curriculum to prepare students for a successful transition into both college and career. Students at ImagineIT are required to take both art and CTE classes.

TEACH! (Teacher Education and Early College High)
TEACH! is designed for students with an interest in pursuing a career in the field of education. TEACH! students have an opportunity to graduate high school with both a Venture Academy diploma and an AA in Elementary Teacher Education.

MDA TK-8 Academies:

Ventureland – GRADES TK-5
This academy is a fantastic opportunity for families who understand and appreciate the importance of parental involvement in a child's learning. Students attend school Monday through Thursday, and Friday is a homeschool day. Parent(s)/Guardian(s) are responsible for working with their students at home for at least 5 hours on Fridays.

AGORA Academy - GRADE 6
AGORA Academy is a 6th grade transition academy created to prepare students for the complexities of a multi-teacher secondary program while solidifying the foundational skills of elementary. Students will focus on the traditional core subjects as well as, technology, engineering, leadership, problem solving, study skills, and organization as well as opportunities for additional student support.

VISA (Venture Integrated Subjects Academy) – GRADES 7-8
Venture Integrated Subjects Academy (VISA) is an academy choice for students in grades 7-8 who are interested in enriching their education in modified self-contained cohorts. Students use technology and the arts to explore and expand their understanding of the world in their core curriculum.

APEX (Academic Performance EXcellence) – GRADES 7-8
APEX is an academy choice for students in grades 7 and 8 who rotate through six core classes-each day. This academy provides an integrated learning option where the focus is on achieving the academic and life skills needed to be college and career ready. Along with essential direct instruction in the core subjects, technology, and project based assignments challenge students to explore the world around them.

Durham Ferry– GRADES 7-8
Durham Ferry is an agricultural campus located on the south end of Manteca; 21 miles from Venture Academy. It provides hand-on experiences in agriculture,equine, natural resources and ecology, leadership, and outdoor education. - It is located on a 290-acre park nestled within the riparian habitat of the San Joaquin River. Students who attend Durham Ferry are those who are prepared to work hard both in the classroom and outside (on campus), get dirty, and play passionately daily.

Enrollment and Attendance

Eligibility

VA is non-sectarian in its programs and admissions policies and does not discriminate on the basis of race, ethnicity, national origin, religion, gender, or disability. VA does not charge tuition. Parents may, however, be responsible for field trips, sports fees, and special project materials as allowed by law. *See* Parent Notice of Rights included in this handbook for more information regarding student fees and charges.

Attendance accounting at VA is recorded under guidelines regulating independent study throughout the state. These regulations permit any resident of San Joaquin and contiguous counties in grades TK through 12 to apply for enrollment.

Applications for enrollment are accepted for consideration throughout the year based on availability. Access to applications can be found on the website and support can be provided for the process by visiting the main office during office hours or calling (209) 468-5940.

In late fall, families of enrolled students will receive re-enrollment packets. It is the parent(s)/guardian(s)' responsibility to meet the deadline for returning all paperwork. Those students whose paperwork is incomplete or not turned in will lose their secured placement and will be put on a waitlist with new students for the upcoming year. Re-enrolling students who meet all deadlines and requirements for the re-enrollment period will be guaranteed a spot in the next grade level of their current academy. If the current academy does not have the next grade level, the student will be guaranteed a spot in one of the academies that serves that grade level. If a re-enrolling student is

choosing a different academy, and if there are more interested students for that academy than there are available spots at that academy's grade level, Venture Academy will perform a random drawing to determine which students receive the spots in their preferred academy. All names will carry the same weight in the random drawing.

Enrollment Procedures

Prior to enrollment, it is recommended that all parent(s)/guardian(s) and students familiarize themselves with Venture Academy programs, philosophy, educational objectives, and staff . This can be done online at the school's website (www.vamustangs.net).

Parent(s)/Guardian(s) are required to submit a complete online enrollment application that includes the preferred academy and the student's grade level. Parent(s)/guardian(s) must provide the following:

- Proof of residence
- Complete immunization records
- Birth certificate
- Report of Health Examination for School Entry (for all TK-1 students)
- Oral Health Assessment (for all TK –1 students)
- Copy of student's current IEP and psychological report (special education), or 504 Plan if applicable
- Court documents if applicable, i.e. custody/guardianship paperwork, educational rights documentation
- Transcripts/Report Card from any previous schools attended

Registration will not be completed without these documents. It is the expectation that all information provided on the registration forms is accurate and complete. Providing incomplete or falsified information will result in a meeting with administration and possible dismissal from the school. Students are not enrolled until official notification is received. It is important that students remain enrolled in their present schools until the notification is received and enrollment is confirmed.
California schools are required to check and file immunization records for all new student admissions at TK/Kindergarten through 12th grade and all students advancing to 7th grade before entry. Students WILL NOT be admitted without complete documentation of meeting the immunization requirements for TK/K-12th grade entry. Additional information regarding these requirements can be found on:

- California Code of Regulations Title 17, Division 1, Chapter 4 (http://eziz.org/assets/docs/IMM-1080.pdf).
- https://www.shotsforschool.org/

Lottery Information

Venture Academy shall admit all pupils who wish to attend based on space availability and completion of registration information.. If the number of pupils who wish to attend exceeds capacity, admittance, except for existing pupils, shall be determined by a public random drawing ("lottery"). Venture Academy implements an automated lottery using PowerSchool's Enrollment solution. VAFS shall establish an annual open enrollment period for submission of applications (enrollment interest forms) to be submitted for admission to VAFS for the following school year. The enrollment interest forms will specify which academy the prospective student is applying to attend, and the pertinent grade level. Public notices will be posted at the VAFS school sites, the VAFS website, and on application forms, clearly stating the application deadline and the date, time and location of the lottery should one be necessary for any grade(s) and/or academy(ies). The lottery will be held at a day and time calculated to maximize the opportunity for public attendance, and the location will be open and accessible to the public. All enrollment interest forms must be received by the stated deadline to be included in the lottery. Enrollment interest forms will be made available on the VAFS website. Venture Academy will make computers available in the office for any parent or guardian needing access to technology to complete the enrollment process. Venture Academy staff are available during office hours to provide any assistance needed with the enrollment process.

VAFS shall not request a pupil's records or require a parent, guardian, or pupil to submit the pupil's records to VAFS as part of the enrollment interest form or before enrollment.

Current students of VAFS shall be exempt from the lottery if they timely submit any intent to return forms required by VAFS. Current families will be provided specific information about the requirements and deadline to submit any intent to return form.
At the end of the open enrollment period, the following situations may occur:

1. The number of interested students does not exceed the current openings for a particular grade level at an academy.
    a. A lottery will not be held for that grade level at that academy.
    b. All students who submitted enrollment interest forms will be offered admission and invited to complete enrollment.

2. **The number of interested students exceeds the current openings for a particular grade level or levels in an academy.**
    a. **A lottery will be conducted for that grade level(s) for that academy using the following procedures:**
        i. **Families are not required to be present to participate in the lottery, which shall be based solely on timely submitted enrollment interest forms.**
        ii. **Names will be randomly drawn and placed in the order drawn to fill the vacancies of the academy by grade level, starting with the lowest grade level and proceeding to the highest grade level for which a lottery is necessary.**
        iii. **Once the particular grade level at the particular academy is filled to capacity, the remaining names will continue to be drawn for positions on the waiting list. Students who are not granted admission for the next school year will remain in the waiting list until the end of the school year for which the lottery was conducted unless otherwise requested to be removed by the parent/guardian or pupil who is 18 years old or older.**
        iv. **In no event will a waiting list carry over to the following school year. Non-admitted students must reapply for the following year.**
        v. **Students whose enrollment interest forms are received after the open enrollment period deadline for the school year for whom there is not space available will be added to the end of the waiting list in the order in which they are received.**
    b. **In the event a vacancy occurs during the school year, students on the waiting list will be offered admission in waiting list order. The order of admission of students at any time during the school year shall be based solely on the order of applicants on the waiting list created during the lottery and added to by subsequent applications.**
    c. **Students who do not receive admission into the academy of their choosing have the option of enrolling in an academy in which there are openings.**
    d. **At the end of each lottery, families will be notified of the results.**

Families who are admitted to VAFS (based on initial applications, the lottery, or from the waiting list) will be invited to complete enrollment by VAFS enrollment staff, who will make at least two separate attempts to contact the family. Families who are offered enrollment but do not respond within the time specified by VAFS will forfeit their offer of admission and will not be included on the waiting list unless they reapply for admission.

The following groups will be given a 6 to 1 weighting preference in the lottery pool:

- **Children of employees of VAFS and/or San Joaquin County Office of Education**
- **Siblings of currently enrolled VAFS students**

Residents of San Joaquin County shall be given a 2 to 1 weighting preference in the lottery pool.

These admission preferences have been approved by the San Joaquin County Board of Education in accordance with Education Code Section 47506(e)(2)(B), and those preferences may not be amended or deviated from without prior approval by the County Board in accordance with the requirements of the Charter Schools Act.

Venture Academy admissions preferences will not result in limiting enrollment access for pupils with disabilities, academically low-achieving pupils, English learners, neglected or delinquent pupils, homeless pupils, or pupils who are economically disadvantaged, foster youths, or pupils based on nationality, race, ethnicity, or sexual orientation

Venture Academy will not require mandatory parental volunteer hours as a criterion for admission or continued enrollment.

Venture Academy will not discourage a pupil from enrolling or seeking to enroll for any reason, including academic performance or because the pupil exhibits any characteristics described in Education Code Section 47605(e)(2)(B)(iii).

Any lottery will be executed and overseen by the VAFS Director or designee to ensure fair and accurate implementation in accordance with the terms of this charter. VAFS shall make all necessary efforts to ensure lottery procedures are fairly executed.
Notification is sent to Students' District of Residence school upon disenrollment, including students with IEPs.

Initial Meetings / Orientation

All VA students are considered independent study students, and are assigned to a Teacher of Record (TOR) with each program offering different levels of support. **Students in Homeschool based academies** will be contacted by their TOR who will schedule an initial meeting with the parent(s)/guardian(s) and the student. **Students enrolled in Modified Daily Attendance (MDA) academies** will attend an onsite orientation, with the dates and times being posted on the website. During these orientations, parents will be informed about the daily operation of the site, classroom rules, drop off and pick up information, academic and program expectations and specific schedule details.

All VA students and their parents or guardians must sign an Independent Study Master Agreement at the beginning of each year. The Master Agreement is a binding contract, and signing it obligates students, parents, and all teachers to abide by all pertinent California Education Code regulations as expressed in the document. The Independent Study Master Agreement will be signed before the first day of school with the Teacher of Record. Admission and continued enrollment is contingent upon meeting all requirements of the Master Agreement. Violating conditions set forth in the Master Agreement may result in dismissal from the program. Students and parents are encouraged to read the document carefully and to discuss any questions they may have with their Teacher of Record.

To comply with Independent Study regulations, students and parent(s)/guardian(s) must meet the following requirements:

- Provide the VA teacher with records of all instructional activities.
- Maintain all completed and evaluated work for the teacher to review during scheduled appointments.
- Communicate and collaborate with the assigned Teacher of Record on a consistent and regular basis.
- Read, understand, and sign an Independent Study Master Agreement once each year.
- Meet with the Homeschool /Independent Study teacher for synchronous instruction as outlined below or attend all classes as scheduled. Homeschool parents and students must meet in person for the purpose of formally documenting academic progress a minimum of once every school month. Students may be scheduled to meet more frequently.

Failure to meet any one of the above conditions may lead to dismissal from VA.

Attendance

State regulations require that attendance accounting and grade transcripts be supported by instructional activity records, completed work and samples of such work that are representative of meeting stated academic objectives/standards. VA teachers are responsible for verifying that students are making academic progress by assessing the quality of work and verifying that all assignments are completed. This verification is based on their evaluation of assignments and the instructional activity log.

Homeschool students may be assigned to attend classes and/or workshops on campus as required by their Teacher of Record (TOR). Regular attendance is expected. Students who choose to attend additional classes offered on campus are expected to make a commitment to attend daily for the duration of the course.

Students assigned to a Modified Daily Attendance (MDA) classroom are expected to arrive on time and attend every day that class is in session. Lack of attendance and participation may affect a student's grade. For medical absences longer than five consecutive days, please consult your child's TOR for academy specific information regarding plans for returning to school. This will assist in accommodating the student, support the safety of all students and staff and ensure that the student meets their MDA requirements.

Tiered Re-Engagement

Student attendance is a necessary part of the educational learning process. When students and their parent(s)/guardian(s) sign the Master Agreement,they are informed that attendance at Venture is monitored daily by both physical attendance and work completion. Per California Education Code Section 51747, and the Venture Master Agreement, students must make satisfactory educational progress and meet minimum assignment completion requirements to remain in IS. Satisfactory educational progress shall be determined based on a) achievement and engagement; b) completion of assignments or assessments; c) learning required concepts; and d) progress toward successful completion of the course of study or individual course. To demonstrate that these requirements are being met, students must earn a minimum of 90% attendance in a paperwork month, participate in more than 50% of the scheduled synchronous instruction and remain compliant with their master agreement.

Students whose attendance violates the Master Agreement, will receive notification via our Tiered 1 letter from their student's TOR. Students and families are expected to address any issues that lead to the violation, and if there are extenuating circumstances to reach out to the TOR to meet and discuss the student and family's needs. Further violation of the Master Agreement will result in referral for an attendance improvement and accountability plan. Ongoing attendance violations of the Master Agreement will result in a referral to administration for evaluation of whether independent study is an appropriate learning environment for the pupil.

Early Release of Students

- If a student must leave school prior to the end of the school day, it is required that a parent(s)/guardian(s) come into the school to sign the student out or give verbal permission over the phone to an authorized school official.
- If a student leaves for an appointment during school hours and will return prior to the end of the school day, a note is also required.
- If a student must leave school during class time, a staff member or student messenger will go to the classroom and escort the student to the lobby. Please allow extra time for the student to be located and brought to the front.

Tardy Policy

It is essential that students are present and ready to learn at the beginning of each class. Students are expected to arrive on time to each class period. Failure to do so causes disruption to the learning environment and interrupts the lesson delivery for both other students and the teacher. Students with three or more tardies per period/class or that are caught in tardy sweeps (a process implemented to ensure students are adhering to the tardy policy) will be assigned a consequence . Students that are habitually tardy may be referred to administration, lose attendance, and may violate their Master Agreement and be required to participate in the Tiered Re-Engagement process.

Dismissal From VA

If a student violates the Master Agreement, he or she may be referred back to his or her district of residence. Parent(s)/guardian(s) will be notified whenever a student's enrollment is in jeopardy. As a matter of policy, the student's district of residence will be notified that the student is no longer enrolled and Venture staff will assist with their transition back to their home district.

Course Drop/Add Procedure

In order for a high school student to add or drop a course, the course change must stem from an academic/program need and the Add/ Drop Request Form must be completed by the deadline. The deadlines to add or drop a course each semester are available from the counselors.

Academy Transfers

Voluntary

Outside of the re-enrollment process, parent(s)/guardian(s) may request a transfer to a different VA academy within the same program type by completing a transfer request form. Transfers are granted at the beginning of each semester. To receive a transfer request form or to inquire about the deadline, please contact your student's TOR. Transfer requests are granted based on space availability.

Students wishing to transfer between programs, meaning between an independent study/homeschool program and a site-based program, must apply for the program through the enrollment process. Students must be in good standing and space must be available to accommodate this request.

Involuntary

An administrator may determine that a student's current placement is inappropriate on the basis of academic progress and/or social or behavioral issues and may determine that an involuntary transfer of the student to a different program within VA

is necessary. This may include independent study with loss of on-site privileges. Prior to action being taken, parent(s)/guardian(s) will be notified and may request a conference with an administrator, teacher, and/or counselor.

Academic Instruction

Duration of Instruction

To ensure student progress toward meeting grade level standards, VA offers instruction that meets the annual instruction minute requirements of Education Code 47612.5.

Total instructional minutes required

TK/Kindergarten	36,000 minutes
Grades 1-3	50,400 minutes
Grades 4-8	54,000 minutes
Grades 9-12	64,800 minutes

Instructional minutes are delivered in partnership with parent(s)/guardian(s) and on-site teachers.

Important notice

For students with special needs who have an active Individualized Education Program (IEP) or a 504 Plan, please call (209) 468.5970.

Online Learning Platform Grading and Credits Guidelines

Students must complete at least 80% of the semester to be able to receive a grade/credit. Any unfinished assignments will be given a "0" and calculated into the final grade/credit. At the end of first semester, students who have not completed 80% of the course will receive an incomplete and will have the first 2 school weeks of second semester to complete the course. If the course is not completed by the end of the two week period, the student will receive an "F" on their transcript for that course for the first semester. If a student does not complete at least 80% of an assigned course during the second semester, they will receive an "F" on their transcript for that course. The end of second semester is the final deadline for the school year.

Textbooks

VA provides all necessary textbooks for every student enrolled in our school. Students are expected to treat all books with care and keep them in good condition. Students are required to return all books to their Teacher of Record when changing classes, disenrolling from Venture Academy, or at the end of the school year. A payment from parent(s)/guardian(s) must be made to replace books that are lost, stolen, defaced, or damaged. The school can arrange a payment plan if the parent(s)/guardian(s) is unable to pay the entire amount due at once. For further information, please call the school office.

Work Permits

Students aged 14 to 17 are allowed to have jobs during the school year. By law, students need to obtain a work permit to be legally employed. The steps for obtaining a work permit are as follows:

- Student maintains a minimum GPA of 2.0 and has 90% or higher attendance.
- Student obtains employment.
- Student informs the school and is given a work permit application.
- Student, employer and parent(s)/guardian(s) complete and sign the application, and student returns the completed form to the school office.
- Student is issued a work permit.
- Students with work permits are required to remain in good standing at school, which is determined by a student's teachers. Students not in good standing may have their work permit revoked.

Student Success Team (SST)

For students that are having ongoing academic struggles and may need a more focused, or individualized plan to be successful, an SST meeting may be held for students and parents, to meet with teachers, administrators, and other significant representatives that may be

needed, for the purpose of creating the best educational plan for the student. This process of intervention focuses on a student's academic progress through communication amongst all parties. SST meetings may be requested through the student's Teacher of Record or counselor.

English Learners

All students whose primary language is not English as indicated on the Home Language Survey K–12 are given an Initial ELPAC to designate students as Initially Fluent English Speakers (IFEP), or English Learner (EL). All students with the Designation EL will receive Integrated & Designated English Language Development (ELD) daily within their instructional day. Additionally, all EL students will be assessed annually with the Summative ELPAC to determine their growth in English language proficiency.

All parents/guardians of EL students are encouraged to join the English Language Advisory Committee (ELAC) to give input into and learn about their students EL Programming. If you would like more information on how to join ELAC, please contact Maritza Rodriguez, Program Manager at 292-2690.

Extracurricular Activities

Student Clubs

Venture Academy offers high school students the opportunity to connect through student-led clubs centered around shared interests – from art and gaming (E-Sports) to community service and leadership (Key Club) and beyond. Clubs provide a space for students to build friendships, explore passions, and give back to their school community outside the regular classroom. To be approved, a club must have at least 5 interested students and a certificated staff advisor. Students interested in starting a new club can submit a Club Proposal for review to VOLT! (our student Leadership class), with final approval granted by Administration. Once approved, clubs adopt bylaws, meet regularly, and complete at least one service activity each year to remain in good standing. Students interested in joining an existing club or starting a new one should reach out to VOLT! or a school administrator for more information.

Athletics

Students in grades 6-12 who are in good standing academically (maintain a minimum gpa of 2.0 or better) and who maintain positive behavior will be eligible to participate in the VA Athletics Program. From the VA Athletic Handbook: "The athletic program of VA is a dynamic, integral part of the whole educational experience. At all times, the athletic program will be conducted in a way that is complementary and supportive of the academic program. In addition, it will provide meaningful learning opportunities not otherwise offered in the school classroom curriculum. It will assist in developing habits, attitudes, and ideals necessary for the ethical competition and cooperation in our society. A well-conducted athletic program under competent leadership fosters the balance between cooperation and competition. Furthermore, the athletic program will provide our students with lifelong lessons for personal growth such as sportsmanship, teamwork, ethical behavior, perseverance, commitment, loyalty, self-discipline, pride, responsibility, and leadership skills." For further information, please refer to the Athletic Handbook or by calling the Athletic Department at (209) 227-2287.

VA offers the following sports:

High School	Middle School
Boys & Girls Volleyball Boys & Girls Cross Country Boys & Girls Basketball Boys & Girls Soccer Boys & Girls Wrestling Boys & Girls Track & Field Boys & Girls Golf Softball Baseball	Girls Volleyball Boys Flag Football Boys & Girls Basketball Co-Ed Soccer Co-Ed Volleyball

Academic Competitive Teams

Venture Academy offers several opportunities for students to participate in academic teams as well as athletic teams.

VA offers the following academic teams:

High School
Mock Trial HOSA (Health Occupations Students of America) Innovate Skills USA Family, Career, and Community Leaders of America (FCCLA) Future Farmers of America (FFA)

Family & Community Engagement

Advisory School Council (ASC)

The Advisory School Council (ASC) consists of the VA Division Director (non-voting member), three teachers, one non-teaching staff,, two parents, one community member, two students and an alternate voting member. The ASC collaborates with the director to monitor and evaluate the Local Control and Accountability Plan (LCAP), the parent engagement policy and home/school compact, provides recommendations on the school's Title 1 program, and reviews and contributes to documents and reports concerning student achievement and school culture. Elections are held in the fall for open positions.

English Learner Advisory Committee (ELAC)

The ELAC is a group of parents of English Learner students, students, staff and community that advise the Director and staff in the development of a site plan for English learners, assist in the development of the schoolwide needs assessment, and elect at least one member to the District English Learner Advisory Committee (DELAC). If you would like more information on how to join ELAC, please contact Maritza Rodriguez, Program Manager at 292-2690. ELAC Parent Meetings

Communication

Contacting Staff

All Venture personnel can be reached through phone or email as listed on the school website (www.vamustangs.net). When contacting teaching staff, please respect class times. In case of an emergency, contact the main office at (209)) 468-5940.

School Website

Please visit our website for the most current school information. Information is updated frequently for the convenience of our school families. Resources include:

- School events / Fundraisers
- School calendar
- Parent & student resources

- School news
- Policies
- Staff directory
- Sports
- School maps
- Course Catalog
- Enrollment/admission information
- Senior information
- Testing information

VA Phone Message System

VA has a phone calling system for delivering important messages to parents and students. VA makes every attempt to tailor the calls to specific groups. It is the parents' responsibility to notify the school of any changes in contact information.

Messages for Students

In case of emergency, parent(s)/guardian(s) should contact the main office at (209)468-5940 to deliver a message to their students.

Parent or Guardian/Teacher Contact

Parent(s)/guardian(s) may contact their students' teachers through email listed on the school website. Parent(s)/guardian(s) will be given access codes for their students' online grading platform at back to school orientations. Meetings with your student's teacher must be scheduled in advance. To arrange an appointment, parent(s)/guardian(s) are encouraged to contact their teachers directly. Teachers should not be called during class time. Allow sufficient time for the teacher to return your call or email. If you have an emergency, please call the main office number at (209)468-5940. It is the parent's/guardian's responsibility to update information for all methods of communication.

Other School Contact Information

Student Support Service	VA Staff to Contact	Email	Phone
Academy Transfer Requests	Anna Walden	awalden@sjcoe.net	209-468-9054
Breakfast/ Lunch Program	Bonnie Vanderwerff	bvanderwerff@sjcoe.net	(209) 662-9089
CAASPP/ELPAC Assessments	Mary Zaklan	mzaklan@sjcoe.net	209-468-5940
Enrollment (BrainworX, ImagineIT)	Claudia Rodriguez	clrodriguez@sjcoe.net	209-953-2112
Enrollment (Ventureland)	Nancy Millan	nmillan@sjcoe.net	209-468-5972
Enrollment (DeltaVista, Durham Ferry)			209-468-5942
Enrollment (APEX, Foundations, Little Mavericks)	Lucy Brown	lubrown@sjcoe.net	209-468-5992
Enrollment (VISA, AGORA)	Andrea Valdez	avaldez@sjcoe.net	209-468-9201
Enrollment (Mavericks - High School, Excel, TEACH!)	Sara Bonilla	sbonilla@sjcoe.net	209-227-2290
IEP, SST, or 504 Process	Gary Phillips	gphillips@sjcoe.net	209-292-2862
Military Verification Forms (Student)	John Martinez-Chavez	jmartinezchavez@sjcoe.net	209-468-5974
School Website	Maritza Rodriguez Anthony Thurman	marrodriguez@sjcoe.net antthurman@sjcoe.net	209-292-2690 209-292-2850
Student Address Changes	Agustina Esquivel de Carrillo	aesquiveldecarrillo@sjcoe.net	209-468-5940
Student Records Requests	John Martinez-Chavez	jmartinezchavez@sjcoe.net	209-468-5974
Transcripts Request	John Martinez-Chavez	jmartinezchavez@sjcoe.net	209-468-5974
EL Student Needs	Silvia DeAlba	sdealba@sjcoe.net	209-468-5940
Venture Store (Website)	Anna Walden	awalden@sjcoe.net	209-468-9054

Campus Management

Respect for School Property

VA students, staff and parents are very proud of and grateful for our beautiful facilities. Please make every effort to respect school property by not causing damage or littering. Report damaged property to school staff at once. VA has limited custodial staff so please make every effort to help keep our campuses clean both inside and out.

Personal Property

VA is not responsible for the loss of or damage to any personal property. VA maintains a lost and found, located in most academies buildings. Please check with the administrative support at the front desk for assistance.

Electronic Devices

Electronic devices must be turned off and out of sight in the classroom and all educational settings, unless there is explicit permission from the teacher during class time. A violation of this policy may result in the item being confiscated. Repeated violations that result in disrupting the learning environment may result in disciplinary actions per E.C. 48900 (k) . Parents or guardians will be contacted if electronic devices are confiscated by administration. Please note: VA is not responsible for the loss of or damage to any personal electronic devices.

Students may NOT record other students, teachers, administrators, or any other staff or visitors on campus without the prior consent of all parties. Any student found in violation is subject to appropriate discipline. Education Code 51512 states that, "The Legislature finds that the use by any person, including a pupil, of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school given to promote an educational purpose disrupts and impairs the teaching process and discipline in the elementary and secondary schools, and such use is prohibited."

Disruptive/Harmful Behavior

The following behaviors are considered to be harmful and/or disruptive and will result in disciplinary action including but not limited to Venture Forward, suspension, expulsion, and/or notification of the appropriate law enforcement may be recommended for the more serious and/or multiple offenders.

- Excessive or repeated horseplay
- Bullying
- Cyberbullying
- Tagging on VA facilities and/or items
- Vulgar language or profanity
- Any form of gambling or possession of gambling paraphernalia
- Public Displays of Affection (PDA) – This includes kissing, hugging, and any other inappropriate physical contact.

Disruptive/Harmful Items

For safety purposes, items considered disruptive or harmful for students and the school environment are not allowed on the VA campuses. Possession of such items as listed below are considered to be harmful and/or disruptive, as a result, items will be confiscated and may result in disciplinary actions including but not limited to Venture Forward, suspension, expulsion, and/or notification of the appropriate law enforcement for the more serious and/or multiple offenders.
These items include, but are not limited to:

- Lighters/Matches
- Alcohol and/or related items
- Drugs of any kind and/or paraphernalia
- All Tobacco Products
- All Marijuana Products
- Flavored Tobacco products
- Skateboards, Skates, Scooters**
- Vape pens

- Weapons or Toy/look-alike weapons
- Aerosol paint cans/any aerosol products
- Mace or pepper spray

**Skateboards, skates and scooters may be carried, but their use on campus is not allowed

Synthetic Drugs

School sites and districts are required to provide parents notice of the dangers associated with using synthetic drugs that are not prescribed by a physician, such as fentanyl, the possibility that dangerous synthetic drugs can be found in counterfeit pills, and the risks of social media platforms being used as a way to market and sell synthetics drugs, such as fentanyl VA has attached a memorandum describing such laws. (Ed. Code, § 48985.5)

Closed Campus

All students must stay on VA school grounds throughout their school day. Students may not leave campus unless approved by VA staff per the permission of a parent/guardian.

Teachers College of San Joaquin (TCSJ) and San Joaquin County Office of Education (SJCOE) business buildings

Students are not allowed at the TCSJ building unless they are in a scheduled classroom and under the direct supervision of a VA staff member. Students are not allowed in any of the SJCOE business buildings. Failure to comply will result in disciplinary action.

Visitor Policy

This may be subject to change in accordance with directives from the County Office of Education and the San Joaquin County Department of Public Health. Members of the public must follow identified procedures and guidelines for dropping off or picking up materials.

When offices and classrooms are open to the public, all visitors to VA; including parents and guardians, must sign in at the VA Administration building. Upon leaving, visitors must sign out.

- Visitors should not enter the classroom buildings during the hours when school is in session unless prior arrangements with a teacher have been made.
- Pick up and drop off procedures, as well as visitor information, will be explained in detail at the start of school orientation.
- VA parent(s)/guardian(s) are allowed to observe and, when appropriate, participate in on-campus educational programs. For the safety of all students and to ensure minimal disruption of instructional activities, all visitors to VA campuses must abide by the following policies:
    - All visitors must follow the visitor's policy of signing in.
    - All visitors must abide by the school's dress code.
    - All visitors planning a classroom visit must first make an appointment with the teacher.
    - Visitors may not use any electronic devices in a classroom without staff permission.
    - Any actions or behaviors that interrupt instruction or appear to be threatening to any staff, student, other parent/guardian, or any visitor to campus will result in the individual being asked to leave.
    - Any resistance will result in a call to law enforcement and prosecution to the full extent of the law.
    - All visitors and students must abide by the parking, traffic, and pick-up/drop-off policies as stated in this handbook.
    - All visitors with emotional support animals are not allowed to bring these animals into the school buildings unless it is a certified service animal. All service animals must have their proper ID or certification.

Student Visitors

All student visitors must have prior permission from a specific teacher and approval of administration in order to visit any school site or classroom. All student visitors must sign in at the front desk.

Education Code References

- 32210 Willful disturbance of public school or meeting
- 32211 Threatened disruption or interference with classes; misdemeanor

- 32212 Classroom interruptions
- 35160 Authority of governing boards
- 35292 Visits to schools
- 51512 Prohibited use of electronic listening or recording devices

Penal Code References

- 626-626.10 Schools
- 627-627.10 Access to school premises
- 627.1 Definitions
- 627.2 Necessity of registration by outsider
- 627.7 Misdemeanors; punishment

Dress Code

Venture Academy aligns its dress code policy with California Education Code 48900 (k), which states, " To exhibit any dress, grooming, or appearance that disrupts, or tends to disrupt, the education process, or affects the health or safety of individuals shall be prohibited." The presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, or any other attribute, denotes affiliation with any group considered harmful to the school environment and/or promotes or insinuates any type of drug, alcohol, tobacco product, profanity, vulgar or obscene image or behavior is prohibited.

- Students must wear shoes, a top and bottom that covers their chest, stomach, back, and undergarments at all times.
- While school-appropriate hats and hoods are acceptable in common areas, staff have the autonomy to enforce a "no hats" and/or "no hoods" policy in their academic spaces, including classrooms.

Students arriving at school dressed inappropriately will be asked to wear school-issued clothing and/or request a change of clothes from a parent/guardian.

Venture Academy Mobile Communication Device Policy



Purpose

Venture Academy is committed to fostering a focused and engaging learning environment that is digitally safe and teaches students to be digitally responsible citizens. Per CA legislation, excessive smartphone use among youth is linked to increased anxiety, depression, and other mental health issues. A recent Pew Research Center survey found that 72% of high school and 33% of middle school teachers report cell phone distractions as a major problem. Common Sense Media found that 97% of students use their phones during the school day for a median of 43 minutes. Combined with the U.S. Surgeon General's warning about the risks of social media, it is urgent to provide reasonable guardrails for smartphone use in schools.

In accordance with California's AB 3216, the Phone-Free School Act and SP 5131.8, and in partnership with our educators and families, we are implementing a Mobile Communication Device Policy that limits non-educational device use during the school day and supports academic integrity, social interaction, and student well-being.



"Mobile Communication devices" refers to any personal electronic device capable of texting, calling, accessing the internet, taking photos or video, or enabling social media, including, but not limited to, cell phones, smart watches, smart glasses, and tablets.

TK–12 Smart Device Expectations

Smart devices must remain off and stored in backpacks or personal item that is not easily accessible by the student; such as but not limited to a pocket, during the entire school day (including recess, lunch, personal breaks and passing periods). Students may be required to place their Mobile Communication devices in a designated container (e.g., pouch, bin, or locking cabinet) provided by VA staff.

Students may not use or display smart devices at any time on campus unless explicitly directed by a staff member for an instructional activity.

Use of smart devices is not permitted during breaks and lunch, unless otherwise directed during school-wide events or assemblies. If allowed, Mobile Communication Devices must be used in an appropriate manner at all times. Inappropriate use of devices includes but is not limited to:

- Recording and taking pictures of other students or posting on social media of other students
- Recording and taking pictures of staff without their prior permission or posting on social media about staff without their prior permission
- Recording &/or posting threats, fights or harm to students or staff

Teachers may authorize supervised smart device use for instructional purposes.

General Guidelines (All Grades)

- Students may not use smart devices in restrooms, dressing rooms, or other private areas at any time.
- Parents/guardians should contact the front office for urgent communication with students.

Mobile Communication Device Policy

This policy was developed collaboratively with Venture staff, students and families in response to Assembly Bill 3216. We are committed to ensuring all students develop responsible digital habits while preserving the focus and safety of our school environment.

Restorative Response to Smart Device Violations:

The following restorative and progressive discipline will be used when students do not follow the smart device policy:

Infraction	VA Staff Restorative Response
1st Offense	Verbal reminder and re-teaching of expectations (power down, put away). The student may also engage in a brief reflective activity (verbal or written) with a VA Staff member.
2nd Offense	Mobile Communication devices will be held by staff until the end of the day. The student will complete the VA Reflection Form and have a restorative conversation. Parent/Guardian is contacted.
3rd Offense	The student will be sent to the Vice Principal's office, parent/guardian will be contacted, and the student will attend a Venture Forward. Parent/guardian will be required to pick up device from the Vice Principal's office.

4th Offense	Parent-student-administrator/admin designee meeting will be held to develop a Restorative Device Agreement.
Ongoing Issues	An Academic Support Team Meeting will take place to develop individualized support through MTSS (Multi-Tiered System of Support).

Revised July 22, 2026 VENTURE ACADEMY In alignment with Assembly Bill 3216, the Phone-Free School Act, and SP 5131.8.

Pupil Safety and Learning Environment:

Venture Academy has attached a written policy promoting safe environments for pupil learning and engagement. The policy addresses "professional boundaries" between employees and students and establishes appropriate limits on contact during or outside the school day between students and employees via social media internet platforms, text messaging, and other forms of communication that do not otherwise include the students' parent or guardian. (Ed. Code, § 32100.)

Emergency Procedures

Emergency drills are held periodically throughout the year and a record is kept of dates held and the time it takes to evacuate the buildings. The following drill procedures will be outlined with students at the beginning of the school year.

Fire Drill Procedures

- School staff will ensure that each student has evacuated the building(s).
- Teachers will take students to a pre-designated area.
- Teachers will take roll at the designated area.
- Students will walk quietly back to their classrooms after the "all clear" is announced.

Safety Procedures

In the event of occurrences on campus that are considered to be seriously threatening to student safety, the school will go on emergency alert and the Lockdown Procedure will be immediately initiated. When a lockdown occurs, it may involve releasing students from school or relocating them from one site to a secondary site that is deemed safer than the school site. All possible attempts to notify parent(s)/guardian(s) of the situation will be made as soon as possible, pending evaluation of the extent and nature of the emergency/cause for evacuation. Notification will be made via the school's phone calling system. parent(s)/guardian(s) are asked to keep their emergency contact information updated with accurate information at all times.

Insurance

VA does not provide student insurance. The parent(s)/guardian(s) is responsible for such coverage. Please see Appendix C for information on obtaining insurance.

Student Meal Program

Breakfast & Lunch

Venture Academy recognizes the link between student health and successful learning and will implement a program that offers healthy, nutrient dense meals. Students that are scheduled to be on-campus for two or more hours on a school day will be offered breakfast. Breakfast &/or lunch will be available to all students scheduled to be on campus for more than two hours on a school day and is free of charge regardless of household income or eligibility requirements. All meals are aligned with USDA nutritional standards that limit the intake of fat, saturated fat, and sodium.

VA is a closed campus and students are not allowed to leave campus, be outside the designated areas in the TCSJ building for TEACH! Academy students, or any other SJCOE business buildings during lunch. Students may leave with explicit parent/guardian permission, after signing out in the main office. Students who leave campus without permission/ approval will be subject to disciplinary measures.

Academic Guidelines

Rights and Responsibilities

Cooperation among the teacher, the student, and the parent has been proven to improve a child's chance of receiving the best possible education. All are required to do their part equally to ensure that the student experiences a successful academic career. Please refer back to the Home-School Compact above for more extensive information.

Progress Reporting

In the Homeschool model, progress will be discussed at least once a month during check--in meetings. Modified Daily Attendance students and parents may contact their teachers to request updated information regarding credits and progress. Quarterly progress will be sent home via progress reports or report cards. Communication about a child's progress toward meeting graduation requirements is crucial. It is recommended that parent(s)/guardian(s) monitor their students' progress via Jupiter, Powerschool, or Edgenuity (if it applies) in addition to scheduled visits and/or emails to the teacher. If a parent/guardian or student would like a face-to-face meeting with the teacher, an appointment should be scheduled in advance.

High School Credit Options and Limits

High school credits are recorded and reported to the Registrar at the end of each semester. Students may earn a maximum of 75 high school credits per academic year through courses taken at Venture Academy and/or credits transferred from another high school. Additional credits beyond these limits may be granted only with approval from a school administrator through the Credit Cap Waiver process.

In addition to earning credits through assigned courses, students may earn credit through taking community college courses, completing community service logs, participating on an athletic team, or completing physical education (PE) logs.

Students may earn a maximum of 5 community service credits during their entire high school enrollment through approved community service logs. Credits earned through community service logs require completion of tracking logs and approval from the student's TOR

Students may earn a maximum of 20 PE credits on their high school transcript through approved PE logs, participation on a Venture Academy athletic team, or a combination of logs and athletic participation. Credits earned through PE logs require completion of tracking logs and approval from the student's Teacher of Record (TOR).

Community Service

Approval of the community service project by the Teacher of Record must be received prior to beginning the project. Community Service Logs are linked here, or available on the school's website under the Student Resource page. To receive credit the following criteria must be met:

- Work with an organization that provides service that benefits the community OR
- Provide a benefit to an individual who is unable to meet his or her own needs. (Unless under special circumstances, this should be someone outside of the family and in need of assistance other than babysitting.)
- Community service projects should not benefit individuals with for-profit businesses
- Students will be responsible for recording time spent on the project and requiring a supervisor's signature validating Community Service Log.
- Students must submit a log with the supervisor's signature to their Teacher of Record promptly.
- A maximum of 5 credits can be earned for community service through logs (75 hours).

Academic Integrity

Integrity is a compelling principle, which guides all aspects of student and school life. Academic integrity is highly valued at VA. Students must not cheat or plagiarize. Nor should anyone tolerate such behavior among fellow students.

Cheating is:

- **An attempt to earn credit or receive a grade for coursework in a fraudulent, deceitful, dishonest, or misleading way.**
- **Knowingly submitting the work of others, including artificial intelligence, and representing it as one's own.**
- **Aiding, abetting, helping, or assisting anyone else to cheat.**
- **Obtaining an unfair advantage *(i.e. communicating with friends to find out what is on a test before you take it.)***

Plagiarism is taking the language, ideas or thoughts from another person, artificial intelligence, or resource and submitting it as one's own.

- **Sources must be cited.**

Students who plagiarize or cheat will be subject to disciplinary actions, which may include, but are not limited to, loss of credit for the assignment with a recorded failing grade, requirement to redo or repeat the assignment or assessment, parent meeting, teacher detention, Venture Forward, additional research or learning experience about cheating/plagiarism, and/or administrative consequences. A first time offense for cheating or plagiarism will be addressed by the student's academy or teacher. Any second or additional offense will be addressed by the academy and administration.

The San Joaquin County Office of Education (SJCOE) has the following guidelines regarding the use of AI for <u>all</u> educational assignments including but not limited to classwork, homework, projects, tests, quizzes, and any evaluation tool:

- **Originality: Assignments should reflect the student's independent thinking, research, and analysis. Depending solely on AI-generated content without a student's personal input is strictly prohibited. Plagiarism of AI generated content is prohibited;**
- **Accuracy: All work generated by AI must be reviewed by the student for accuracy before relying on it for an academic related purpose;**
- **Attribution: If students use AI-generated content or AI tools for research, they shall provide proper attribution and acknowledge the source. Students shall cite the AI-generated material just like they would with any other source;**
- **Learning Purpose: Assignments are meant to develop the students' knowledge, skills, and critical thinking abilities. AI can be used to support and enhance the students' efforts, but it should not replace them entirely;**
- **Monitoring: All work may be monitored and reviewed by any SJCOE staff to ensure it meets the guidelines of this policy; and**
- **Academic Integrity: Upholding honesty, authenticity, and personal growth is fundamental to the SJCOE. Maintaining academic integrity contributes to the students' academic journey.**

SP 5131.9

Assessment

Initial assessment is completed to determine individual student needs. This may include:

- **Review of existing special education records**
- **Academic pre-tests (math, reading & writing) to determine program/grade level placement**
- **Evaluation of transcripts**
- **Informal teacher interview/assessment**
- **Program orientation**

To measure effectiveness of instruction and to address student needs, student progress is assessed on an ongoing basis.

Progress monitoring may include the following:

- **Portfolios**
- **Individual and/or group projects**
- **Tests in subject areas**
- **Student Study Team (SST) meetings**
- **Interest assessment**
- **Individual assessment information gathered through special education assessment**
- **Report cards/Progress Reports**
- **Rubrics**

- Student presentations
- STAR Renaissance assessment
- Defense of Mastery
- Diagnostic assessment or Screener

State Mandated Testing

Venture Academy participates in all state mandated testing. Students should plan to participate. Detailed information about testing locations, dates and times will be sent to families and will also be available through VA's front office and website. Every student's participation in the state mandated assessment program is important.

Statewide Testing Notification - California Department of Education • April 2025
Every year, California students take several statewide tests. When combined with other measures such as grades, class work, and teacher observations, these tests give families and teachers a more complete picture of their child's learning. Parent(s)/Guardian(s) can use the results to identify where their child is doing well and where they might need more support. Students may be taking one or more of the following: California Assessment of Student Performance and Progress (CAASPP), English Language Proficiency Assessments for California (ELPAC), and Physical Fitness Test assessments. Pursuant to California *Education Code* Section 60615, parents/guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments. There is no exemption for the ELPAC or Physical Fitness Test.

These tests usually include:

Test	Who takes it	When
Smarter Balanced Summative Assessments English language arts/literacy (ELA) and Mathematics	Grades 3-8, 11	Spring
California Science Test (CAST)	Grades 5 and 8, and once in grade 11 or 12	Spring
California Alternate Assessments (CAAs) ELA/ Mathematics	Students with the most significant cognitive disabilities whose active individual educational program (IEP) designates the use of an alternate assessment grades 3–8 and 11	Spring
California Alternate Assessment (CAA) Science	Students with the most significant cognitive disabilities whose active individual educational program (IEP) designates the use of an alternate assessment grades 3–8 and 11	September - end of year
English Language Proficiency Assessments for California (ELPAC)	All students whose primary language is not English as indicated on the Home Language Survey K–12	Initial - Fall Summative - Winter-Spring
Physical Fitness Test (PFT)	Grades 5, 7, and 9	Winter-Spring

Mathematics Placement Policy and Protocol

In 2015, the California Legislature enacted SB 359, the California Mathematics Placement Act of 2015, which mandates that schools adopt a fair, objective, and transparent mathematics placement policy for 9th grade students. In compliance with SB 359, VA has developed a Mathematics Placement Protocol, which can be found in Appendix D.

School-wide Assessments

All students in grades TK-12 will be tested in the beginning, middle, and end of the school year to assess ability and measure progress in Language Arts, Reading, and Math. Additional assessments may be scheduled by academies. Students in grades K-2 will also receive a diagnostic assessment to screen for any difficulties in reading.

Use of Electronic Devices During Testing

Students may not access any unauthorized electronic devices at any time when test materials are present that are not specified in an individualized education program (IEP), or a Section 504 plan. Use of any unauthorized electronic device during testing may result in disciplinary action, including but not limited to receiving a "0" on their test.

Promotion

8th Grade Promotion

A recognition ceremony for 8th grade students who have met the requirements for promotion to the 9th grade will take place toward the end of the school year. Students must be in good academic (may not have more than 1 F) and behavioral standing (may not have any major/excessive violations as determined by administration), and attend a mandatory dress rehearsal, in order to participate.

Requirements for Graduation

High School Credits

Upon registration, VA's registrar will evaluate high school transcripts to determine into which grade level the students will be placed. High School credits are earned on a semester basis and are posted to transcripts at the end of each semester or when a student exits the school. In order to be considered on-track for graduation, students should have earned at least the number credits below at the end of the identified grade level. Please review the VA Course Catalog for current class offerings.

Grade 9 50 credits
Grade 10 100 credits
Grade 11 150 credits
Grade 12 205+ credits

Students are required to successfully complete the following course of study:

Subject	Credits	Subject	Credits
English	40	Visual/Performing Arts or Foreign Language	10
Math*	20	American Government	5
Physical Education	20	Economics	5
World History / Culture / Geography	10	Electives	65
US History / Geography	10		
Life Science	10	**Total Credits Required to Earn a VA Diploma**	205
Physical Science	10	*See A-G requirements below to qualify for a CSU/UC as they do vary from the diploma requirements*	

*The math requirement includes successful completion of 10 credits of Algebra I

Graduation by Exhibition (GBE)

GBE is a requirement for graduation from VA. VA is committed to graduating students who are well prepared to become productive citizens within their communities. GBE is an opportunity to reflect on academic and personal growth; to demonstrate an understanding of the roles and responsibilities of community citizenship; to articulate goals for the future; to identify personal strengths, passions and interests; and to communicate a readiness to "Venture into the World." It is also a time for family and friends to share in the celebration. During the GBE students must demonstrate mastery of the schoolwide learner outcomes:

- Embrace Challenge
- Think Critically
- Live Responsibly
- Learn Infinitely
- Play Passionately
- Imagine Possibilities

The GBE process culminates in a presentation before a panel. Panel members will include the following: a staff advisor, a student representative, and a community member. This presentation is designed to celebrate the candidate's accomplishments and to demonstrate that they are ready for a productive life beyond high school.

Preparation for GBE can begin at any time through high school, but at a minimum should begin as soon as a student reaches senior status.. Students in Modified Daily Attendance sites may complete their GBE as early as February upon approval of Teacher of Record. Students in Independent Study will schedule their GBE in collaboration with their Teacher of Record. The exhibition is held at the school. Students may

invite family and friends in addition to the required panel. Students may present their GBE through various modes, including visual displays, oration, audiovisual technology, and multimedia productions. Students must use the GBE Handbook to guide them through the process along with their Teacher of Record.

Career and College Preparation

California State University/University of California Admission Requirements

To learn more about college admission requirements, and for a list of Venture Academy courses that have been certified by the University of California as satisfying the requirements for admission to the UC and CSU, please refer to the VA UC/CSU approved A-G list for the specific VA classes that are designated A-G.

Course Requirements (A-G)

a. History and Social Science-2 years
b. English-4 years
c. Math-3 years (4 years recommended for UC)
d. Laboratory Science-2 years
e. Language Other than English-2 years (3 years recommended for UC)
f. Visual and Performing Arts-1 year
g. College Preparatory Elective-1 year

Visit CSU and UC websites for grade, GPA and SAT/ACT examination requirements for admission.

- **California State University (www.calstate.edu)
- **University of California (www.universityofcalifornia.edu)

California Community Colleges

California community colleges are required to admit any California resident possessing a high school diploma or equivalent. Please visit (www.cccco.edu) for more information about attending community colleges.

Students are encouraged to meet with teachers and counselors to help them choose courses that will meet college admission requirements or other post-secondary career options.

Career Technical Education (CTE)

Career Technical Education (CTE) programs are available to all students in the secondary grades to integrate core academic instruction with technical and occupational instruction in order to increase student achievement, graduation rates, and readiness for postsecondary education and employment. The CTE program focuses on preparing students to enter current or emerging high-skill, high-wage, and/or high-demand occupations. Please review the VA Course Catalog for current class offerings.

Financial Aid/Scholarships

**Visit the following websites for financial aid and scholarship information:
www.fafsa.ed.gov www.studentaid.ed.gov www.finaid.org

**The above is provided as an informational resource for students and their parent(s)/guardian(s). VA is not affiliated with these websites.

Sex Equity In Career Planning

Parents shall be notified in advance of career counseling and course selection commencing with course selection in Grade 7, to promote sex equity and allow parents to participate in counseling sessions and decisions. (Ed. Code, § 221.5(d))

Student Conduct Code/Disciplinary Procedures

VA students are held to standards of behavior that will serve to protect the emotional and physical safety of all students enrolled in the school. Therefore, students should be aware of possible consequences for their behavior. This may include a loss of all site privileges.

Parent(s)/guardian(s) are considered an integral part of their students' education at VA and may be contacted by phone, email, or Jupiter message if a significant behavioral issue arises. Often the initial contact and subsequent meeting remedy the situation. In the event that a behavior is very serious and initial interventions have failed to alter the behavior, school administration will take action(s) according to the policies of VA and state law, which provide for a safe and secure school environment.

While on field trips, off-campus and extra-curricular activities, participants/spectators carry responsibilities as representatives of the school. All rules of student conduct apply. Students may be subject to discipline for off-campus misconduct if the misconduct is related to school activity or attendance and causes or is reasonably likely to cause a substantial disruption to school activity. Students may be ineligible for field trips due to discipline referrals/suspension history or past poor behavior during field trips.

Important
It is noted by your signature on the handbook form that you, as a parent/guardian, have read and understand the Student Conduct Code and will use the school issued modes of communication including electronic grading and communication programs to follow student academic and behavioral progress. If you have questions or concerns about any of the information, or if you disagree with any student conduct code section, please telephone VA at (209)468.5940 to request an appointment.

Behavior/Consequence

Bullying

VA recognizes the harmful effects of bullying on student learning and school attendance and is committed to providing a school environment that protects students from physical and emotional harm. VA employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyber bully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Cyber bullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyber bullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, SJCOE policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

Bullying Prevention

To the extent possible, SJCOE and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of VA's school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

VA may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self--esteem development, assertiveness skills, and appropriate online behavior.

VA staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies. Based on an assessment of bullying incidents at school, VA administration may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, cafeterias.

Intervention
Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, a VA administrator will work with the student(s)to develop means for students to report threats or incidents confidentially and anonymously.

School staff witnessing bullying shall immediately intervene to stop the incident when it is safe to do so.

As appropriate, the Director or designee shall notify the parent(s)/guardian(s) of victims and offender(s). Response may involve school counselors, mental health counselors, and/or law enforcement.

Complaints and Investigation
Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with SJCOE policy. (SP 5131.2 (21))

When a student is reported to be engaging in bullying off campus and it directly or potentially impacts school activity, school attendance, or the targeted student's educational performance, the Director or designee shall investigate and document the activity and shall identify the specific facts or circumstances involved.

When the circumstances involve cyber bullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying and to notify a teacher, administrator, or other employee so that the matter may be investigated.

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Director or designee also may file a complaint with the Internet site or service to have the material removed.

Discipline
Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with VA' policies and regulations.

Physical Injury
Cause, attempt to cause, or threaten to cause physical injury to another person, or willful use of force or violence upon the another's person, except in self-- defense, can result in consequences deemed appropriate for the offense. Consequences range from warning and/or parent contact to a recommendation to expel and/or notification of appropriate law enforcement agencies. Note: Battery is any willful and unlawful use of force or violence upon the person of another. Assault is an unlawful attempt, coupled with present liability, to commit a violent injury on the person of another. E.C.48900 (a) (1), E.C. 48900 (a) (2), E.C. 48915(a) (1)

Assault Against Employee
Whenever any employee of a school district or office of a county superintendent of schools is attacked, assaulted, or physically threatened by any pupil, it shall be the duty of the employee, and the duty of any person under whose direction or supervision the employee is employed in the public school system who has knowledge of the incident, to promptly report the incident to the appropriate law enforcement authorities of the county or city in which the incident occurred. Consequences range from a parent conference and suspension for one day to a recommendation to expel. E.C. 48900 (a) (1), E.C. 48900 (a) (2), E.C. 48915 (a) (5), E.C. 44014 (a):

Weapons
A weapons offense is defined as possession, sale, or otherwise furnishing any firearm, knife, explosive, or other dangerous object; unless, possession of any such object of this type is accompanied by written permission to possess the item from a certificated school employee and signed off by the principal, or a designee of the principal. Consequences for this action can range from a parent conference and

suspension for one day to a maximum consequence ranging from a recommendation to expel and/or notification of appropriate law enforcement agency. E.C. 48900 (b), E.C. 48915 (a) (2), E.C. 48915 (C) (1), E.C. 48915 (c) (2)

Prohibition Against Tobacco Use E.C 48900 (h)
Students shall not possess, smoke, chew or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of San Joaquin County Office of Education (SJCOE) employees. Prohibited products include, but are not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.

Students' possession or use of nicotine delivery devices, such as electronic cigarettes, electronic hookahs, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products any time is also prohibited. These prohibitions do not apply to a student's possession or use of his/her own prescription products, or other FDA-approved cessation aids such as nicotine patches or nicotine gum. **Refer to Appendix E.**

Controlled Substances
To unlawfully possess, use, sell or otherwise furnish, or be under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind can result in consequences for a controlled substance. Consequences range from a parent conference and suspension for one day to a recommendation to expel and/or notification of appropriate law enforcement agencies. E.C. 48900 (c), E.C. 48915 (a) (3), E.C. 48915 (c) (3)

Selling Controlled Substances
To unlawfully possess, offer, arrange, or negotiate to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) or Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, is considered selling a controlled substance. Additionally, this offense includes selling, delivering, or otherwise furnishing any person another liquid, substance, or material represented as a controlled substance.
Note: A student may be subject to arrest according to Penal Code 653G if he/she loiters at or near any school or public place at or near where students attend or normally congregate; or, re-enters or comes upon such school or place after being asked to leave by a school official. According to P.C. 653G, punishment for loitering includes a fine not to exceed $1,000 and/or imprisonment in the county jail not to exceed 6 months. Consequences range from a parent conference and suspension for one day to a recommendation to expel, and/or notification of appropriate law enforcement agencies. E.C. 48900 (d)

Disruptive items
To possess any disruptive items unless obtaining written permission to possess such items from a certificated school employee, which is agreed upon by the principal or the designee of the principal can incur consequences of a disruptive item offense. Consequences will include confiscating the object, and may include a recommendation to expel and/or notification of appropriate law enforcement agencies. Confiscated materials will be returned to the parents upon request. Confiscated materials will not be returned to the students. E.C. 48900 (k)

Stolen property
Knowing receipt of stolen school property or private property results in a stolen property offense. Minimum action for this offense is parent contact while the maximum action is a recommendation to expel and/or notification of appropriate law enforcement agencies. E.C. 48900 (1)

Imitation Firearm
Possess an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. Consequences range from a parent conference and suspension for one day to a recommendation to expel and/or notification of appropriate law enforcement agency. E.C. 48900 (m) Note: Toy guns are considered objects of a dangerous nature. (Penal Code 12020, AB4546 P.C. 417.2)

Sexual Assault

To commit, or attempt to commit, a sexual assault (as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code,) or sexual battery (as defined in section 243.4 of the Penal Code,) will result in a sexual assault consequence. Consequences range from a parent conference and suspension for one day, to a recommendation to expel and/or notification of appropriate law enforcement agencies. E.C. 48900 (n), E.C. 48915 (c) (4)
Note: A student may be subject to arrest according to Penal Code 653G if he/she loiters at, or near, any school or public place where students attend or normally congregate, or re-enters; or, comes upon such school or place after being asked to leave by a school official. According to P.C. 653G, punishment for loitering includes a fine not to exceed $1,000 and/or imprisonment in the county jail not to exceed 6 months.

Harassment of Witness
Harassment of a witness is to harass, threaten, or intimidate a pupil who is a complaining witness, or witness, in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness, retaliating against that pupil for being a witness, or both. The minimum action for this offense will be a warning and/or parent contact while a maximum action will be a recommendation for severance and/or notification of the appropriate law enforcement agency. E.C. 48900 (o)

Sexual Harassment
To commit sexual harassment is defined in California Education Code 48900.2 Section 212.5. This section does not apply to pupils in grades K--3. Consequences range from a parent conference and suspension for one day to a recommendation to expel and/or notification of appropriate law enforcement agencies. E.C. 48900.2

Violence
Violence is defined as: to cause, attempt to cause, threaten to cause, or participate in an act of hate or violence. Consequences range from a minimum of a warning and/or parent contact to maximum action of recommendation to expel and/or notification of appropriate law enforcement agencies. E.C. 48900.3

Harassment of Pupils
Students can be guilty of a harassment offense by intentionally engaging in harassment, threats, or intimidation directed against a pupil, or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil, or group of pupils, by creating an intimidating or hostile educational environment. Consequences range from a parent conference and suspension for one day to a recommendation to expel and/or notification of appropriate law enforcement agency. E.C. 48900.4

Terrorist Threats
A pupil may be suspended from school if the superintendent or school administrator of the school in which the pupil is enrolled determines that the pupil has made terrorist threats against school officials, school property, or both. This offense may result in a warning and/or parent contact to a recommendation for severance, and/or notification of appropriate law enforcement agency. E.C. 48900.7

Detention
Students may be required to serve time in addition to regular school hours during lunch, after school and/or on Fridays as a consequence for an infraction of school rules or expectations. Parents/guardians will be notified in advance.

Suspension/Expulsion
A pupil may not be suspended from school or recommended for expulsion unless the administration of the school in which the pupil is enrolled determines that the pupil has committed an act which is enumerated in this section and related to school activity or attendance which occurred at any time, including, but not limited to, any of the following:

- While on the school grounds.
- While going to or coming from school.
- During, or while going to, or coming from a school sponsored activity.

A teacher may suspend any student from the teacher's class for any suspendable offense for the day of the suspension and the day following. The director, or designee, may suspend a student from a school site for any of the acts listed in the following pages for not more than five consecutive school days. A student may be suspended on the first offense if it is determined that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process. (E.C. 48914)

The full text from the San Joaquin County Office of Education Administrative Regulations referring to student suspension and expulsion is available upon request at the VA office at (209)468.5940.

During Suspension…

- The student is expected to be under the supervision of a parent/guardian during school hours when serving suspension days at home. The student shall not appear on or about any school property during the period of suspension, except in the case of in--school suspensions; unless coming to the office on official business with the parent/guardian by prior arrangement with a school administrator.
- The student is not to attend any school -sponsored event, on or off any school campus, during suspension. This is extended to include weekend and holiday activities, and would include, but not be limited to; field trips, athletic events, theater events, proms, dances, and other school events.
- If a student's suspension enters into an off-session period, the consequences and restitution will be determined by an administrator.
- The teacher may require the suspended student to complete any assignments and tests missed during the suspension. Instead of disciplinary action prescribed by this article, the director or designee may require a pupil to perform community service on school grounds during non--school hours. For the purposes of this section "community service" may include, but is not limited to, work performed on school grounds in the areas of outdoor beautification, campus improvement, and teacher or peer assistance programs. E.C. 48900

Violation of suspension rules may result in a minimum consequence of a warning and a maximum consequence of a referral to the appropriate law enforcement agency.

Expulsion

The administration shall recommend the expulsion of a pupil for an act which is enumerated in this Ed Code Section 48915 (a) and 48915 (c) and related to school activity or attendance which occur at any time, including, but not limited to, any of the following:

- While on the school grounds.
- While going to, or coming from, school.
- During, while going to, or coming from, a school sponsored activity.

Disciplinary action will be taken if a student's behavior is disruptive to the instructional process or causes a danger to persons or property even though the offense is not defined in the Student Conduct Code.

Appeals

Students and parents/guardians have a right to appeal disciplinary action taken against a student. All appeals must be submitted in writing to Venture's Director II via email, mail or in person within 10 school days of the issued disciplinary action.

Parent Notice of Rights and Responsibilities

State law requires that parents or guardians be notified of their rights and responsibilities in certain matters pertaining to their children's education.

ENROLLMENT

Student Residency

A student may be enrolled in Venture Academy regardless of where they reside, as long as it is within San Joaquin County or any contiguous county. It is the student's family's responsibility to notify their home district that they are enrolling their student into Venture Academy via their district of residence policy; such as an interdistrict transfer. Families are expected to show proof of disenrollment from their previous school at the time of enrollment at Venture. Please do not drop your students from their previous school until you have been officially notified that your student has received a seat at Venture.

Notice of Alternative Schools

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to:

(a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.

(b) Recognize that the best learning takes place when the student learns because of the student's desire to learn.

(c) Maintain a learning situation maximizing student self-motivation and encouraging the student in their own time to follow their own interests. These interests may be conceived by the student totally and independently or may result in whole or in part from a presentation by the student's teachers of choices of learning projects.

(d) Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous permanent process.

(e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to, the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for parent information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. (Ed. Code, § 58501)

Pupil Fees

A pupil enrolled in a public school will not be required to pay a pupil fee for participation in an educational activity. (Ed. Code, § 49011)

a. The following requirements apply to prohibited pupil fees:
    i. All supplies, materials, and equipment needed to participate in educational activities must be provided to pupils free of charge.

    ii. A fee waiver policy shall not make a pupil fee permissible.

    iii. The District and its schools shall not establish a two-tier educational system by requiring a minimal educational standard and also offering a second, higher educational standard that pupils may only obtain through payment of a fee or purchase of additional supplies that the school district or school does not provide.

    iv. The District and its schools shall not offer course credit or privileges related to educational activities in exchange for money or donations of goods or services from a pupil or a pupil's parents or guardians, and the District and its schools shall not remove course credit or privileges related to educational activities, or otherwise discriminate against a pupil, because the pupil or the pupil's parents or guardians did not or will not provide money or donations of goods or services to the District or school.

b. Solicitation of voluntary donations of funds or property and voluntary participation in fundraising activities are not prohibited. The District and its schools are not prohibited from providing pupils prizes or other recognition for voluntarily participating in fundraising activities. (Ed. Code, § 49010 et seq.)

A complaint of noncompliance may be filed under the District's Uniform Complaint Procedures and Title 5 of the California Code of Regulations. (Ed. Code, § 49013)

<u>Assistance to Cover Costs of Advanced Placement Examination Fees</u>

The District may help pay for all or part of the costs of one or more advanced placement examinations that are charged to economically disadvantaged students. (Ed. Code, §§ 48980(j), 52242)

INSTRUCTION

School Accountability Report

Parents/guardians may request a hard copy of the School Accountability Report Card which is issued annually for each school of the District. (Ed. Code, § 35256) and is posted on the school's website.

Notification of Rights Under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.
These rights are:

1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal/Division Director or their designee a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise the parent or eligible student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Venture as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

In addition, the Student Aid Commission may have access to the grade point average (GPA) of all district students in grade 12 and, when required, verification of high school graduation or its equivalent of all students who graduated in the prior academic year, for use in the Cal Grant postsecondary financial aid program. However, such information shall not be submitted when a student, or their parent or guardian if the student is under 18 years of age, "opts out" or is permitted by the rules of the Student Aid Commission to provide test scores in lieu of their GPA. (Ed. Code, §§ 69432.9, 69432.92) No later than January 1 each year, the Superintendent or designee shall notify each student in grade 11, and the student's parent(s)/guardian(s) if the student is under 18 years of age, that the student's GPA will be

forwarded to the Student Aid Commission by October 1 unless the student opts out within a period of time specified in the notice, which shall not be less than 30 days. (Ed. Code, § 69432.9)

Upon request, the school discloses education records, without prior consent, to officials of another school district in which a student seeks or intends to enroll.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202-5920

Transitional Kindergarten

The District may admit a child, who will have their fifth birthday between September 2 and June 2, to a transitional kindergarten at the beginning of or at any time during the school year with parental/guardian approval if:

a) the governing board or body determines that the admittance is in the best interests of the child, and
b) the parent(s)/guardian(s) is given information on the advantages and disadvantages and any other explanatory information on the effects of early admittance. (Ed. Code, § 48000)

Review of Curriculum

A prospectus of curriculum, including titles, descriptions, and instructional aims of every course offered by each public school, is available at the school site for review upon request. Copies are available upon request for a reasonable fee not to exceed the actual copying cost. (Ed. Code, § 49091.14)

California Assessment of Student Performance and Progress

The California Assessment of Student Performance and Progress (CAASPP) includes Smarter Balanced Summative assessments in English Language Arts and Math in grades 3-8 and 11 and California Alternative Assessments (CAA) in English Language Arts and Math in grades 3-8 and 11 for students with significant cognitive disabilities. The California Science Test (CAST) for science is required for all students in grades 5,8, and once in high school unless the student's IEP indicates administration of the CAA. Students in grades 3-8 and in high school may choose to take the optional standards-based test in Spanish (CSA) for reading/language arts. The CAASPP includes an assessment for students whose primary language is a language other than English upon enrollment in a California public school.. (Ed. Code, §§ 52052, 60604, 60615, 60640; 5 C.C.R. § 852)

Course Assignments

The District is prohibited from assigning a student enrolled in any of grades 9 through 12 to any course period without educational content for more than one week in any semester, except under specified conditions. Under no circumstances will the District assign a student enrolled in any of grades 9 through 12 to a course period without educational content because there are not sufficient curricular course offerings for the student to take during the relevant period of the designated school day. (Ed. Code, § 51228.1)

The District is prohibited from assigning a student enrolled in grades 9 through 12 to a course that the student has previously completed and received a grade determined by the District to be sufficient to satisfy the requirements and prerequisites for admission to the

California public post-secondary schools and the minimum high school graduation requirements, except under specified conditions. Under no circumstances will the District assign a student enrolled in any of grades 9 through 12 to a course the student has previously completed and received a sufficient grade, as specified, because there are not sufficient curricular course offerings for the student to take during the relevant period of the designated school day. (Ed. Code, § 51228.2)

These sections do not apply to students in alternative schools, community day schools, continuation high schools or an opportunity school. The District may continue to authorize dual enrollment in community college, to run evening high school programs, and to offer independent study, work experience education, and other specified courses.

A complaint of noncompliance may be filed under the District's Uniform Complaint Procedures and Title 5 of the California Code of Regulations. (Ed. Code, § 51228.3)

PE Instructional Minutes

The adopted course of study for grades 1 through 6 and instruction in grades 1 through 8 in an elementary school includes physical education for not less than 200 minutes each ten school days, exclusive of recesses and the lunch period. (Ed. Code, §§ 51210, 51223)

A complaint of noncompliance may be filed under the District's Uniform Complaint Procedures pursuant to Title 5 of the California Code of Regulations.

Dissection of Animals

If a student has a moral objection to dissecting (or otherwise harming or destroying) animals, or any part of an animal, the pupil must notify the teacher regarding such objection, and the objection must be substantiated with a note from the pupil's parent or guardian. If the pupil chooses to refrain from participating in such a project or test, and if the teacher believes that an adequate alternative education project or test is possible, then the teacher may work with the pupil to develop and agree upon an alternate education project or test for the purpose of providing the pupil an alternate avenue for obtaining the knowledge, information or experience required by the course of study. No student shall be discriminated against based upon their decision to exercise their rights under this section. (Ed. Code, §§ 32255-32255.6)

Absence for Religious Exercises and Instruction

Pupils may be excused, with written permission from a parent or guardian, in order to participate in religious exercises or receive moral and religious instruction away from school property. Every pupil so excused must attend at least the minimum school day. No pupil shall be excused from school for such purpose on more than four days per school month. (Ed. Code, § 46014)

No Academic Penalty for Excused Absence

No pupil may have their grade reduced or lose academic credit for any absence or absences which are excused for the reasons specified below when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. (Ed. Code, §§ 48205, 48980(i))

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

(a) Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.

(b) Due to quarantine under the direction of a county or city health officer.

(c) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.

(d) For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.

(e) For the purpose of jury duty in the manner provided for by law.

(f) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a doctor's note.

(g) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

(h) For the purpose of serving as a member of a precinct board for an election pursuant to section 12302 of the Elections Code.

(i) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in section 49701 of the Education Code, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

(j) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.

(k) For the purpose of participating in a cultural ceremony or event.

(l) For the purpose of a middle or high school pupil engaging in a civic or political event, provided the pupil notifies the school in advance. A pupil absent pursuant to this section is required to be excused for only one day-long absence per year. A school administrator may permit additional absences pursuant to section 48260(c) of the Education Code.

(m) For any of the following purposes, inclusive, if an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family member, has died, so long as the absence is not more than three (3) days per incident.

(i) To access services from a victim services organization or agency.

(ii) To access grief support services.

(iii) To participate in safety planning or to take other actions to increase the safety of the pupil or an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family member, including, but not limited to, temporary or permanent relocation. Page 6 43404212.2/005306.77777 005408.77777 40200310.5

(iv) Any absence beyond three days for the reasons described above shall be subject to the discretion of a school administrator, or their designee, pursuant to section 48260.

(n) Authorized at the discretion of a school administrator based on the facts of the pupil's circumstances, which are deemed to constitute a valid excuse, including, but not limited to, working for a period of not more than five consecutive days in the entertainment or allied industries if the pupil holds a work permit, or participating with a not-for-profit performing arts organization in a performance for a public school pupil audience for a maximum of up to five days per school year provided the pupil's parent or guardian provides a written note to the school authorities explaining the reason for the pupil's absence. (Ed. Code, §§ 48260, 48205, 48225.5)

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

For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

A "civic or political event" includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls. (Ed. Code, § 48205)

"Cultural" means relating to the habits, practices, beliefs, and traditions of a certain group of people. (Ed. Code, § 48205)

"Immediate family," as used in this section refers to the parent or guardian, brother or sister, grandparent, or any relative living in the household of the pupil. (Ed. Code, § 48205)

"Victim services organization or agency" means an agency or organization that has a documented record of providing services to victims. (Ed. Code, § 48205; Labor Code § 230.1)

Equal Opportunity

Equal opportunities for both sexes in all educational programs and activities run by the District is a commitment made by the District to all students. (Title IX of the Education Amendments of 1972) (34 C.F.R. § 106.8) The District does not discriminate, including in admission and employment, on the basis of sex in any education programs or activities operated by the District, as is required by Title IX. Inquiries on all matters, including complaints, regarding the implementation of Title IX in the District may be referred to the District official listed below at the following address and telephone:

Joni Hellstrom, Division Director of Venture Academy Family of Schools
email: jhellstrom@sjcoe.net, telephone: (209) 468-5940, address: 2829 Transworld Drive, Stockton, CA 95206

SPECIAL NEEDS

Every Student Succeeds Act (ESSA)

The Every Student Succeeds Act (ESSA) took full effect in 2018 to replace the No Child Left Behind Act in modifying the Elementary and Secondary Education Act of 1965 (ESEA). If updates are provided by the California Department of Education, the following notice may change and new information may be added.

Information Regarding Professional Qualifications of Teachers, Paraprofessionals, and Aides

Upon request, parents have a right to information regarding the professional qualifications of their student's classroom teachers, paraprofessionals, and aides. This includes whether the teacher meets the state qualifications and licensing criteria for the grades and subjects they teach, whether the teacher is teaching under an emergency permit or other provisional status because of special circumstances, the major or field of discipline for any degrees or certifications held by the teacher, and whether any instructional aides or paraprofessionals provide services to the parents' child and, if so, their qualifications. In addition, parents have a right to notice when the parent's child has been taught for four or more weeks by a teacher who is not highly qualified. (ESEA § 1112(e)(1)(A-B)) (as amended by ESSA))

Information Regarding Individual Student Reports on Statewide Assessments

Upon request, parents have a right to information on the level of achievement of their student on every State academic assessment administered to the student. (ESEA § 1111(h)(6) (as amended by ESSA)

School Identified for School Improvement

A local educational agency shall promptly provide notice to a parent or parents of each student enrolled in an elementary school or a secondary school identified for school improvement (school that fails for two consecutive years to make adequate yearly progress as defined in the State's plan) for comprehensive support and improvement activities or targeted support and improvement activities. The notice will be in an understandable and uniform format, and to the extent practicable, in a language the parents can understand. The notice will include an explanation of what the identification means; how the school compares in terms of academic achievement to other elementary schools or secondary schools served by the local educational agency and the State educational agency; the reasons for the identification; an explanation of what the school identified for school improvement is doing to address the problem of low achievement; an explanation of what the local educational agency or State educational agency is doing to help the school address the achievement problem; an explanation of how parents can become involved in addressing the academic issues that caused the school to be identified for school improvement; and an explanation of the parents' option to transfer their child to another public school (with transportation provided by the agency when required or to obtain supplemental educational services for the child). (ESEA § 1111(c-d) (as amended by ESSA))

Parent and Family Engagement

ESSA requires the District to notify parents of a written parent and family engagement policy. (ESEA § 1116) (as amended by ESSA) (20 U.S.C. § 6318(b)). The policy must include how each school will: convene an annual meeting to which all parents of participating students shall be invited and encouraged to attend, to inform parents of the requirements of this policy and the right of parents to be involved; offer a flexible number of meetings; involve parents in an organized and timely manner in the review and development of programs under this part including development of the parent and family engagement policy; provide parents timely notice about programs under this part, a description of the curriculum in use at the school, the forms of academic achievement, and if requested by parents, opportunities for regular meetings to formulate suggestions and participate in decisions related to the education of their children; allow parents to submit comments on the plan when the school makes it public; jointly develop a compact with parents describing the school's responsibility to provide high-quality curriculum in a supportive and effective learning environment and addresses the importance of communication between parents and teachers; provide assistance to parents of children served by the school in understanding academic standards, assessments, and the requirements of this part; provide materials and training to help parents work with their children to improve their children's achievement; educate teachers on the importance of parent outreach and communication; coordinate parent involvement in school programs; provide information related to school and parent programs in a format and language the parents can understand; adopt and implement model approaches to improving parental involvement; and provide other reasonable support for parental involvement activities as parents may request. This policy shall be provided in a format and, to the extent practicable, in a language that parents will understand.

Limited English Proficient Students

ESSA requires notice be given to parents of limited English proficient students regarding limited English proficiency programs, not later than 30 days after the beginning of the school year (or, for students identified later in the school year, within two weeks). Notice includes: the reasons for the identification of the student as limited English proficient; the need for placement in a language instruction educational program; the student's level of English proficiency and how such level was assessed; the status of the student's academic achievement; the methods of instruction used in the available programs (including content, instructional goals, and the use of English and native language); the exit requirements for the program; how the program meets the objectives of the student's IEP, if applicable; and, parent options for removing a student from a program, declining initial enrollment and/or choosing another program. (ESEA § 1112(e)(3)(A) (as amended by ESSA)) In addition, the notice shall include the following: (1) whether the student is a long-term English learner or at risk of becoming a long-term English learner; (2) the manner in which the program will meet the needs of long-term English learners or those at risk of becoming long-term English learners; and (3) the manner in which the program will help long-term English learners or those at risk of becoming long-term English learners develop English proficiency and meet age-appropriate academic standards. (Ed. Code, §§ 313.2, 440; 20 U.S.C. § 6312)

The information provided above is available upon request from each student's school or the district office. Additional notices that may be required shall be sent separately. (20 U.S.C. § 6301 et seq.)

Language Acquisition Program

If the District implements a language acquisition program pursuant to Education Code section 310, it will: 1) comply with the kindergarten and grades 1-3, inclusive, class size requirements specified in Education Code section 42238.02; and (2) provide the parent or legal guardian of a minor pupil annually, or upon the pupil's enrollment, with information on the types of language programs available to pupils enrolled in the District, including, but not limited to, a description of each program, the process to be followed in making a program selection, identification of any language to be taught in addition to English when the program includes instruction in another language, and the process to request establishment of a language acquisition program. (Ed. Code, § 310; Cal. Code Regs., tit. 5, §§ 11309, 11310)

At Venture Academy we offer a **Structured English Immersion Program**: A language acquisition program for English learners in which nearly all classroom instruction is provided in English, but with curriculum and a presentation designed for students who are learning English. At minimum, students are offered Designated ELD and provided access to grade level academic subject matter content with Integrated ELD.

Other Language Acquisition Programs

Dual-Language Immersion Program: A language acquisition program also referred to as **Two-Way Immersion** that provides language learning and academic instruction for native speakers of English and native speakers of another language with the goals of high academic

achievement, first and second language proficiency, and cross-cultural understanding. This program should be designed using evidence-based research and include both designated and integrated ELD. Typically, this program begins in transitional kindergarten/kindergarten (TK/K) and continues to sixth grade, but can continue through high school.

Transitional Bilingual Program: A language acquisition program for EL students that provides instruction to students utilizing English and a student's native language for literacy and academic instruction, thus enabling an EL student to achieve English language proficiency and meet state-adopted academic achievement goals. This program should be designed using evidence-based research and include both designated and integrated ELD. Typically, this program begins in TK/K and continues to third grade where students transition to instruction solely in English.

Developmental Bilingual Program: A language acquisition program for EL students that provides instruction to students utilizing English and a student's native language for literacy and academic instruction, thus enabling an EL student to achieve language proficiency and meet state academic achievement goals. Typically, this program should be designed using evidence-based research and include both designated and integrated ELD. Typically, this program begins in TK/K and continues with the goal of biliteracy to sixth grade.

Heritage Language Program: A language acquisition program for EL students that provides instruction to students utilizing English and a student's native language for literacy and academic instruction. This program enables non-English speakers or students who have weak literacy skills in their native language to achieve language proficiency and meet academic achievement goals. Typically, this program should be designed using evidence-based research and include both designated and integrated ELD. Typically, this program is designed for sixth through eighth and ninth through twelfth grades.

Parents or guardians may choose a language acquisition program that best suits their child. Schools in which the parents or guardians of 30 students or more per school or the parents or guardians of 20 students or more in any grade request a language acquisition program that is designed to provide language instruction shall be required to offer such a program to the extent possible (20 U.S.C. Section 6312[e][3][A][viii][III]); EC Section 310[a]).

Parents or guardians may provide input regarding language acquisition programs during the development of the Local Control and Accountability Plan (EC Section 52062). If interested in a different program from those listed above, please contact Kelly Ware (kware@sjcoe.net) to ask about the process.

Children in Homeless/Foster Care Situations, Former Juvenile Court School Students, Migrant Students, and Newcomers

Each local district shall designate a staff person as a liaison for homeless children who shall ensure the dissemination of public notice of the educational rights of students in homeless situations. (Ed. Code, § 48852.5, 42 U.S.C. § 11432(g)(1)(J)(ii)) The District's liaison is Joni Hellstrom and can be contacted at (209) 468-4806, 2829 Transworld Drive Stockton, CA 95206.

A homeless child will be allowed to continue their education in their school of origin through the duration of homelessness at the point of any change or any subsequent change in residence once a child becomes a homeless child. If the child's status changes before the end of the academic year so that they are not homeless, the District will allow a child in high school to continue their education in the school of origin through graduation. For a child in grades K through 8, the District will allow the formerly homeless child to continue their education in the school of origin until the end of the academic school year. A homeless child transitioning between school grade levels will be allowed to continue in the school district of origin in the same attendance area. If a homeless child is transitioning to a middle or high school where the school designated for matriculation is in another school district, the homeless child must be allowed to continue to the school designated for matriculation in that school district. The new school will be required to enroll the child immediately regardless of any outstanding fees, fines, textbooks or other items or moneys due to the school last attended or if the child is unable to produce clothing or records normally required for enrollment, including academic records, medical records, proof of immunization history, proof of residency, other documentation, or school uniforms. (Ed. Code, § 48852.7)

The District has designated Joni Hellstrom as the educational liaison for foster children and can be contacted at (209) 468-4806, 2829 Transworld Drive Stockton, CA 95206. The educational liaison will disseminate a standardized notice to foster children that has been developed by the State Department of Education and includes complaint process information. (Ed. Code, § 48853.5)

A foster child shall be allowed to continue their education in the school of origin under specified circumstances. If it is determined that it is in the best interests of the foster child to transfer to a school other than the school of origin, the foster child shall immediately be enrolled in the new school, regardless of any outstanding fees, fines, textbooks, or other items or moneys owed to the school last attended or if the child is unable to produce clothing or records normally required for enrollment, including academic records, medical records, immunization history, proof of residency, other documentation, or school uniforms. The last school attended must provide all records to the new school within two business days of receiving the request. (Ed. Code, §§ 48853, 48853.5)

Upon receiving a transfer request or notification of a student in foster care, the District shall, within two business days, transfer the student out of school and deliver the educational information and records to the next educational placement. Grades and credits will be calculated as of the day the student left school and no lowering of grades will occur as a result of the student's absence due to the decision to change placement or for a verified court appearance or related court activity. (Ed. Code, § 49069.5)

The District shall exempt from local graduation requirements , or consult with the student and their educational rights holder about the option to remain in school for a fifth year to complete the local graduation requirements, a student who is in foster care, a homeless child or youth, a child of a military family, a former juvenile court school student, a migratory child, or newcomer student for recently arrived immigrant pupils and who transfers between schools under certain circumstances. (Ed. Code, §§ 51225.1, 51225.2)

The District shall accept coursework done by a student who is in foster care, a homeless child or youth, a child of a military family, a former juvenile court school student, a migratory child, or newcomer student while attending another school. The District will not require those students to retake courses or partial courses they have satisfactorily completed elsewhere. (Ed. Code, § 51225.2)

"Newcomer student" means a student who is between the ages of 13-21, was not born in any of the 50 States, the District of Columbia, or the Commonwealth of Puerto Rico, and has not been attending one or more schools in any of the referenced locations for more than three (3) full academic years. (Ed. Code, § 51225.2; 20 U.S.C. § 7011)

A complaint of noncompliance alleging violations of these sections, except for Education Code section 48852.7, may be filed under the District's Uniform Complaint Procedures pursuant to Title 5 of the California Code of Regulations.

Pregnant and Parenting Pupils

Pregnant and parenting pupils are entitled to accommodations that provide them with the opportunity to succeed academically while protecting their health and the health of their children. "Pregnant or parenting pupil" means a pupil who gives or expects to give birth or a parenting pupil who has not given birth and who identifies as the parent of the infant.

A pregnant or parenting pupil is entitled to eight weeks of parental leave. This leave may be taken before the birth of the pupil's infant if there is a medical necessity and/or after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction. A pregnant or parenting pupil is entitled to additional leave if deemed medically necessary by the student's physician. (Ed. Code, § 46015)

The person holding the student's educational rights (i.e. the pupil if over 18 or the parent if under 18) may notify the school of the student's intent to exercise this right. Leave may still be taken even if notice was not provided.

During the leave, the student's absences shall be deemed excused and the student shall not be required to complete academic work or other school requirements.

A pregnant or parenting pupil may return to the school and the course of study in which they were enrolled before taking parental leave. Upon return to school after taking parental leave, a pregnant or parenting pupil is entitled to opportunities to make up work missed during their leave, including, but not limited to, makeup work plans and reenrollment in courses.

A pregnant or parenting pupil may remain enrolled for a fifth year of instruction in the school in which the pupil was previously enrolled when it is necessary in order for the pupil to be able to complete state and any local graduation requirements, unless the local educational

agency makes a finding that the pupil is reasonably able to complete its graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high school.

A student who chooses not to return to the school in which they were enrolled before taking the leave is entitled to alternative education options offered by the local educational agency to include educational programs, activities, and courses equal to those they would have been in if participating in the regular education program.

A student will not incur any academic penalties as a result of using the accommodations in this section. (Ed. Code, § 46015)

A complaint of noncompliance may be filed under the District's Uniform Complaint Procedures in accordance with Title 5 of the California Code of Regulations.

Student Parent Lactation Accommodations

The District is required to provide reasonable accommodations to a lactating student on a school campus to address breastfeeding needs. (Ed. Code, § 222)

A student may not be penalized academically because of the reasonable accommodations provided during the school day. A student must also be given the opportunity to make up missed work.

A complaint of noncompliance may be filed under the District's Uniform Complaint Procedures pursuant to Title 5 of the California Code of Regulations.

Temporary Disability

A temporary disability which makes it impossible or inadvisable for a student to attend class may entitle the student to receive individualized instruction. It is the responsibility of the pupil's parent or guardian to notify the school district in which the pupil is deemed to reside of the pupil's need for individualized instruction.

Home Instruction:

The district in which the student resides is to provide individual instruction if the student is receiving the instruction in their home. Individual instruction in a pupil's home pursuant to Education Code section 48206.3 shall commence no later than five working days after a school district has determined that the pupil shall receive this instruction.

Hospital or Health Facility Instruction:

The school district in which the hospital or other residential health facility, excluding a state hospital, is located must provide individual instruction to a student with a temporary disability. Within five working days of receipt of the notification, the district must determine whether the pupil will be able to receive individual instruction, and, if so, when the individual instruction will begin. Individual instruction will commence no later than five working days after a positive determination has been rendered. A student with a temporary disability who is in a hospital or other residential health facility, other than a state hospital, which is located outside the student's school district of residence shall be deemed to comply with the residency requirements of the school district in which the hospital is located. A school district may continue to enroll a pupil with a temporary disability who is receiving individual instruction in a hospital or residential health facility to facilitate the timely reentry of the pupil in their prior school after the hospitalization has ended, or in order to provide a partial week of instruction. On days in which the student is not receiving individual instruction in a hospital or other residential health facility,they may attend school in their district of residence if they are well enough to do so. A pupil receiving individual instruction who is well enough to return to a school shall be allowed to return to the school, including a charter school, that they attended immediately before receiving individual instruction, if returning during the same school year. (Ed. Code, §§ 48206.3, 48207, 48207.3, 48207.5, 48208, 48980(b))

Pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom shall be treated in the same manner and under the same policies as any other temporary disabling condition. (Ed. Code, § 221.51)

Pupil Find System; Policies and Procedures

Any parent suspecting that a child has exceptional needs may request an assessment for eligibility for special education services through the Director of Student Services and/or Special Education, or their designee. Policy and procedures shall include written notification to all parents of their rights pursuant to Education Code section 56300 et seq. (Ed. Code, § 56301(d)34 C.F.R. § 104.32(b))

Services for Students with Exceptional Needs or a Disability

State and federal law require that a free and appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. Students classified as individuals with exceptional needs for whom a special education placement is unavailable or inappropriate may receive services in a private nonsectarian school. Please contact the local director of special education for specific information. (Ed. Code, § 56040 et seq.) In addition, services are available for students who have a disability which interferes with their equal access to educational opportunities. (Section 504 of the Rehabilitation Act of 1973, 34 C.F.R. § 104.32) The District official listed below is responsible for handling requests for services under Section 504 and may be reached at on site or via via email and telephone:

Gary Phillips, Director of Venture Academy Family of Schools
email: gphillips@sjcoe.net telephone: (209) 292-2864

Continued Education Options for Juvenile Court School Students

A juvenile court school student, or the person holding the right to make educational decisions for the student, may voluntarily defer or decline issuance of their diploma until after the student is released from the juvenile detention facility, thereby allowing the student to take additional coursework at a local education agency. The county office of education will notify the student, the person holding to right to make educational decisions for the student, and the student's social worker or probation officer of all of the following:

a) The student's right to a diploma;

b) How taking coursework and meeting other educational requirements will affect the student's ability to gain admission to a post-secondary educational institution;

c) Information about transfer opportunities available through the California Community Colleges; and

d) The option to defer or decline the diploma and take additional coursework. (Ed. Code, §§ 48645.3(a), 48645.7)

STUDENT DISCIPLINE

District and school rules pertaining to student discipline are available to parents or guardians of district students in the school office. (Ed. Code, § 35291) Students may be subject to discipline for off-campus misconduct if the misconduct is related to school activity or attendance and causes or is reasonably likely to cause a substantial disruption to school activity. For example, a student using technology such as a home computer, cellular phone, or other electronic device may be disciplined for bullying, engaging in unlawful harassment, or making threats against students, staff, or district property even if such misconduct occurred off-campus and during non-school hours. (Ed. Code, § 48900(r))

Sexual Harassment Policy

Each student will receive a written copy of the district policy on sexual harassment. The purpose of this policy is to provide notification of the prohibition against sexual harassment as a form of sexual discrimination and to provide notification of available remedies. A copy of the District's policy on sexual harassment is attached. (Ed. Code, §§ 231.5, 48980(f))

COLLEGE & CAREER PLANNING

Military Recruiter Information

20 U.S.C. section 7908 requires that school districts disclose the names, addresses and telephone numbers of high school students to military recruiters upon request, unless parents request that this information not be released without prior written consent. Parents/Guardians have the option of making such a request. If parents/guardians do not wish this information to be provided to military

recruiters, they must notify the office of this fact in writing. The writing should be directed to the District official listed below at the following address:

Amy Thompson, Director amthompson@sjcoe.net or (209)468-4972, 2829 Transworld Drive, Stockton, CA 95206

Regional Occupational Centers and Programs/County Offices of Education Programs/Adult Education Programs

A regional occupational center or program, county office of education program, or adult education program must meet specified requirements for certification by the Superintendent of Public Instruction in order to provide an employment training program for adults or to authorize an education program beyond secondary education that leads to a degree or certificate. (Ed. Code, § 52334.7)
A complaint alleging that a local agency violated federal or state laws or regulations governing adult education programs under Education Code section 52501 or regional occupational centers and programs may be filed under the District's Uniform Complaint Procedures and Title 5 of the California Code of Regulations. A complaint alleging that a county office of education violated federal or state laws or regulations governing the county office's participation in any student financial assistance program authorized by Title IV may also be filed under the Uniform Complaint Procedures and Title 5 of the California Code of Regulations.

HEALTH

Nutrition Program

The State Department of Education has established a statewide program to provide nutritious meals and milk at school for pupils, and to provide free meals to the neediest children. In some instances, nominal cash payments may be required. (Ed. Code, § 49510 et seq.)

Comprehensive Sexual Health Education and HIV/AIDS Prevention Education

A parent or guardian has the right to excuse their child from comprehensive sexual health education, human immunodeficiency virus ("HIV") prevention education, and assessments related to that education. A parent or guardian who wishes to exercise this right must state their request in writing. (Ed. Code, § 51938) A parent or guardian may inspect the written and audiovisual educational materials used in comprehensive sexual health education and HIV and acquired immunodeficiency syndrome ("AIDS") prevention education. Parents have a right to request that the District provide them with a copy of the California Healthy Youth Act. (Ed. Code, § 51930 et. seq.)

Parents or guardians shall be notified in writing if the District plans to administer an anonymous, voluntary and confidential test, questionnaire, or survey containing age-appropriate questions about the pupils' attitudes concerning or practices related to sex in grades 7 to 12 and given the opportunity to review the test, questionnaire, or survey. A parent or guardian has the right to excuse their child from the test, questionnaire, or survey by stating their request in writing. (Ed. Code, § 51938)

Every child's parent will be notified prior to the commencement of any comprehensive sexual health education and HIV/AIDS prevention education instruction whether the instruction will be taught by District personnel or by outside consultants. If outside consultants or guest speakers are used, the notice shall include the date of the instruction, and the name of the organization or affiliation of each guest speaker will be identified. Parents have a right to request that the District provide them with a copy of Education Code sections 51933, 51934, and 51938. (Ed. Code, § 51938) If arrangements for instruction by outside consultants or guest speakers are made after the beginning of the school year, the Superintendent or designee shall notify parents/guardians no less than 14 days before instruction is given. (Ed. Code, § 51938)

Excuse from Instruction in Health

Upon written request of a parent or guardian, a pupil may be excused from any part of instruction in health which conflicts with the parent(s)' or guardian(s)' religious training or beliefs (including personal moral convictions). (Ed. Code, § 51240)

Administration of Medication

Medication prescribed by a physician or ordered by a physician assistant for a child may be administered during the school day by the school nurse or other designated school personnel, or the student may carry and self-administer a prescription epinephrine delivery system, but only if the parent consents in writing and provides detailed written instructions from a physician, or a physician assistant as specified by law.

In order for a student to be assisted by a school nurse or other designated school personnel, the District must obtain both (1) a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and (2) a written statement from the parent, foster parent, or guardian indicating the desire that the District assist the student in the matters set forth in the statement of the physician and surgeon or physician assistant.

In order for a child to carry and self-administer a prescription epinephrine delivery system, the District must obtain both (1) a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the student is able to self-administer the epinephrine delivery system, and (2) a written statement from the parent, foster parent, or guardian consenting to the self-administration, providing a release for the school nurse or other designated school personnel to consult with the health care provider of the student regarding any questions that may arise regarding the medication, and releasing the District and its school personnel from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering medication pursuant to this section.

The written statements specified in this section shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes. Forms for administering medication may be obtained from the school secretary. A student may be subject to disciplinary action if the student uses an epinephrine delivery system in a manner other than as prescribed. (Ed. Code, §§ 49423, 49423.5)

No Over the Counter Medications

Students are not allowed to carry, or be in possession of, any over-the-counter medications. All medications must be registered with the school nurse and can only be administered by a designated staff member.

Students on Medication

Parents are to notify the school nurse or other designated certificated school employee if their child is on a continuing medication regimen. This notification shall include the name of the medication being taken, the dosage, and the name of the supervising physician. With parental consent, the school nurse may confer with the physician regarding possible effects of the drug, including symptoms of adverse side effects, omission or overdose and counsel with school personnel as deemed appropriate. (Ed. Code, § 49480)

Medications Administered at School Form - English

http://www.ventureacademyca.org/uploads/2/2/8/7/22875116/prescribed_medications_administered_in_school_updated_2019_fillable_pdf.pdf

Medications Administered at School Form - Spanish

http://www.ventureacademyca.org/uploads/2/2/8/7/22875116/medicamentos_prescritos_administrados_en_la_escuela_updated_2019_fillable_pdf.pdf

Immunizations

The District shall exclude from school any pupil who has not been immunized properly, unless the pupil is exempted from the immunization requirement pursuant to Chapter 1 (commencing with section 120325) of part 2 of division 105 of the Health and Safety Code. The immunization exemption based on personal beliefs has been eliminated. (Health & Saf. Code, § 120335)

A student who, prior to January 1, 2016, submitted a letter or affidavit on file at the District, stating beliefs opposed to immunization, is permitted to enroll in that institution until the student enrolls in the next grade span. Grade span means: 1) birth to preschool; 2) kindergarten and grades 1 through 6, inclusive, including transitional kindergarten; and 3) grades 7 through 12, inclusive. On or after July 1, 2016, the District shall exclude from school for the first time or deny admittance or deny advancement to any student to the 7th grade unless the student has been immunized for their age as required by law. (Health & Saf. Code, § 120335)

A student may still be exempted from the immunization requirement based on medical condition or circumstances. A licensed physician or surgeon must transmit a completed medical exemption certification form from the California Department of Public Health directly to the

local educational agency and the California Immunization Registry. The standardized medical exemption form shall be the only documentation of a medical exemption that shall be accepted by the District. (Health & Saf. Code, §§ 120370, 120372)

A parent or guardian may consent in writing for a physician, surgeon, or health care practitioner acting under the direction of a supervising physician and surgeon to administer an immunizing agent to a pupil at school. The health care practitioner may administer immunizations for the prevention and control of diseases that present a current or potential outbreak as declared by a federal, state, or local public health officer. (Ed. Code, §§ 48216, 48980(a), 49403; Health & Saf. Code, §§ 120325, 120335)

Students are advised to adhere to current immunization guidelines regarding full human papillomavirus ("HPV") immunization before admission or advancement to the eighth grade level. HPV vaccination can prevent over 90 percent of cancers caused by HPV. HPV vaccines are very safe, and scientific research shows that the benefits of HPV vaccination far outweigh the potential risks. A fact sheet has been attached describing the benefits of an HPV vaccination. (Ed. Code, § 48980.4, Health & Saf. Code, § 120336)

Venture Academy Immunization Policy

Venture Academy (VAFS) recognizes the importance of protecting the health of all students and staff and curtailing the spread of infectious diseases. In accordance with the law (Education Code 48216, Health and Safety Code 120335; 17 CCR 6000-6075), the San Joaquin County Office of Education Superintendent Policy & Administrative Regulation 5141.31: Immunizations provides direction for immunization requirements for entry into and continued enrollment in VAFS. Proof of immunizations is required for entry into and continued enrollment in all Venture Academy programs.

While Venture Academy students are all on an independent study contract, no academy or program meets the exception for an independent study program, as in-person attendance is required for:

- Check-ins with the teacher
- Academic support
- Assessments
- Enrichment activities

If you have any questions, please contact Health Services at vanurse@sjcoe.net or 209-292-2683.

Physical Exams and Testing

The District is required to conduct certain physical examinations and vision and hearing testing of students, unless the parent has a current written objection on file. However, the child may be sent home if they are believed to be suffering from a recognized contagious or infectious disease, and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist. (Ed. Code, §§ 49451, 49452, 49452.5, 49455; Health & Saf. Code, § 124085) The District shall provide for scoliosis screening of every female student in grade 7 and every male student in grade 8. (Ed. Code, § 49452.5)

Confidential Medical Services

For students in grades 7 through 12, the District may release a student for the purpose of obtaining confidential medical services without obtaining the consent of the student's parent or guardian. (Ed. Code, § 46010.1)

Medical Coverage

Medical Coverage for Injuries

Medical and hospital services for pupils injured at school or school-sponsored events, or while being transported, may be insured at parent's expense. No pupil shall be compelled to accept such services without their consent or, if the pupil is a minor, without the consent of a parent or guardian. (Ed. Code, § 49472)

Accidental Injury Insurance

The District does not provide medical and hospital services for students injured while participating in athletic activities. Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers both medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover

medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling Healthy Families at 1-866-294-4347 (Ed. Code, §§ 32221.5, 49470, 49471)

Mental Health Services

The District shall notify pupils and parents or guardians no less than twice each school year of the steps to initiate access to available pupil mental health services on campus and/or in the community. (Ed. Code, § 49428) For a list of mental wellness resources available at Venture Academy see Appendix L

STUDENT INFORMATION

Protection of Pupil Rights (PPRA)

PPRA affords parents and students who are 18 years old or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and administration of certain physical exams. These include the right for parents of minor students to:

- Consent before students are required to submit a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (DE)
  1) Political affiliations or beliefs of the student or student's parent;
  2) Mental or psychological problems of the student or student's family;
  3) Sex behavior or attitudes;
  4) Illegal, anti-social, self-incriminating, or demeaning behavior;
  5) Critical appraisals of others with whom respondents have close family relationships;
  6) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7) Religious practices, affiliations, or beliefs of the student or parents; or
  8) Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of
  1) Any other protected information survey, regardless of funding;
  2) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate exam or screening permitted or required under State law; and
  3) Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use
  1) Protected information surveys of students;
  2) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes;
  3) Instructional material used as part of the education curriculum.

VA will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. VA will directly notify parents and eligible students of these policies at least annually and after any substantive changes. VA will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually, of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any unprotected information survey not funded in whole or in part by the Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with the following agency:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington D.C. 20024

Release of Student Information

The District does not release information or records concerning a child to noneducational organizations or individuals without parent consent except by court order, receipt of a lawfully issued subpoena, or when otherwise allowed by law. The following categories of directory information may be made available to various persons, agencies, or institutions unless the parent or guardian notifies the District in writing not to release such information:

A. Name
B. Address
C. Telephone
D. Date of birth
E. Email address
F. Major field of study
G. Participation in officially recognized activities and sports
H. Weight and height of members of athletic teams
I. Dates of attendance
J. Diplomas and awards received
K. Most recent previous educational institution attended
L. GPA to the California Student Aid Commission (CSAC) for Cal Grant consideration, or school personnel only if they have a legitimate educational interest, unless the student or parent/guardian opts out.

(Ed. Code, §§ 49060 - 61, Ed Code § 49076, § 49076.1, 69432.9 et seq., 49073; 20 U.S.C. § 1232g; 34 C.F.R. § 99.7) In accordance with state and federal law, the District may also make available photographs, videos, and class rosters.

Directory information will not be released regarding a pupil identified as a homeless child or youth unless a parent, or pupil accorded parental rights, has provided written consent that directory information may be released. (Ed. Code, § 49073(c);20 U.S.C. § 1232g; 42 U.S.C. § 11434a (2))

Directory information may be disclosed regarding a pupil identified as a homeless child or youth to facilitate an eye examination by a nonprofit eye examination provider or a free oral health assessment hosted by schools, unless the parent or pupil has provided written notice to the school that they do not consent to the physical examination. (Ed. Code, § 49073(c), 20 U.S.C. § 1232g; 42 U.S.C. § 11434a(2))

Inspection of Student Records

State law requires that the District notify parents of the following rights which pertain to student records. (Ed. Code, §§ 49063, 49069, 34 C.F.R. § 99.7)

a) A parent or guardian has the right to inspect and review student records relating directly to their child during school hours or obtain a copy of such records within five (5) business days of their request.

b) Any parent who wishes to review the types of student records and information contained therein may do so by contacting the principal at their child's school. The principal of each school is ultimately responsible for maintenance of student records.

c) A parent with legal custody has a right to challenge information contained in their child's records. Any determination to expunge a student's record is made after a review of said record(s) by site administrators and certificated staff. Following an inspection and review of student records, the parent may challenge the content of the student's record. The right to challenge becomes the sole right of the student when the student becomes eighteen (18) years of age.

d) A parent or guardian has the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent disclosure is authorized without consent.

A parent may file a written request with the Superintendent of the District to remove any information recorded in the written records concerning the child which is alleged to be:

i. Inaccurate.
ii. An unsubstantiated personal conclusion or inference.
iii. A conclusion or inference outside of the observer's area of competence.
iv. Not based on the personal observation of a named person with the time and place of the observation noted.
v. Misleading.
vi. In violation of the privacy or other rights of the pupil.

Within thirty (30) days, the Superintendent or designee shall meet with the parent/guardian and the certificated employee who recorded the information, if any, and if the person is still employed with the District and sustain or deny the allegations. If the allegations are sustained, the Superintendent shall order the correction, removal, or destruction of the information. If the Superintendent denies the allegations, the parent may appeal the decision to the Governing Board within thirty (30) days. The Board shall determine whether or not to sustain or deny the allegations. If the Board sustains the allegations, it shall order the Superintendent to immediately correct, remove or destroy the information from the written records of the student. (Ed. Code, § 49070)

If the final decision of the Board is unfavorable to the parents, or if the parent accepts an unfavorable decision by the District Superintendent, the parent shall have the right to submit a written statement of objections to the information. This statement shall become a part of the student's school record until such time as the information objected to is removed.

Both the Superintendent and the Board have the option of appointing a hearing panel in accordance with Education Code sections 49070-49071 to assist in the decision making provided that the parent has given written consent to release information from the relevant student records to the members of the panel. The decision as to whether a hearing panel is to be used shall be made at the discretion of the Superintendent or the Board and not of the challenging party.

e) A Student Records Log is maintained for each student. The Student Records Log lists persons, agencies or organizations requesting and/or receiving information from the records and the legitimate interests therefore to the extent required by law. Student Records Logs are located at each school and are open to inspection by parents or guardians. (Ed. Code, § 49064)

f) School officials and employees having a legitimate educational interest, as well as persons identified in Education Code sections 49076 and 49076.5 and in the Family Educational Rights and Privacy Act, may access student records without first obtaining parental consent. "School officials and employees" are persons employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and District-employed law enforcement personnel), a Board member, a person or company with whom the District has contracted to perform a special service (such as an attorney, auditor, medical consultant, or therapist), or a parent, student, foster family agency, short-term residential treatment staff, or caregiver whose access to student records is legally authorized. A "legitimate educational interest" is one held by a school official or employee whose duties and responsibilities create a reasonable need for access. (Ed. Code, §§ 49063(d), 49076, 49076.5; 20 U.S.C. § 1232g)

g) Parents and guardians have the right to authorize the release of student records to themselves. Only parents and guardians with legal custody can authorize the release of student records to others.

h) Parents and guardians will be charged **10 cents ($0.10)** per page for the reproduction of student records.

i) Parents have a right to file a complaint with the U.S. Department of Education for alleged violations of parent rights related to student records. (20 U.S.C. § 1232g(g))

j) Parents may obtain a copy of the District's complete student records policy by contacting the Superintendent.

Family Educational Rights and Privacy Act

Parents have certain rights regarding student information and records which are guaranteed under federal law. A handout notifying parents of these rights is attached.

PHYSICAL SCHOOL STRUCTURES

Asbestos Management Plan

The current management plan for asbestos-containing material in school buildings is available at the District Office. (40 C.F.R. § 763.93)

Pesticide Products

All schools are required to provide parents or guardians with annual written notice of expected pesticide use at schools. The attached list provides the name of each pesticide product, the active ingredient(s) and the Internet address for further information. Parents or guardians may request prior notice of individual pesticide applications at the school. If a parent wishes to be notified every time a pesticide is going to be applied, they must complete the attached form and return it to their child's school. A copy of the integrated pest management plan for the school site or District may be provided on the school website or viewed at the school office. (Ed. Code, §§ 48980.3, 17611.5, 17612)

Uniform Complaint Procedures

San Joaquin County Office of Education Uniform Complaint Procedures Annual Notification

To: Students, Employees, Parents or Guardians of its students, School and District Advisory Committees, Appropriate Private School Officials or Representatives, and Other Interested Parties

San Joaquin County Office of Education (SJCOE) has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs.

SJCOE shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by the San Joaquin County Board of Education. Unlawful discrimination complaints may be based on actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in Consolidated Categorical Aid Programs, Migrant Education, Career Technical and Technical Education and Training Programs, Child Care and Developmental Programs, Child Nutrition Programs, Special Education Programs, and Safety Planning Requirements.

Complaints must be filed in writing with the following compliance officer:

Chief Human Resources Officer, P.O. Box 213030, Stockton, CA 95213-9030, (209)468-4820

Complaints alleging discrimination must be filed within six (6) months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) daytime period may be extended by written agreement of the complainant. The Local Education Agency (LEA) person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 5 CCR 4680--4687 and in accordance with local procedures adopted under section 5 CCR 4621.

The complainant has a right to appeal the LEA's Decision to the California Department of Education (CDE) by filing a written appeal within fifteen (15) days of receiving the LEA's Decision. The appeal must include a copy of the complaint filed with the LEA and a copy of the LEA's Decision.

Civil law remedies may be available under state or federal discrimination laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the LEA's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. A copy of the SJCOE UCP policy and complaint procedures shall be available free of charge.

Complaints (Special Education)

Parents may file a complaint concerning violations of federal or state law or regulations governing special education related services. Parents may submit a description of the manner in which the parent believes special education programs do not comply with state or federal law or regulations to:

Gary Phillips, Director of Venture Academy Family of Schools
email: gphillips@sjcoe.net telephone: (209) 292-2864 address: 2829 Transworld Drive, Stockton, CA 95206

Complaints Alleging Discrimination, Harassment, Intimidation, and Bullying:

State and federal law prohibit discrimination in education programs and activities. The District is primarily responsible for compliance with federal and state laws and regulations. (Cal. Code Regs., tit. 5, § 4620.)

Under state law, all pupils have the right to attend classes on school campuses that are safe, secure, and peaceful. (Ed. Code, § 32261) State law requires school districts to afford all pupils equal rights and opportunities in education, regardless of their actual or perceived characteristics, such as disability (mental and physical), gender (includes gender identity, gender expression, and gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth), actual or potential parental, family, or marital status, pregnancy (including childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), nationality (includes citizenship, country of origin and national origin), immigration status, race or ethnicity (includes ancestry, color, ethnic group identification and ethnic background), religion (includes all aspects of religious belief, observance and practice, including agnosticism and atheism), sexual orientation (heterosexuality, homosexuality or bisexuality), or association with a person or group with one or more of these actual or perceived characteristics. (Ed. Code, §§ 210-214, 220 et seq., 234 et seq.; Cal. Code Regs., tit. 5, § 4900 et seq.; 20 U.S.C. § 1681 et seq.; 29 U.S.C. § 794; 42 U.S.C. § 2000d et seq.; 42 U.S.C. § 12101 et seq.; 34 C.F.R. § 106.9) The District prohibits discrimination, harassment, intimidation, bullying, and retaliation in all acts related to school activity or attendance. In addition to being the subject of a complaint, a pupil engaging in an act of bullying as defined by Education Code section 48900(r) may be suspended from school or recommended for expulsion.

The District's Uniform Complaint Procedures may be used in cases where individuals or a group have suffered discrimination, harassment, intimidation, or bullying. (Cal. Code Regs., tit. 5, §§ 4610, 4630, 4650; Ed. Code, §§ 234 et seq., 48900(r))

a. Any individual, public agency or organization has the right to file a written complaint alleging that they have personally suffered unlawful discrimination or that an individual or specific class of individuals has been subjected to unlawful discrimination. (Cal. Code Regs., tit. 5, §§ 4610, 4630(b)(1))

b. Copies of the District's complaint procedures are available free of charge. (Cal. Code Regs., tit. 5, § 4622)

c. Complaints must usually be filed with the superintendent/designee of the District.

d. Discrimination complaints must be filed within six (6) months of the date the alleged discrimination occurred, or within six (6) months of the date the complainant first obtained knowledge of the facts of the alleged discrimination. Within that six (6) month period, the complainant may file a written request with the district superintendent or designee for an extension of up to ninety (90) days following the six (6) month time period. Extensions will not be automatically granted, but may be granted for good cause. (Cal. Code Regs., tit. 5, § 4630(b))

e. Within 60 days from the date of receipt of the complaint, the District's responsible officer or their designee shall conduct and complete an investigation of the complaint in accordance with local procedures adopted pursuant to California Code of Regulations, title 5, section 4621 and prepare a written decision. The time period may be extended by mutual written agreement of the parties.

f. A person who alleges a violation of Section 220, 243, 244, 51500, 51501, or 60044 may seek civil remedies after 60 days have elapsed from the filing of an appeal to the Department. (Ed. Code, §§ 262.3, 48980(o))

Unlawful Discrimination in Schools

The District is prohibited from adopting or approving the use of any textbook, instructional material, supplemental instructional material, professional development material, or curriculum for classroom instruction if the use of such material would subject a student to unlawful discrimination. If the District has reason to believe that such materials have been used in a classroom, the District shall investigate and remediate any violation. A complaint pursuant to this section may be filed under the Uniform Complaint Procedures. A complaint may be filed by any member of the public, including anonymously, if the complaint provides evidence or information supporting an allegation of noncompliance with this requirement. (Ed. Code, §§ 244,48980(o), 51501)

A teacher shall not give instruction and the District shall not sponsor any activity which promotes a discriminatory bias on the basis of race or ethnicity, gender, religion, disability, nationality, or sexual orientation, or pursuant to a characteristic listed in Section 220. Teacher instruction shall be factually accurate and align with the adopted curriculum and standards and be consistent with accepted standards of professional responsibility, rather than advocacy, personal opinion, bias, or partnership. (Ed. Code, §§ 48980(o), 51500)

Complaints Other Than Discrimination, Harassment, Intimidation, and Bullying:

The District has a written complaint procedure which may be used in cases where any individual, public agency or organization alleges violations of state or federal law, other than those relating to discrimination, harassment, intimidation, and bullying.

g. Written complaints may be made regarding:
   i. Adult Education
   ii. After School Education and Safety
   iii. Agricultural Career Technical and/or Vocational Education
   iv. American Indian Education Centers and American Indian Early Childhood Education
   v. Bilingual Education
   vi. California Peer Assistance and Review Programs for Teachers
   vii. Consolidated Categorical Aid Programs
   viii. Migrant Child Education Programs
   ix. Every Student Succeeds Act (formerly No Child Left Behind)
   x. Career Technical and Technical Education and Technical Training Programs
   xi. Child Care and Development
   xii. Child Nutrition
   xiii. Compensatory Education
   xiv. Consolidated Categorical Aid
   xv. Economic Impact Aid
   xvi. Special Education
   xvii. "Williams Complaints"
   xviii. Pupil Fees
   xix. Instructional Minutes for Physical Education
   xx. Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP)
   xxi. Pregnant and Parenting Pupils, including parental leave
   xxii. Student Parent Lactation Accommodations
   xxiii. Course Assignments already Completed or without Educational Content
   xxiv. Physical Education Instructional Minutes
   xxv. Foster Youth, Homeless Youth, former Juvenile Court School Student Services, Migrant Youth, and Pupils of Military Families
   xxvi. Regional Occupational Centers and Programs
   xxvii. Continued Education Options for Former Juvenile Court School Students
   xxviii. School Safety Plans
   xxix. School Plans for Student Achievement (SPSA)
   xxx. Tobacco-Use Prevention Education

xxxi. School Site Councils
xxxii. State Preschool
xxxiii. State Preschool Health and Safety Issues in Local Education Agencies Exempt From Licensing
xxxiv. Any other district-implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code section 64000
xxxv. Any other educational programs the Superintendent deems appropriate

(Cal. Code Regs., tit. 5, §§ 4610(b), 4622, 4630; Ed. Code, §§ 222,, 8200-8498, 8500-8538, 32289, 33315, 33380-33384, 35186,, 46015, 47606.5, 47607.3, 48853.5, 49013, 49069.5, 49490-49590, 49701, 51210, 51223, 51225.1, 51225.2, 51226-51226.1, 51228.1, 51228.2, 51228.3, 52060-52075, 52160-52178, 52300-52490, 52334.7, 52500-52616.24,, 54000-54029, 54400-54425, 54440-54445, 54460-54529, 56000-56867, 59000-59300, 64001; 20 U.S.C. §§ 1400,, 6601, 6801, 7101, 7201, 6301 et. seq.; Health & Saf. Code, §§ 1596.792, 1596.7925, 104420)

Any individual, public agency or organization has the right to file a written complaint alleging that the District has violated a federal or state law or regulation governing any program listed above. (Cal. Code Regs., tit. 5, § 4630 et esq.

Copies of the District's complaint procedures are available free of charge. (Cal. Code Regs., tit. 5, § 4622(d))

Complaints must usually be filed with the superintendent or designee of the District under the timelines established by District policy. (Cal. Code Regs., tit. 5, § 4630(b))

Within 60 days from the date of receipt of the complaint, the District's responsible officer or their designee shall conduct and complete an investigation of the complaint in accordance with local procedures adopted pursuant to California Code of Regulations, title 5, section 4621 and prepare a written decision. The time period may be extended by mutual written agreement of the parties.

h. Williams Complaints: Complaints, including anonymous complaints, may be made and addressed on a different timeline for the following areas: (Ed. Code, §§ 8235.5, 35186)
   i. Insufficient textbooks and instructional materials;
   ii. Emergency or urgent school facilities conditions that pose a threat to the health and safety of pupils;
   iii. Noncompliance with the requirement of Education Code section 35292.6 to stock, at all times, all women's restrooms, all-gender restrooms, and in at least one men's restroom in the school with adequate supply of menstrual products, available and accessible, free of charge;
   iv. Teacher vacancy or misassignment; or
   v. Noncompliance of a license-exempt California State Preschool Program (CSPP) with health and safety standards specified in Health and Safety Code section 1596.7925 and related state regulations.

A complaint of noncompliance with Education Code section 35186 may be filed with the school principal or designee under the Uniform Complaint Procedures. A complainant not satisfied with the resolution of a Williams Complaint has the right to bring the complaint to the district governing board at a regularly scheduled hearing. In the case of a complaint regarding emergency or urgent school facilities conditions, a complainant has the right of appeal to the State Superintendent of Public Instruction.

i. Pupil Fees Complaints: A pupil enrolled in the District shall not be required to pay a pupil fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities. (Ed. Code, § 49010 et seq.)

   A pupil fee includes, but is not limited to, all of the following: a fee charged to a pupil as a condition for registering for school or classes, as a condition for participation in a class or an extracurricular activity, as a security deposit to obtain materials or equipment, or a purchase that a pupil is required to make to obtain materials or equipment for an educational activity.

   A complaint of noncompliance with Education Code section 49010 et seq. may be filed with the school principal under the Uniform Complaint Procedures. A complaint shall be filed not later than one calendar year from the date the alleged violation occurred. A complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. A complainant not satisfied with the decision of the school may appeal the decision to the California Department of Education.

j. Foster, homeless, former juvenile court pupils and pupils in military families: the District will post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in a school district, and pupils in military families as specified in Education Code sections 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

Responsible Official: The District official responsible for processing complaints is listed below at the following address:

Joni Hellstrom, (209)468-4806, 2829 Transworld Drive, Stockton, CA 95206

Complaints Made Directly to the State Superintendent:

Complaints may be filed directly with the State Superintendent of Public Instruction in the following cases:

k. Complaints alleging that the District failed to comply with the complaint procedures described herein, including failure or refusal to cooperate with the investigation.

l. Complaints regarding Child Development and Child Nutrition programs not administered by the District.

m. Complaints requesting anonymity, but only where the complainant also provides clear and convincing evidence that complainant would be in danger of retaliation and would suffer immediate and irreparable harm if filing complaint at District level.

n. Complaints alleging that the District failed or refused to implement a final decision regarding a complaint originally filed with the District.

o. Complaints alleging that the District took no action within sixty (60) days regarding a complaint originally filed with the District.

p. Complaints alleging immediate and irreparable harm as a result of applying a district-wide policy in conflict with state or federal law and that complaining at the local level would be futile.

(Cal. Code Regs., tit. 5, §§ 4630, 4650)

Appeals:

q. Except for Williams Complaints, a complainant may appeal the District's decision to the California Department of Education. (Ed. Code, § 262.3(a), Cal. Code Regs., tit. 5, §§ 4622, 4632)

i. Appeals must be filed within thirty (30) days of receiving the District decision.

ii. Appeals must be in writing.

iii. Appeals must specify the reason(s) for appealing the District decision, including whether the facts are incorrect and/or the law has been misapplied.

iv. Appeals must include a copy of the original complaint and a copy of the District decision.

v. Pupil fee complaints appealed to the California Department of Education will receive a written appeal decision within 60 days of the department's receipt of the appeal.

vi. If the school/District finds merit in a complaint, or the California Department of Education finds merit in an appeal, the school/District will provide a remedy to all affected pupils, parents, and guardians. For pupil fee complaints, this includes reasonable efforts by the school to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.

r. If a complaint is denied, in full or in part, by the Department of Education, the complainant may request reconsideration by the State Superintendent of Public Instruction. (Cal. Code Regs., tit. 5, § 4665)

i. Reconsideration must be requested within thirty (30) days of receiving the Department of Education report.

ii. The original decision denying the complaint will remain in effect and enforceable unless and until the State Superintendent of Public Instruction modifies that decision.

Civil Law Remedies

In addition to the above-described complaint procedure, or upon completion of that procedure, complainants may have civil law remedies under state or federal discrimination, harassment, intimidation or bullying laws. These civil law remedies can include, but are not limited to, injunctions and restraining orders. These civil law remedies are granted by a court of law and may be used, in part, to prevent the District from acting in an unlawful manner. Delay in pursuing civil law remedies before a court of law may result in loss of rights to those remedies. Any questions regarding civil law remedies should be directed to an attorney. (Ed. Code, § 262.3(b); Cal. Code Regs., tit. 5, § 4622)

Appeals, & Due Process

Due Process in Addressing Concerns

Any classroom issues and/or concerns should be addressed directly with the student's classroom teacher. If the issue or concern is unable to be resolved with the classroom teacher, the parent and student should discuss with the Teacher of Record (TOR) and/or the counselor. If the issue or concern is not resolved by the TOR or counselor, the issue or concern should be brought to the main office for review by a Vice Principal . At that time if the issue is not resolved to satisfaction the parent/guardian has the opportunity to appeal the decision to a Director.

Any concerns or issues outside the classroom should be brought to the Teacher of Record (TOR) and/or counselor first, as appropriate. Any concerns or issues not resolved with the TOR or counselor, or those concerns not appropriate to be brought to the TOR or counselor, should be addressed immediately with the main office for review by a Coordinator. At that time if the issue is not resolved to satisfaction the parent/guardian has the opportunity to appeal the decision to a Director.

Appealing a Grade

If a student or parent feels that a grade incorrectly represents the student's mastery of the content, they must email or speak to the subject teacher as soon as the grade is received. If a resolution is not achieved with the teacher, the student/parent may appeal the grade in writing to a Director or school designee within 10 business days of the date the grade was given.

Appealing a Suspension

When a student receives a suspension, the student or the student's parent/ guardian may appeal the suspension and/or loss of school privilege to a Director or school designee. This appeal must be submitted in writing within ten days of the first day of suspension and should be directed to the District official listed below at the following address:

Amy Thompson, Director amthompson@sjcoe.net or (209)468-4972, 2829 Transworld Drive, Stockton, CA 95206

Student Internet Ethics and Acceptable Use Agreement

San Joaquin County Office of Education Data Processing JPA Student Internet and Network Access Ethics

I. INTRODUCTION

During these past years access to the Internet has radically changed the way our county and school districts relate to the world. The information superhighway has become a reality. From your school, the district office, or from your home, you are able to travel all over the world to gather information. As we continue to travel this electronic highway, rules to keep traveling safe have become even more vital to successfully completing the journey.

The San Joaquin County Office of Education Data Processing JPA Network (IT JPA WAN) and the Internet represent powerful resources, which allow you to find information in this world-wide electronic network. You are able to connect to and correspond with businesses, major universities, national libraries, other schools, and other people around the world.

Just as you learn social codes and behaviors, which are acceptable at your school, you need to learn the correct procedures and rules for using the network of information services. We require all students to adhere to these guidelines. If you break any of these rules, you will not be allowed to continue to use the system. At the beginning of each school year, you and your parents, or legal guardians, will be required to sign the Consent and Waiver form attached. This means that you and your parents are aware of the school rules and proper procedures for using the Internet and the IT JPA WAN, and the consequences, which would result if these rules are broken. This signed statement becomes your permission slip to take trips on the information highway.

II. THE INTERNET

The Internet is a global technology network made up of many smaller contributing networks to support the open exchange of information among many different kinds of institutions all over the world. This system gives immediate access to information. It's like being able to open any book in any library from your computer. You can look at (and print out) articles, documents, and pictures, and review current facts about news, weather, and sports that you may use in your classes.

III. IT JPA WAN

The IT JPA WAN is one of the hundreds of thousands of networks that make up the Internet. The DP JPA Department of Information Technology has connected most of the district offices and many of the school sites to the Internet through direct high-speed connections within the IT JPA WAN. Access through the Internet will typically occur in the school site libraries and at other locations such as student computer centers and classrooms. The IT JPA WAN makes information sharing and communication with other districts and school sites possible. This network supports activities, which have educational value for administration, teachers, students, and parents.

IV. GETTING STARTED

Before you begin to use the IT JPA WAN and its connection to the Internet, it is important to your teachers, parents, and school administrators that you understand the many consequences of the new computer connections that you wish to make. It is important that you understand that your use of this powerful educational tool is a privilege. It can provide you with countless hours of exploration and use, but like a driver's license, it is a privilege that can be taken from you for breaking the rules. The Internet does include some material that is not suited for students. All minors using these resources will receive training in appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, cyber bullying awareness and proper response. The intent of San Joaquin County Office of Education Department of Information Technology JPA (DP JPA) is for students to use connections to the Internet only for purposes consistent with the school district's approved curriculum. Anyone who uses the network illegally or improperly will lose the privilege of using it. Additionally, you cannot use the IT JPA WAN for commercial, political, or for profitable services. This document will detail for you what is the proper way to use this communication tool.

V. WHO IS WATCHING?

The Internet and IT JPA WAN are "public places." You must always remember that you are sharing this space with many other users. Potentially, millions of individuals at the same time may be interacting across the network. Your actions can be monitored by others on the network. If you use a particular service on the network chances are that someone knows the connections that you are making, knows about the computer shareware that you have borrowed, and knows what you looked at while you were in the system. Because these connections are granted to you as part of the larger scope of educational materials, the DP JPA reserves the right to monitor all traffic on the network. We do this to make sure that the network continues to function properly for all of its users.

VI. SCHOOL CONDUCT CODES

Your school or district office has a behavior code and student handbook for all students that detail appropriate school behavior, outline rights, and set expectations for students. Because the IT JPA WAN is used as part of a school activity, the school's code of conduct applies to network activities as well. Therefore, the network use policy is an extension of the school's behavior code. These rules apply to vandalism of computer equipment, unauthorized access to information, computer piracy, and any tampering with hardware or software. These rules also apply to the electronic use of harassing and abusive or obscene language, and the sending or receiving of obscene images (sexting). You may not use the network to annoy, harass, cyber bully, or offend other people.

"Harassing," means to engage in a knowing and willful course of conduct directed at another which seriously alarms, annoys, or harasses another, and which serves no legitimate purpose. In addition, "harassment" shall also mean to subject another to unwelcome sexual advances, request for sexual favors and other verbal, visual or physical conduct of a sexual nature as set forth in California Education Code section 212.5

Other types of damage and information loss to a computer system are viruses and worms. If you are responsible for a computer becoming infected with viruses or worms, you could be held liable.

VII. MORAL AND ETHICAL ISSUES

The moral and ethical issues involving the use of worldwide information systems deal with the appropriate access to information, the type of information accessed, and the behavior of the user. DP JPA wants to provide you with a stimulating educational environment, but at the same time, we want to protect you from information that is not appropriate for students to use.
The DP JPA wants you to use this valuable educational tool, but at the same time we cannot condone the use of inappropriate information on the Internet. We simply acknowledge the fact that these materials exist and then do everything we can to actively avoid them. We cannot weed out all of the materials that are unacceptable for academic purposes, but it should be clearly understood by all students that access to such material in any form is strictly forbidden. The network is designed to achieve and support instructional goals, and any information that does not support classroom learning is to be avoided. Although the actual percentage of unacceptable materials is small, it is a cause for concern for students, parents, and teachers. If a student stumbles onto the information while doing legitimate research, he should contact your teacher or the person responsible for technology at your school.

X. ELECTRONIC FIELD TRIPS

The Internet and IT JPA WAN offer many opportunities for "electronic field trips" to distant locations. The DP JPA considers all connections to remote locations as field trips. Therefore, the rules that apply to student conduct on field trips apply to these electronic field trips as well. It is important that you realize you are acting as an ambassador for your school. Just as parental/guardian permission slips are required before you may take field trips, your parents, or legal guardians, have to give you permission for electronic field trips by signing the attached contract.

XI. EXPECTED BEHAVIOR

You are expected to use the network to pursue intellectual activities, seek resources, access libraries and find international friends. We want you to explore this new "space" and discover what is available there. We want you to learn new things and share that newly found knowledge with your friends, parents, and teachers. When you are using the computer network and communicating with others in remote or even close locations, keep the following in mind:

1) You cannot see them;
2) You cannot tell how old they are or even what sex they are;
3) They can tell you anything, and you cannot always be sure what they are telling you is true; and
4) Absolute privacy cannot be guaranteed in a network environment. So, you need to think carefully about what you say and how you say it.

For your own safety and for the safety of others, remember to exercise caution when you are communicating with people in the outside world. Do not give out your home phone number or your address to anyone. They do not need to have that information. If you feel there is a problem or if you feel uncomfortable with the information someone is giving you, tell your teacher or school site technology coordinator immediately. By the same token, you may not harass other users. You do not want to run the risk of breaking the law by bothering other people. If a user on the network asks that you no longer send him/her e-mail or in any other way contact him/her; you are obliged to stop all contact immediately. You may feel you have the right of freedom of expression, but others have the right to be free from harassment.

XII. LEGAL ISSUES

A. The Law

The State of California passed a computer crime bill in December 1979. The bill added section 502 to the Penal Codes making it a felony to intentionally and without permission access any data, computer, computer system or network for the purpose of: (1) devising any scheme or artifice to defraud, deceive or extort or (2) wrongfully obtaining money, property, or data.

It is also a felony to knowingly and without permission access, add, alter, delete, damage, or destroy any computer, computer system, computer software, computer program, or data. Penalties includes fines up to $10,000 and/or imprisonment in the state prison for up to 16 months or in the county jail for two or three years, or a fine of $5,000 and/or imprisonment in the county jail for up to one year. Anyone committing acts of this kind will face police charges and disciplinary action by the school. The person will be punished to the full extent of the law.

Some examples of offenses are removing another user's accounts, changing other user's passwords, using an unauthorized account, damaging any files, altering the system, or using the system to make money illegally. You may not cause damage to any school or district property. This includes the network system.

B. Plagiarism
The dictionary defines plagiarism as "taking ideas or writings from another person and offering them as your own." The student who leads readers to believe that what they are reading is the student's original work when it is not is guilty of plagiarism. Credit should always be given to the person who created the article or idea.

Be careful when you are using the Internet. Cutting and pasting ideas into your own document is very easy to do. So, be sure that you give credit to the author. That way your teacher will know which ideas are yours, and you won't be guilty of plagiarism.

C. Copyright
Copyright is another issue altogether. According to the Copyright Act of 1976, "Fair Use" means that you may freely use any information that you legally find on the Internet as long as you do so only for scholarly purposes. You may not plagiarize or sell what you find.

Suppose, for example, that you find a copy of Microsoft Works on the Internet. Could you legally copy it? The answer is NO. This is copyrighted software. You have to purchase software packages before you use them legally. Suppose you find an article about the use of Microsoft Works on the Internet. Can you legally copy it? The answer is yes, as long as you give credit to the author and do not sell the article for profit.

XIII. DP JPA POLICY

The DP JPA declares unethical and unacceptable behavior just cause for taking disciplinary action, revoking networking privileges, and/or initiating legal action for any activity through which an individual:

- Uses the IT JPA WAN for illegal, inappropriate, or obscene purposes, or in support of such activities. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the
- intended use of the network, and/or purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle.
- Uses the IT JPA WAN for any illegal activity, including violation of copyrights or other contracts
- violating such matters as institutional or third-party copyright, license agreements and other contracts.
- Uses the IT JPA WAN to access harmful matter. Penal Code section 313 defines “harmful matter” as “matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest, and is a matter which, taken as a whole, depicts or describes in a patently offensive way sexual conduct and which, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.”
- Intentionally disrupts network traffic or crashes the network and connected systems.
- Degrades or disrupts equipment or system performance.
- Uses IT JPA WAN or equipment for commercial or financial gain or fraud.
- Steals data, equipment, or intellectual property.
- Gains or seeks to gain unauthorized access to resources or entities.
- Forges electronic mail messages, or uses an account owned by another user.
- Invades the privacy of individuals.
- Posts anonymous messages.
- Creates, distributes, or purposely activates a computer virus or worm.
- Uses IT JPA WAN to send or request racist, inflammatory, or sexist messages.
- Sends or requests messages or documents that are inconsistent with school or district polices, guidelines, or codes of conduct.

- Possesses any data, which might be considered a violation of these rules in paper, magnetic (disk), or any other form.

A. Consequences of Violations
Possible consequences of violations include, but are not limited, to:

- Suspension of Internet access
- Revocation of Internet access Suspension of IT JPA WAN privileges
- Revocation of IT JPA WAN privileges
- Suspension of computer access
- Revocation of computer access
- School suspension
- School expulsion
- Legal action and prosecution by the authorities

B. Remedies and Recourses
If you are accused of any of the violations, you have all of the rights and privileges that you would have if you were accused of school vandalism, fighting, and so forth.

The district, school site, and DP JPA have the right to restrict or terminate network and Internet access at any time for any reason. The district and DP JPA have the right to monitor network activity in any form that it sees fit to maintain the integrity of the network.

Math Placement Policy

Instruction

Placement in Mathematics Courses
The Governing Board believes that a sound educational program must include the study of subjects that prepare students for admission to higher education and/or a fulfilling career. To the extent possible, Venture Academy Family of Schools (VA) students shall be provided an opportunity to complete a sequence of mathematics courses recommended for admission into the University of California and California State University systems.

The Administrator or designee shall work with VA teachers, counselors, and administrators and the representatives of feeder schools to develop consistent protocols for placing students in mathematics courses offered at VA. Such placement protocols shall systematically take into consideration multiple objective academic measures that may include, but are not limited to, interim and summative assessments, placement tests that are aligned to state-adopted content standards in mathematics, classroom assignment and grades, and report cards.

Students shall be enrolled in mathematics courses based on the placement protocols. No student shall repeat a mathematics course, which he/she has successfully completed based on the placement protocols of VA.

When a student does not qualify to be enrolled in a higher level mathematics course based on a consideration of the objective measures specified in the placement protocols, he/she may nevertheless be admitted to the course based on the recommendation of a teacher or counselor who has personal knowledge of the student's academic ability.

The placement protocols shall specify a time within the first month of the school year when students shall be reevaluated to ensure that they are appropriately placed in mathematics courses and shall specify the criteria VA will use to make this determination. Any student found to be misplaced shall be promptly placed in the appropriate mathematics course.

Within 10 school days of an initial placement decision or a placement decision upon reevaluation, a student and his/her parent(s)/guardian(s) who disagree with the placement of the student may appeal the decision to the Administrator or designee. The Administrator or designee shall decide whether or not to overrule the placement determination within 10 school days of receiving the appeal. The decision of the Administrator or designee shall be final.

VA staff shall implement the placement protocols uniformly and without regard to students' race, sex, gender, nationality, ethnicity, socioeconomic background, or other subjective or discriminatory considerations in making placement decisions.

The Administrator or designee shall ensure that all teachers, counselors, and other VA staff responsible for determining students' placement in mathematics courses receive training on the placement protocols.

Prior to the beginning of each school year, the Administrator or designee shall communicate the commitment of VA to providing students with the opportunity to complete mathematics courses recommended for college admission, including approved placement protocols and the appeal process, to parent(s)/guardian(s), students, teachers, school counselors, and administrators.

This policy and the mathematics placement protocols of VA shall be posted on the VA website.
Annually, the Governing Board and the Administrator or designee shall review student data related to placement and advancement in the mathematics courses offered at VA to ensure that students who are qualified to progress in mathematics courses based on their performance on objective academic measures are not held back in a disproportionate manner on the basis of their race, ethnicity, gender, or socioeconomic background. The Governing Board and Administrator shall also consider appropriate recommendations for removing any identified barriers to students' access to mathematics courses.

cf. SP 0410 Nondiscrimination in Programs and Services

Legal Reference:
EDUCATION CODE, 200-262.4 Prohibition of discrimination, 48070.5 Promotion and retention; required policy,
51220 Areas of study, grades 7-12, 51224.5 Completion of Algebra I or Mathematics I, 51224.7 California Mathematics Placement Act of 2015, 51225.3 High school graduation requirements, 51284 Financial literacy, 60605 State-adopted content and performance standards in core curricular areas 60605.8 Common Core standards
(12/15)

Appendix A – District/School Sexual Harassment Policy

The San Joaquin County Office of Education (SJCOE), the district for VA Family of Schools, recognizes that sexual harassment can cause embarrassment, feeling of powerlessness, loss of self--confidence, reduced ability to perform schoolwork, and increased absenteeism or tardiness. To promote an environment free of sexual harassment, site supervisors and managers shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff in-service or student instruction and counseling. Teachers shall discuss this policy with their students in age-- appropriate ways and shall assure them that they need not endure any form of sexual harassment.

The SJCOE will not tolerate sexual harassment of any student by any other student or SJCOE employee, including harassment because of sexual orientation. Any student or employee who is found guilty of sexual harassment shall be subjected to disciplinary action.

The SJCOE encourages students or staff to immediately report incidences of sexual harassment to the program administrator or designee. The program administrator or designee shall promptly investigate each complaint of sexual harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person.

Upon verifying that sexual harassment occurred, he/she shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of the harassment. In addition, the student may file a formal complaint with the Superintendent or his designee in accordance with the SJCOE's uniform complaint procedures.

The SJCOE prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.
Uniform Complaint Procedures cf: 1312 Legal Reference: Education Code 212.5 Sexual harassment 230 Particular practices prohibited 48900.2 Additional grounds for suspension or expulsion, sexual harassment

TITLE VII OF THE CIVIL RIGHTS ACT OF 1964
TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature against another person of the same or opposite gender, in the educational setting. Issues that may constitute sexual harassment include:

- **Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress;**
- **Submission to or rejection of the conduct by individual is used as the basis for academic decisions affecting the individual;**
- **The conduct has the purpose or effect of unreasonably interfering with the other individual's academic performance; creating an intimidating, hostile or offensive educational environment; or of adversely affecting the other individual's**
- **evaluation, advancement, assigned duties, or any other condition of education, or career development;**

Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding services, honors, programs, or activities available at or through the San Joaquin County Office of Education (SJCOE).

Types of conduct which are prohibited throughout the SJCOE and SJCOE--sponsored programs, whether committed by a supervisor, a teacher, or another student, and which may constitute sexual harassment include but are not limited to:

- **Sexual flirtations or propositions;**
- **Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions;**
- **Graphic verbal comments about an individual's body, or overly personal conversation;**
- **Sexual jokes, notes, stories, drawings, pictures, or gestures;**
- **Spreading sexual rumors;**
- **Teasing or sexual remarks about students enrolled in a predominantly single-sex class;**
- **Touching an individual's body or clothes in a sexual way;**
- **Purposefully cornering or blocking normal movements;**

- Limiting a student's access to educational tools;
- Displaying sexually suggestive objects in the educational environment;
- Sexual comments, innuendoes, or slurs, oral or in writing, regarding a person's sexual orientation.

Any act of retaliation against an individual who reports a violation of SJCOE's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

All SJCOE personnel have the responsibility of maintaining an educational environment free of sexual harassment. This responsibility includes discussing SJCOE's sexual harassment policy when asked and assuring students that they are not required to endure sexually insulting, degrading, or exploitative treatment or any other form of sexual harassment.

SJCOE will make its best effort to investigate and resolve all complaints within five working days of receipt of the complaint.

Notifications

A copy of the SJCOE sexual harassment policy and regulation shall:

- Be included in the notifications that are sent to parent(s)/guardian(s) at the beginning of each school year;
- Be displayed in a prominent location near each school office;
- Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session;
- Appear in any school or SJCOE publication that sets forth the schools or SJCOE's comprehensive rules, regulations, procedures, and standards of conduct.

Investigation of Complaint at School

The Program Administrator or designee shall promptly investigate all complaints of sexual harassment. In so doing, he/she shall talk individually with: The student who is complaining; the person accused of harassment; anyone who saw the harassment take place; anyone mentioned as having related information.

The student who is complaining shall have an opportunity to describe the incident, present witnesses and other evidence of the harassment, and put his/her complaint in writing.

The Program Administrator or designee shall discuss the complaint only with the people described above. When necessary to carry out his/her investigation or for other good reasons that apply to the particular situation, the Program Administrator or designee also may discuss the complaint with the following persons:

The Superintendent or designee; The parent(s)/guardian(s) of the student who complained; The parent(s)/guardian(s) of the person accused of harassing someone; A teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth; Child protective agencies responsible for investigating child abuse reports; Legal counsel for SJCOE.

When the student who complained and the person accused of harassment agree, the Program Administrator or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator, or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided.

The Program Administrator or designee shall tell the student who complained that he/she has the right to file a formal complaint at any time in accordance with SJCOE's uniform complaint procedures. If the student wishes to file a formal complaint, the Program Administrator or designee shall assist the student in doing this.

In reaching a decision about the complaint, the Program Administrator or designee may take into account.

Statements made by the persons identified above;

- The details and consistency of each person's account;
- Evidence of how the complaining student reacted to the incident;

- Evidence of past instances of harassment by the accused person;
- Evidence of past harassment complaints that were found to be untrue.
- To judge the severity of the harassment, the Program Administrator or designee may take into consideration:
- How the misconduct affected one or more students' education;
- The type, frequency, and duration of the misconduct;
- The number of persons involved;
- The age and sex of the person accused of harassment;
- The subject(s) of harassment;
- The place and situation where the incident occurred;
- Other incidents at the school, including incidents of harassment that were not related to sex.

The Program Administrator or designee shall write a report of his/her findings, decision, and reasons for the decision and shall present this report to the student who complained, and the person accused. The Program Administrator or designee shall give the Superintendent or designee a written report of the complaint and investigation. If he/she verifies that sexual harassment occurred, this report shall describe the actions he/she took to end the harassment, address the effects of the harassment on the person harassed, and prevent retaliation or further harassment.

Within two weeks after receiving the complaint, the Program Administrator or designee shall determine whether or not the student who complained has been further harassed. The Program Administrator or designee shall keep a record of this information and shall continue this follow--up at his/her discretion.

Enforcement

The Superintendent or designee shall take appropriate actions to reinforce SJCOE's sexual harassment policy. As needed, these actions may include any of the following:

- Removing vulgar or offending graffiti;
- Providing staff in-service and student instruction or counseling;
- Notifying parent(s)/guardian(s);
- Notifying Child Protective Services;
- Taking appropriate disciplinary action. In addition, the Program Administrator or designee may take disciplinary measures against any person who is found to have made a complaint of sexual harassment that he/she knew was not true.

Superintendent's Designee

The Superintendent designates the Deputy Superintendent, Associate Superintendent, Assistant Superintendent of the program area in which the alleged harassment took place as designee for these procedures. cf: 1312 Uniform Complaint Procedure, 5141.41 Child Abuse Prevention, 5145.6 Parent Notifications

Appendix B – Healthy Schools Act

Notice to all students, parent(s)/guardian(s) and employees of the VA Family of Schools and its school district, San Joaquin County Office of Education (SJCOE):

Education Code sections 17608 et seq., requires, among other things, that school districts notify parents and staff about the use of pesticides at school. The purpose is to reduce exposure to toxic pesticides through information and application of an integrated pest management system at schools. Towards this end, and pursuant to the requirements of this legislation, please be advised of the following:

The SJCOE School District expects to use the following pesticides at its campuses during the upcoming year:

WARNING
PESTICIDE-TREATED AREA

ADVERTENCIA
AREA TRATADA CON PESTICIDA

Name of Pesticide	*Nombre del Pesticida*
1 Alpine WSG - Interior	1
2 Fendona CS - Exterior	2
3 Tekko Pro - Interior and Exterior	3
4	4

Manufacturer's Name; USEPA Registration No.	*Nombre del Fabricante; No. de Registro de USEPA*
1 Bayer Environmental Science	1
2	2
3	3
4	4

Intended Application Date 5/29/2026 *Fecha Propuesta de Aplicacion* _____

Application Date 6/5/2026 *Fecha de la Aplicacion* _____

Treated Areas; Reason for Treatment
WEC, TCSJ, Nelson Center,
CTEC, VALC, Ventureland, Portables

Areas Tratada; Razon de la Aplicacion
_____
_____

School Name:
San Joaquin County Office of Education

Nombre de la Escuela:
_____

ALWAYS BE SAFE

1. If you need more information ask
   Name: Anthony Flores
   Title: Division Director
2. Do not play on the treated area
3. Wash your hands and exposed skin if you touch the treated area

1. Si necesita más información pregunte
Nombre: _____
Título: _____
2. No juegue en el área tratada
3. Lávese las manos y la piel expuesta si usted toca el área tratada

For record keeping only per Education Code requirement
Amount of Pesticide Used: _____

Parent(s)/guardian(s) of VA and its school district, SJCOE, can register with the school office to receive notification of individual pesticide applications by calling ((209))468-5940.

Persons who register for this notification shall be notified at least seventy-two (72) hours prior to the application, except in emergencies, and will be provided the name and active ingredient(s) of the pesticide as well as the intended date of application.

If you wish to access information on pesticides and pesticide use reduction developed by the Department of Pesticide Regulation pursuant to California Food and Agricultural Code section 13184, you can do so by accessing the Department's website at: www.cdpr.ca.gov.

Appendix C – Health Insurance Options for Families

Enroll. Get Care. Renew.

FREE MEDI-CAL OR LOW-COST COVERED CALIFORNIA EXISTS FOR MOST LOW-INCOME CALIFORNIA FAMILIES.

- **Medi-Cal** is a **public health insurance** available to low-income Californians. Starting January 1, 2024, all income-eligible Californians qualify for full scope Medi-Cal benefits REGARDLESS OF AGE OR IMMIGRATION STATUS. **Full scope Medi-Cal** covers more than just care when you have an emergency. It provides medical, dental, mental health, and vision (eye) care. Applying for Medi-Cal via the Covered California website is the fastest way to get covered.
- **Covered California** is a **free service** for individuals and families to get free or low-cost health insurance OR to get help paying for **private** health insurance. More information on page 2.

APPLY for Medi-Cal or Covered California:

- **By phone:** *1(800) 300-1506*
- ***www.CoveredCA.com*** (Covered CA and Medi-Cal)
  www.BenefitsCal.com (Medi-Cal)
- **In-person:** ***https://bit.ly/3Tk3cXV***
- **Apply by mail:** Medi-Cal printable applications here: ***http://bit.ly/3RRENIK***

Need Help?

Find Help in Your Community and More!
Scan this QR code.
www.allinforhealth.org

The 6 Step Roadmap to Medi-Cal

1 Check Your Eligibility

Medi-Cal eligibility is based primarily on your income and state residency.

2 Apply for Medi-Cal

Medi-Cal enrollment is open and available all year. Read more about enrollment above!

3 Eligibility Determination

The county will process your application for eligibility.

4 Select a Health Care Plan

Most Medi-Cal enrollees must enroll in a health care plan.

5 Get Care

Medi-Cal covers ALL medically necessary care.

6 Renew Your Medi-Cal

Most people must renew their Medi-Cal every year.

For more detailed information about how to Enroll, Get Care, and Renew Medi-Cal, please see page 2.

all in HEALTH CARE FOR ALL FAMILIES
A PROJECT OF The Children's Partnership

CALIFORNIA SCHOOL-BASED HEALTH ALLIANCE
Putting Health Care Where Kids Are

Region 1 BEST START

This flyer was created with the support of the Whole Child Equity Partnership.

Appendix D – Math Protocol

Ninth Grade Mathematics Placement Protocol *(Updated June, 2023)*

The California Mathematics Placement Act of 2015, enacted as SB 359, mandates that schools adopt a fair, objective and transparent mathematics placement policy for 9th grade students. In compliance with SB 359, Venture Academy Family of Schools has developed the following placement protocol. For the full Venture Academy Math Placement policy, please refer to our webpage or student handbook.

INITIAL PLACEMENT

Ninth grade initial placement determination will be made prior to the start of the first semester of 9th grade. A re-evaluation will occur for all 9th grade students within the first 30 days of the fall semester. The chart below outlines the multiple measures used to determine initial math placement for 9th graders and to re-evaluate placement after 30 days.

<table>
<tr><th colspan="3">Incoming 9th Grade Students</th></tr>
<tr><th></th><th>Algebra 1/Integrated Math 1</th><th>Algebra 2, Geometry, or Integrated 2</th></tr>
<tr><td>Math Grade</td><td rowspan="4">All 9th grade students are enrolled in Algebra 1 or Integrated Math 1 unless they meet the criteria for Algebra 2, Geometry, or Integrated Math 2.</td><td>Pass Algebra 1 or Integrated Math 1 with a C or better</td></tr>
<tr><td>CAASPP Score</td><td>Exceeds Standards</td></tr>
<tr><td>MDTP Readiness Test</td><td>Surpass readiness for Algebra 1</td></tr>
<tr><td>Star Renaissance</td><td>Score >1110</td></tr>
<tr><td colspan="3">*After using multiple measures to initially place students, counselors/administration will confirm placement for all 9th grade students in Fall Semester of 9th Grade using the same criteria as above.</td></tr>
</table>

APPEAL PROCESS

A 9th grade student's parent(s)/guardian(s) may appeal the student's math placement within 10 school days of the placement, or within 10 school days of a re-evaluation placement decision. The Administrator or designee shall respond to the appeal in writing to the student's parent(s)/guardian(s) within 10 school days of receiving the appeal. The decision of the Administrator or designee shall be final.

Appendix E – Tobacco Policy

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Tobacco-Free Schools

The Superintendent recognizes that the health hazards associated with smoking and the use of tobacco and nicotine products, including the breathing of second-hand smoke, are inconsistent with its goal to provide a healthy environment for students and staff.

The Superintendent prohibits smoking and/or the use of tobacco products at any time in any San Joaquin County Office of Education (SJCOE) owned or leased buildings, on SJCOE property, and in SJCOE vehicles.

This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off SJCOE property. Any written joint use agreement governing community use of SJCOE facilities or grounds shall include notice of SJCOE tobacco-free schools policy and consequences for violations of SJCOE policy.

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking.

Tobacco products include:

1. **Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff.**

2. **An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah.**

3. **Any component, part, or accessory of a tobacco product, whether or not sold separately.**

This policy does not prohibit the use or possession of prescription products and other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as nicotine patches or nicotine gum.

Smoking or use of any tobacco-related products and disposal of any tobacco-related waste are prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited.

cf: **1330 Facility Use Policy**
3514 Safety

5131.62 Tobacco
6142.8 Smoke Free Education
6143 Courses of study

San Joaquin County Office of Education Policy **SP 3513.3 (58)**

Legal Reference:
EDUCATION CODE
48900 Grounds for suspension/expulsion
48901 Prohibition against tobacco use by students
BUSINESS AND PROFESSIONS CODE
22950.5 Stop Tobacco Access to Kids Enforcement Act; definitions
HEALTH AND SAFETY CODE
39002 Control of air pollution from nonvehicular sources
104350-104495 Tobacco use prevention, especially:
104495 Prohibition of smoking and tobacco waste on playgrounds
104559 Tobacco use prohibition
119405 Unlawful to sell or furnish electronic cigarettes to minors
LABOR CODE
3300 Employer, definition
6304 Safe and healthful workplace
6404.5 Occupational safety and health; use of tobacco products
UNITED STATES CODE, TITLE 20
6083 Nonsmoking policy for children's services
7111-7122 Student Support and Academic Enrichment Grants
CODE OF FEDERAL REGULATIONS, TITLE 21
1140.1-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors

(7/16)

Policy Adopted: Nov. 17, 1993
Policy Amended: August 28, 2017
San Joaquin County Office of Education

San Joaquin County Office of Education Administrative Regulation **AR 3513.3 (59)**

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Tobacco-Free Schools

Information about San Joaquin County Office of Education's (SJCOE) tobacco-free schools policy and enforcement procedures shall be communicated clearly to employees, parent(s)/guardian(s), students, and the community.

The Superintendent or designee may disseminate this information through annual written notifications, SJCOE web sites, student and parent handbooks, and/or other appropriate methods of communication.

The Superintendent or designee shall ensure that signs stating "Tobacco use is prohibited" shall be prominently displayed at all entrances to SJCOE property.

Enforcement/Discipline

Any SJCOE employee or student who violates SJCOE's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

Any other person who violates SJCOE's policy on tobacco-free schools shall be informed of SJCOE's policy and asked to refrain from smoking. If the person fails to comply with this request, the Superintendent or designee may:

1. **Direct the person to leave SJCOE property;**

2. **Request local law enforcement assistance in removing the person from SJCOE premises; and/or**

3. **If the person repeatedly violates the tobacco-free schools policy, prohibit him/her from entering SJCOE property for a specified period of time.**

The Superintendent or designee shall not be required to physically eject a nonemployee who is smoking or to request that the nonemployee refrain from smoking under circumstances involving a risk of physical harm to SJCOE or any SJCOE employee.

cf: **1250 Visits to the School**
4112.9/4212.9/4312.9 Employee Notifications
4118 Disciplinary Action
4218 Dismissal/Suspension/Disciplinary Action
5144 Discipline
5144.1 Suspension and Expulsion/Due Process

(07/16)

Policy Adopted: November 8, 2011
Policy Amended: August 28, 2017
San Joaquin County Office of Education

Tobacco

The Superintendent recognizes the serious health risks presented by tobacco use and desires to ensure that, through adoption of consistent policies, students are made aware of those risks and, to the extent possible, protected from them. The Superintendent or designee shall establish a coordinated school health system which includes a comprehensive behavioral health education component that teaches students the knowledge, skills, and attitudes they need in order to lead healthy lives and avoid high-risk behaviors, such as tobacco use.

The Superintendent or designee shall provide prevention intervention, and cessation education, information, activities, and/or referrals to students and shall ensure consistent enforcement of San Joaquin County Office of Education (SJCOE) policies prohibiting student possession and use of tobacco products.

Prohibition Against Tobacco Use

Students shall not possess, smoke, chew or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of SJCOE employees.

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking.

Tobacco products include:

1. **A product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff.**

2. **An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah.**

3. **Any component, part, or accessory of a tobacco product, whether or not sold separately.**

These prohibitions do not apply to a student's possession or use of his/her own prescription products. However, student possession or use of prescription products in school shall be subject to SJCOE policy and regulation for addressing the administration of medications on campus.

Prevention Instruction

SJCOE shall provide developmentally appropriate tobacco-use prevention instruction for students at selected grade levels from K-12. Such instruction shall be aligned with state content standards and the state curriculum framework for health education and with any requirements of state and/or federal grant programs in which SJCOE participates.

Intervention/Cessation Services

SJCOE may provide or refer students to counseling, intensive education, and other intervention services to assist in the cessation of tobacco use. When appropriate, such intervention services may be provided as an alternative to suspension for tobacco possession.

Program Planning

The SJCOE tobacco-use prevention and intervention program shall be based on an assessment of tobacco-use problems in SJCOE schools and the community, an examination of existing services and activities in the community, and a determination of high-risk student populations that are most in need of SJCOE services.

The Superintendent or designee shall coordinate with the local health department in program planning and implementation. He/she may establish an advisory council including students, parent(s)/guardian(s), SJCOE staff, representatives of the local health department and community organizations, law enforcement professionals, and/or others with demonstrated expertise in tobacco prevention and cessation.

The Superintendent or designee also shall coordinate tobacco-use prevention and intervention program with other SJCOE efforts to reduce students' use of illegal substances and to promote student wellness.

The Superintendent or designee shall select anti-tobacco programs based on the model program designs identified by the California Department of Education (CDE) and may modify the model to meet SJCOE needs.

The Superintendent or designee shall not accept for distribution any materials or advertisements that promote the use or sale of tobacco products. He/she also shall not accept tobacco-use prevention or intervention funds or materials from the tobacco industry or from any entity, which has received funding from the tobacco industry.

Program Evaluation

To evaluate the effectiveness of the program and ensure accountability by SJCOE, the Superintendent or designee shall biennially administer the California Healthy Kids Survey or other appropriate student survey at selected grade levels in order to assess student attitudes toward tobacco and student use of tobacco. He/she also shall annually report to the CDE if required, the data specified in Health and Safety Code 104450.

The results of program evaluations shall be used to refine program goals and objectives and make changes as needed to strengthen program implementation.

cf: 1220 Citizen Advisory Committee
1325 Advertising and Promotion
3290 Contributions and Gifts
3513.3 Tobacco-Free Schools
3514 Safety
5022 Student and Family Privacy Rights
5030 Student Wellness
5131 Conduct

5131.6 Student Substance Abuse

5144 Discipline
5144.1 Suspension and Expulsion/Due Process
5141.2 Suspension and Expulsion/Due Process (Individuals with Exceptional Needs)

5146 Married/Pregnant/Parenting Students
6142.8 Smoke Free Education
6143 Courses of Study

Legal Reference:
EDUCATION CODE
48900 Suspension or expulsion (grounds)
48900.5 Suspension, limitation on imposition; exception
48901 Smoking or use of tobacco prohibited
51202 Instruction in personal and public health and safety
60041 Instructional materials, portrayal of effects of tobacco use
BUSINESS AND PROFESSIONS CODE
22950.5 Stop Tobacco Access to Kids Enforcement Act; definitions
HEALTH AND SAFETY CODE
104350-104495 Tobacco-use prevention education
104559 Tobacco use prohibition
119405 Unlawful to sell or furnish electronic cigarettes to minors
PENAL CODE
308 Minimum age for tobacco possession
CODE OF REGULATIONS, TITLE 17
6800 Definition, health assessment
6844-6847 Child Health and Disability Prevention program; health assessments
UNITED STATES CODE, TITLE 20
7111-7117 Safe and Drug-Free Schools and Communities Act
CODE OF FEDERAL REGULATIONS, TITLE 21
1140.1-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors
(07/16)

Policy Adopted: Nov. 17. 1993
Policy Amended: August 28, 2017
San Joaquin County Office of Education

INSTRUCTION

Tobacco-Use Prevention Education Program

San Joaquin County Office of Education (SJCOE) tobacco-use prevention program shall provide students in grades 6-12 instruction, which addresses the following topics:

1. Immediate and long-term undesirable physiologic, cosmetic, and social consequences of tobacco use;
2. Reasons that adolescents say they smoke or use tobacco;
3. Peer norms and social influences that promote tobacco use; and
4. Refusal skills for resisting social influences that promote tobacco use.

As appropriate, SJCOE shall provide or refer students in grades 7-12 to tobacco-use intervention and cessation activities.

These services shall be directed toward current users and shall be voluntary for students who desire assistance in ceasing the use of tobacco.

In addition to targeting students who currently use tobacco, SJCOE's program shall target students most at risk for beginning to use tobacco as identified through a local needs assessment.

SJCOE shall provide or refer every pregnant and parenting minor enrolled in SJCOE schools and/or programs to tobacco-use prevention services. Such services may be integrated with existing programs for pregnant and parenting minors and shall include:

1. Referral to perinatal and related support services;
2. Outreach services and assessment of smoking status;
3. Individualized counseling and advocacy services;
4. Motivational messages;
5. Cessation services, if appropriate;
6. Incentives to maintain a healthy lifestyle;
7. Follow-up assessment; and
8. Maintenance and relapse prevention services.

cf: 5131.6 Student Substance Abuse
5146 Married/Pregnant/Parenting Students
6142.8 Smoke Free Education
6143 Courses of Study
(07/09)

Policy Adopted: Nov. 17, 1993
Policy Amended: May 8, 2012
San Joaquin County Office of Education

Appendix F – Safe Storage of Firearms

The District is required to provide parents notice of California's child access prevention laws and laws relating to the safe storage of firearms. The District has attached a memorandum describing such laws. (Ed Code, §§ 48986, 49392)

Firearms Safety Memorandum

To: Parents and Guardians of Students at Venture Academy

From: Joni Hellstrom, Division Director

Subject: California Law Regarding Safe Storage of Firearms

The purpose of this memorandum is to inform and to remind parents and legal guardians of all students at Venture Academy of their responsibilities for keeping firearms out of the hands of children as required by California law. Seveny-four percent of children know where their parents' firearms are stored, and 60 percent report that they have handled them[1]. Sadly, over 80 percent of teens who have died by suicide used a firearm that belonged to someone in their home[2]. **These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.**

To help everyone understand their legal responsibilities, this memorandum spells out California law regarding the storage of firearms. Please take some time to review this memorandum and evaluate your own personal practices to assure that you and your family are in compliance with California law.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; **or** (3) unlawfully brandishes the firearm to others.[3]
    - **Note:** The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.

- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure

the firearm against access by the child, even where a child **never** actually accesses the firearm.[4]

- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, having custody or control, owning, receiving, or purchasing a firearm for 10 years.[5]

- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.[6]

Note: Your county or city may have additional restrictions regarding the safe storage of firearms.

Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

Sincerely,

Joni Hellstrom

Date published: April 2025

California Department of Education

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[1] Baxley F, Miller M. Parental Misperceptions About Children and Firearms. *Arch Pediatr Adolesc Med.* 2006;160(5):542–547. doi:10.1001/archpedi.160.5.542

[2] Barber, C., Azrael, D., Clark, D. E., & Hemenway, D. (2010). Who are the owners of firearms used in adolescent suicides?. *Suicide & life-threatening behavior*, *40*(6), 609–611.

[3] See California Penal Code sections 25100 through 25125 and 25200 through 25220.

[4] *See* California Penal Code section 25100(c).

[5] *See* California Penal Code Section 29805.

[6] *See* California Civil Code Section 1714.3.

Danger of Synthetic Drugs Memorandum

To: Parents and Guardians of Students at Venture Academy

From: **Joni Hellstrom, Division Director**

Subject: **Dangers of Synthetic Drugs**

The purpose of this memorandum is to inform and to remind parents and legal guardians of all students of Venture Academy of the dangers of the illicit use and abuse of synthetic drugs.

The illicit use and abuse of synthetic drugs represent an emerging and ongoing public health threat in California. The fentanyl crisis specifically has impacted communities across the state, leading to a sharp increase in fentanyl poisonings and deaths in recent years.

This notice aims to address the crisis with a preventative approach, ensuring students and families are educated on the deadly consequences of recreational drug use.

A synthetic drug is a drug with properties and effects similar to a known hallucinogen or narcotic but having a slightly altered chemical structure, especially such a drug created to evade existing restrictions against illegal substances.

Synthetic drugs include but are not limited to synthetic cannabinoids ("synthetic marijuana," "spice," "K2"), methamphetamines, bath salts, and fentanyl.

The California Department of Public Health ("CDPH") has expounded on the extreme danger of drugs laced with fentanyl. Illicit fentanyl can be added to other drugs to make them cheaper, more powerful, and more addictive. Illicit fentanyl has been found in many drugs, including heroin, methamphetamine, counterfeit pills, and cocaine. Fentanyl mixed with any drug increases the likelihood of a fatal overdose. Furthermore, it is nearly impossible to tell if drugs have been laced with fentanyl without additional testing because fentanyl cannot be seen, smelled, or tasted when used as a lacing agent.

Additional information regarding fentanyl from the CDPH's Substance and Addiction Prevention Branch can be found here https://www.cdph.ca.gov/Programs/CCDPHP/sapb/Pages/Fentanyl.aspx?gclid=CjwKCAjwlJimBhAsEiwA1hrp5qv344HMapv0xRus9jfqlLGf6Byb4dMmm_Kr_t0S4GCQ8bzXm6IBxBoClxkQAvD_BwE&utm_campaign=dc_ope__mc_en&utm_content=na&utm_medium=paidsearch&utm_source=dc_gs&utm_term=na_na.

Appendix G – Educational Rights - Immigration

"KNOW YOUR EDUCATIONAL RIGHTS" IMMIGRATION ENFORCEMENT FROM THE CALIFORNIA ATTORNEY GENERAL

Your Child Has the Right to a Free Public Education

- All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the student's parents or guardians.
- In California:
  - All children have the right to a free public education.
  - All children ages 6 to 18 years must be enrolled in school.
  - All students and staff have the right to attend safe, secure, and peaceful schools.
  - All students have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
  - All students have equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based on their race, nationality, gender, religion, or immigration status, among other characteristics.

Information Required for School Enrollment

- When enrolling a child, schools must accept a variety of documents from the student's parent or guardian to demonstrate proof of the child's age or residency.
- You never have to provide information about citizenship/immigration status to have your child enrolled in school. Also, you never have to provide a Social Security number to have your child enrolled in school.

Confidentiality of Personal Information

- Federal and state laws protect student education records and personal information. These laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.
- Some schools collect and provide publicly basic student "directory information." If they do, then each year, your child's school district must provide parents/guardians with written notice of the school's directory information policy, and let you know of your option to refuse release of your child's information in the directory.

Family Safety Plans If You Are Detained or Deported

- You have the option to provide your child's school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for your child in the event you are detained or deported.

- You have the option to complete a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for your child.

Right to File a Complaint

- Your child has the right to report a hate crime or file a complaint to the school district if they are discriminated against, harassed, intimidated, or bullied on the basis of their actual or perceived nationality, ethnicity, or immigration status.

For more information on resources for responding to immigration enforcement activities at California schools, or to file a complaint, please contact:

Bureau of Children's Justice
California Attorney General's Office
P.O. Box 944255
Sacramento, CA 94244-2550
Phone: (800) 952-5225
E-mail: BCJ@doj.ca.gov
https://oag.ca.gov/bcj/complaint

The Attorney General's publications can be downloaded at:

https://www.oag.ca.gov/bcj

Education Rights - Immigration Enforcement
The District has attached an informational guide describing the educational rights of families. In addition to the information in the guide, schools, County Offices of Education and colleges are required to notify staff, students, and parents when immigration enforcement is confirmed on or near campus. Notifications must protect privacy and may include links to educational rights resources and counseling services. Each California Community College, CSU, and qualifying private institution must notify students, faculty, and campus staff when immigration is confirmed on campus. Notifications must include date, time, and location of the enforcement activity and resource links but cannot include any personally identifiable information.

Gathering and Handling Student and Family Information
California law prohibits schools from, at any time, collecting any information or documents regarding citizenship or immigration status of pupils or family members, unless required by state or federal law to administer a state or federally supported education program. For example, local educational agencies may ask for certain national origin related information– student's place of birth, U.S. entry date, and the date of the student first attended school in the U.S. – to comply with federal or state reporting requirements for special programs. Federal and California law also prohibit local educational agencies from engaging in any practices with the purpose or effect of discriminating against students on the basis of race, color, or national origin. California law specifically prohibits discrimination on the basis of an individuals' immigration status, for any program or activity conducted by an education institution that receives or benefits from state financial assistance.

Sharing Student and Family Information
Local educational agencies must provide students and families with annual notice of school policies for student privacy and the abilities of parents to inspect student information. Schools must also inform parents or guardians if and when the school may release student information and the policies regarding the handling and destruction of such information. Under the federal Family Education Rights and Privacy Act (FERPA), local educational agencies are restricted from releasing certain private student information without the consent of the student's parents, or the student if the student has reached 18 years of age or is attending an institution of postsecondary education. An agency may provide access to educational records without consent in limited circumstances such as in response to a judicial order or a lawfully issued and effective subpoena. However, none of these exceptions authorize or require disclosing information for immigration enforcement. Except in instances in which the matter involves child abuse, neglect, or dependency, or if the local agency is served with a subpoena prohibiting disclosure, the parents and the students must be notified of any judicial order or subpoena before the school complies with the order. California Government Code also prohibits school police from providing "personal information" about an individual for immigration-enforcement purposes, unless that information is publicly available. Directory information (basic student information) can be shared with outside parties, unless a parent or guardian opts out of the release of the information.

Responding to Requests for Access to School Grounds for Immigration-Enforcement Purposes
Schools are "protected areas" at which immigration enforcement should not generally occur. Except in cases of suspected child abuse, neglect, or dependency matters, local education agencies must immediately notify parents or guardians if they release a student to law-enforcement officer, including an ICE officer, for the purpose of removing the student from the school premises. Additionally, except in matters regarding child abuse, neglect, or dependency, California law does not prohibit schools from notifying parents or guardians before law-enforcement officers question a child at school.

Responding to the Detention or Deportation of a Student's Family Member

If local educational agency personnel become aware that a student's parent or guardian is not available to provide care for the student, California law requires the school first follow the parental instructions relating to the student's care detailed in the emergency contact information provided by the parent or guardian. Therefore, it is very important for parents and guardians to work with schools to keep the emergency contact information updated. Additionally, completing a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, gives a trusted adult the authority to make educational and medical decisions for the student. The completion of a Caregiver's Authorization Affidavit can also be the basis for enrolling your child in school. A Caregiver's Authorization Affidavit (http://www.courts.ca.gov/documents/caregiver.pdf) permits certain people who have familial relationships with the student to authorize school enrollment and medical care for the student but does not provide for legal custody. Schools, doctors, and dentists are required to accept this form.

Responding to Hate Crimes and Bullying Related to National Origin or Ethnicity

California requires each local educational agency to have a policy that prohibits discrimination, harassment, intimidation, and bullying based on a student's actual or perceived characteristics, including nationality, ethnicity, or immigration status. The use or threat of force to intimidate or injure a student, in whole or in part, because of the student's actual or perceived nationality or ethnicity, is a hate crime under state law. Students who are victims of or witnesses to hate crimes are protected from being detained because of their actual perceived immigration status, and if not charged with or convicted of committing any crime under state law, are protected from being reported to federal immigration authorities.

Appendix H – Pupil Rights

Notification of Rights Under the Protection of

Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right for parents of minor students to:

A. Consent before students are required to submit a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student's parent;

2. Mental or psychological problems of the student or student's family;

3. Sex behavior or attitudes;

4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of others with whom respondents have close family relationships;

6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

7. Religious practices, affiliations, or beliefs of the student or parents; or

8. Income, other than as required by law to determine program eligibility.

B. Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;

2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

C. Inspect, upon request and before administration or use:

1. Protected information surveys of students;

2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

3. Instructional material used as part of the education curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Venture Academy has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **Venture Academy** will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. **Venture Academy** will also directly notify, such as through the U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt their child out of participation in the specific activity or survey. **Venture Academy** will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. The following is a list of the specific activities and surveys covered under this requirement:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.

2. Administration of any unprotected information survey not funded in whole or in part by the Department of Education.

3. Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Appendix I – College Admissions Requirements and Higher Education Information

Each school year, a school district shall provide the parent/or guardian of students in grades 9 through 12 with a written explanation of the requirements for admission to the California State University ("CSU") and the University of California ("UC") systems. (Ed. Code, § 51229)

To qualify for admission to the UC or CSU systems, high school students must meet the "Subject Requirements," otherwise known as the "a-g" requirements. To learn more about college admission requirements, please visit the UC (www.universityofcalifornia.edu) or CSU (www.calstate.edu) websites or your student's counseling office.

For a list of District courses that have been certified by the University of California as satisfying the requirements for admission to the UC and CSU systems, please see below and refer to: https://doorways.ucop.edu/list.

Career Technical Education (CTE): CTE may be offered by the District as career and workforce preparation for high school students, preparation for advanced training, and the upgrading of existing skills. CTE provides high school students who are 16 years of age or older with valuable career and technical education so students can: (1) enter the workforce with skills and competencies to be successful; (2) pursue advanced training in postsecondary educational institutions; or (3) upgrade existing skills and knowledge. A CTE course may also satisfy a graduation requirement and a subject matter requirement for admission to the UC and CSU.

CTE courses offered by the District that may satisfy a subject matter requirement for admission to the UC and CSU include:

CTE Course Name	**Corresponding UC/CSU Admission Requirement**
Introduction to Dance	*Meets the "F" Requirement*
Intermediate Dance	*Meets the "F" Requirement*
Advanced Dance	*Meets the "F" Requirement*
Welding 1, 2, 3 & 4	*Meet the "G" Requirement*
Introduction to Construction	*Meets the "G" Requirement*
Intermediate Construction Technology	*Meets the "G" Requirement*
Advanced Carpentry	*Meets the "G" Requirement*
Culinary Arts 1 & 2	*Meets the "G" Requirement*
Introduction to Business and Finance	*Meets the "G" Requirement*
Medical Terminology	*Meets the "G" Requirement*
Exploration of Health Careers	*Meets the "G" Requirement*

To learn more about CTE, please visit www.cde.ca.gov/ci/ct.

Students are encouraged to meet with school counselors to help them choose courses at their school that will meet college admission requirements or to enroll in career technical education courses, or both. Please contact your counselor at 468-5969 or request an appointment via the counselor's page on the Venture website.

Appendix J – AUTHORIZATION FOR MEDICATION ADMINISTRATION

Pursuant to Education Code section 49423, students who are required to take medication prescribed by a physician, surgeon, or physician assistant during the regular school day (including over-the-counter medications such as aspirin, cold medicine, etc.) may obtain assistance from a school nurse or other designated employee if the District receives a written statement from both the student's physician, surgeon, or physician's assistant ("Provider"), and the student's parent/guardian authorizing the use of the medication and requesting assistance in its administration.

Except for certain self-administered medications ("epi-pen," "inhaler," or "insulin") authorized for personal use, students may not self-medicate or possess any over-the-counter or prescription medication while on District property. Unless otherwise governed by an Individualized Education Plan or Section 504 Plan, completion of this Authorization and compliance with its obligations by the parent/guardian and student is required to maintain the privilege afforded by section 49423. In addition, pursuant to Education Code section 49480 and this Authorization, the school nurse is authorized to contact the Provider below to have any question, issue, or safety concern addressed regarding the proper storage, handling, or administration of the medication, and the possible effects of the drug on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose. District employees may also communicate the existence of this Authorization to teachers and other employees who may supervise the Student.

Authorization and Form for the doctor can be found on the Venture website under Resources for parents or by using this link here. In addition to this form, we need the waiver included below.

Waiver of Liability:

By signing below, I hereby release the District from any and all claims against the District and its personnel if my child suffers an adverse reaction as a result of self-administering auto-injectable epinephrine.

I understand that Education Code section 49407 states: "Notwithstanding any provision of any law, no school district, officer of any school district, school principal, physician, or hospital treating any child enrolled in any school in any district shall be held liable for the reasonable treatment of a child without the consent of a parent or guardian of the child when the child is ill or injured during regular school hours, requires reasonable medical treatment, and the parent or guardian cannot be reached, unless the parent or guardian has previously filed with the school district a written objection to any medical treatment other than first aid." To the fullest extent allowed by Section 49407 and California law, I understand that I am waiving any potential claim I may have against the District, its officers, and employees regarding their assistance in compliance with this Authorization.

A new Authorization Form must be completed (1) when a medication, dosage, frequency of administration changes, or reason for administration changes; or (2) at the commencement of a new school year. I may revoke

this Authorization, in writing, at any time, by providing written notice to Belinda Brager, school nurse, at 292.2686.

Date: _____

Student Name: _____

Parent/Guardian Printed Name: _____

Signature: _____

Address: _____

Emergency Contact: _____ **Emergency Phone:** _____

Home Phone: _____ **Cell Phone:** _____

Appendix K - Type I & 2 Diabetes Information

1. Type 1 Diabetes Information

(a) Type 1 diabetes in children is an autoimmune disease that can be fatal if untreated, and the guidance provided in this information sheet is intended to raise awareness about his disease.

(b) Type 1 diabetes usually develops in children and young adults, but can occur at any age.

- According to the U.S. Centers for Disease Control and Prevention (CDC), cases of type 1 diabetes in youth increased nationally from 187,000 in 2018 to 244,000 in 2019, representing an increase of 25 per 10,000 youths to 35 per 10,000 youths, respectively.

- The peak age of diagnosis of type 1 diabetes is 13-14 years, but diagnosis can also occur much earlier or later in life.

(c) Type 1 diabetes affects insulin production.

- As a normal function, the body turns the carbohydrates in food into glucose (blood sugar), the basic fuel for the body's cells.

- The pancreas makes insulin, a hormone that moves glucose from the blood into the cells.

- In type 1 diabetes, the body's pancreas stops making insulin, and blood glucose levels rise.

- Over time, glucose can reach dangerously high levels in the blood, which is called hyperglycemia.

- Untreated hyperglycemia can result in diabetic ketoacidosis (DKA), which is a life-threatening complication of diabetes.

2. Risk Factors Associated with Type 1 Diabetes

(a) It is recommended that students displaying warning signs associated with type 1 diabetes, which are described below, should be screened (tested) for the disease by their health care provider.

(b) Researchers do not completely understand why some people develop type 1 diabetes and others do not; however, having a family history of type 1 diabetes can increase the likelihood of developing type 1 diabetes.

(c) Other factors may play a role in developing type 1 diabetes, including environmental triggers such as viruses.

(d) Type 1 diabetes is not caused by diet or lifestyle choices.

3. Warning Signs and Symptoms Associated with Type 1 Diabetes

(a) Warning signs and symptoms of type 1 diabetes in children develop quickly, in a few weeks or months, and can be severe. If your child displays the warning signs below, contact your child's primary health care provider or pediatrician for a consultation to determine if screening your child for type 1 diabetes is appropriate:

- Increased thirst.
- Increased urination, including bed-wetting after toilet training.
- Increased hunger, even after eating.
- Unexplained weight loss.
- Feeling very tired.
- Blurred vision.
- Very dry skin.
- Slow healing of sores or cuts.
- Moodiness, restlessness, irritability, or behavior changes.

(b) DKA is a complication of untreated type 1 diabetes. DKA is a medical emergency. Symptoms include:

- Fruity breath.
- Dry/flushed skin.
- Nausea.
- Vomiting.
- Stomach pains.
- Trouble breathing.
- Confusion.

4. Types of Diabetes Screening Tests that are Available

(a) Glycated hemoglobin (A1C) test:

- A blood test measures the average blood sugar over two to three

months.

· An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.

(b) Random (non-fasting) blood sugar test:

· A blood sample is taken any time without fasting.

· A random blood sugar level of 200 milligrams per deciliter (mg/dl) or higher suggests diabetes.

(c) Fasting blood sugar test:

· A blood sample is taken after an overnight fast.

· A level of 126 mg/dl or higher on two separate tests indicates diabetes.

(d) Oral glucose tolerance test:

· A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid.

· A reading of more than 200 mg/dl after two hours indicates diabetes.

5. Type 1 Diabetes Treatments

(a) There are no known ways to prevent type 1 diabetes. Once type 1 diabetes develops, medication is the only treatment.

(b) If your child is diagnosed with type 1 diabetes, their health care provider will be able to help develop a treatment plan.

(c) Your child's health care provider may refer your child to an endocrinologist, a doctor specializing in the endocrine system and its disorders, such as diabetes.

Please contact your student's school nurse, school administrator, or health care provider if you have any questions.

6. **Type 2 Diabetes Information**

Type 2 diabetes is the most common form of diabetes in adults.

- Until recently, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens
- According to the U.S. Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop type 2 diabetes in their lifetime.

· Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy.

- As a normal function, the body turns the carbohydrates in food into glucose (blood sugar), the basic fuel for the body's cells.
- The pancreas makes insulin, a hormone that moves glucose from the blood into the cells.
- In type 2 diabetes, the body's cells resist the effects of insulin, and blood glucose levels rise.
- Over time, glucose can reach dangerously high levels in the blood, which is called hyperglycemia.
- Untreated hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

Risk Factors Associated with Type 2 Diabetes

· It is recommended that students displaying warning signs associated with type 2 diabetes, which are described below, should be screened (tested) for the disease by their health care provider.

· Researchers do not completely understand why some people develop type 2 diabetes and others do not; however, the following risk factors are associated with an increased risk of type 2 diabetes in children:

- Being overweight. The single greatest risk factor for type 2 diabetes in children is excess weight. In the U.S., almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.
- Family history of diabetes. Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.
- Inactivity. Being inactive further reduces the body's ability to respond to insulin.
- Specific racial/ethnic groups. Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes.
- Puberty. Young people in puberty are more likely to develop type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

Warning Signs and Symptoms Associated with Type 2 Diabetes

· Warning signs and symptoms of type 2 diabetes in children develop slowly, and initially there may be no symptoms. However, not everyone with insulin resistance or type 2 diabetes develops these warning signs, and not everyone who has these symptoms necessarily has type 2 diabetes.

- Increased thirst, dry mouth, and frequent urination.
- Increased hunger, even after eating.
- Unexplained weight loss.
- Feeling very tired.
- Blurred vision.
- Slow healing of sores or cuts.
- Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms.
- Irregular periods, no periods, and/or excess facial and body hair growth in girls.
- High blood pressure or abnormal blood fat levels.

Type 2 Diabetes Prevention Methods and Treatments

· Healthy lifestyle choices can help prevent and treat type 2 diabetes. Even with a family history of diabetes, eating healthy foods in the correct amounts and exercising regularly can help children achieve or maintain a normal body weight and normal blood glucose levels.

- Eat healthy foods. Make wise food choice. Eat foods low in fat and calories.
- Get more physical activity. Increase physical activity to at least 60 minutes every day.
- Take medication. If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.

· The first step in treating type 2 diabetes is to visit a doctor. A doctor can determine if a

child is overweight based on the child's age, weight, and height. A doctor can request tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (a condition which may lead to type 2 diabetes).

Types of Diabetes Screening Tests that are Available

- Glycated hemoglobin (A1C) test:
    - A blood test measures the average blood sugar over two to three months.
    - An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.
- Random (non-fasting) blood sugar test:
    - A blood sample is taken any time without fasting.
    - A random blood sugar level of 200 milligrams per deciliter (mg/dl) or higher suggests diabetes.
    - This test must be confirmed with a fasting blood glucose test.
- Fasting blood sugar test:
    - A blood sample is taken after an overnight fast.
    - A fasting blood sugar level less than 100 mg/dl is normal.
    - A level of 100 to 125 mg/dl is considered pre-diabetes.
    - § A level of 126 mg/dl or higher on two separate tests indicates diabetes.
- Oral glucose tolerance test:
    - A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid.
    - A reading of more than 200 mg/dl after two hours indicates diabetes.

Type 2 diabetes is a preventable/treatable disease and the guidance provided in this information sheet is intended to raise awareness about this disease. Please contact your student's school nurse, school administrator, or health care provider if you have any questions.

Appendix L-IMMUNIZATION INFORMATION SYSTEMS RECORD SHARING

Pursuant to Health and Safety Code section 120440, the District is required to disclose certain immunization records to San Joaquin County Public Health (1601 E. Hazelton Avenue, Stockton CA, 95205) and the State Department of Public Health (6101 W. Centinela Avenue, Suite 300, Culver City, California, 90230), including:

1. The name of the pupil and names of the parents or guardians of the pupil;

2. Date of birth of the pupil;

3. Types and dates of immunizations received by the pupil;

4. Manufacturer and lot number for each immunization received;

5. Adverse reaction to immunizations received;

6. Other nonmedical information necessary to establish the pupil's unique identity and record;

7. Results of tuberculosis screening;

8. Current address and telephone number of the pupil and the parents or guardians of the pupil;

9. Pupil's gender;

10. Pupil's place of birth;

11. Pupil's race and ethnicity;

12. Pupil's information needed to comply with education and childcare immunization requirements including:

    a. Diphtheria;

    b. Hepatitis B;

    c. Haemophilus influenza type b;

d. Measles;

e. Mumps;

f. Pertussis (whooping cough);

g. Poliomyelitis;

h. Rubella;

i. Tetanus;

j. Varicella (chickenpox);

k. Any other disease deemed appropriate by the State Department of Public Health.

13. An adult patient's or client's sexual orientation, gender identity, and variations in sex characteristics/intersex status (SOGISC) and sex assigned at birth.

a. With respect to this information, the District is only required to share information that is voluntarily shared by the student.

Any of the information shared with San Joaquin County Public Health and the State Department of Public Health shall be treated as confidential medical information and shall be used only to share with each other, and, upon request, with health care providers, schools, childcare facilities, family childcare homes, Women, Infant, and Child service providers, county human services agencies, foster care agencies, and health care plans. These providers, agencies, and institutions shall, in turn, treat the shared information as confidential, and shall use it only to:

1. Provide immunization services to the pupil, including issuing reminder notifications to parents or pupils when immunizations are due.

2. Provide or facilitate provision of third-party payer payments for immunizations;

3. Compile and disseminate statistical information of immunization status on groups of pupils in California, without identifying information for these pupils included in these groups or populations;

4. Carry out the responsibilities regarding immunization for attendance or participation benefits in education programs;

5. In regard to the COVID-19 health emergency, perform immunization status assessments of pupils and adults to ensure health and safety. The District will limit the use of this data for verifying immunization status of COVID-19.[Note: bullet #5 only applies if your governing board has adopted a policy mandating COVID-19 immunization for school attendance]

You and your pupil have the right to examine any immunization-related information or tuberculosis screening results shared pursuant to this requirement and to correct any errors therein.

You or your pupil may refuse to allow this information to be shared pursuant to this requirement or to receive immunization reminder notifications at any time, or both. If you do not want this information to be shared or to receive reminder notifications, please contact:

San Joaquin County Public Health

1601 E. Hazelton Ave.

Stockton, CA 95205

Regardless of whether you do wish to share immunization-related information, your pupil's physician may maintain access to this information for the purposes of pupil care or protecting the public health. In addition, San Joaquin County Public Health and the State Department of Public Health may maintain access to this information for the purposes of protecting public health.

Joni Hellstrom, Division Director
2829 Transworld Dr., Stockton, CA 95206
08/06/2025

Dear Parent or Guardian and Venture Academy student:

As a parent or guardian, I know how important your child's health is to you. That's why I want to share information about human papillomavirus (HPV) and an effective way to protect your child from the cancers it can cause through immunization.

What is HPV?

HPV is a very common virus that 8 out of 10 people will get at some point in their lifetime. Some HPV infections can lead to cancer later in life.



HPV is estimated to cause about 37,000 cases of cancer in men and women every year in the U.S. – that's the same as the average attendance for a major league baseball game!

Only cervical cancer, one of the cancers caused by HPV, can be detected early with a Pap test. The other cancers caused by HPV (cancers of the throat, genitals, or anus) may not be detected until they are more serious. HPV vaccination prevents infections that cause these cancers.

How can I protect my child from HPV?

HPV vaccination can prevent over 90% of cancers caused by HPV. HPV vaccines are very safe, and scientific research shows that the benefits of HPV vaccination far outweigh the potential risks. With more than 135 million doses given in the U.S. since 2006, HPV vaccine has a long safety record that's backed by over 15 years of monitoring. Common side effects are mild and get better within a day or two. These include pain, redness, or swelling where the shot was given, similar to other vaccines.

HPV vaccination works extremely well. Since HPV vaccination was first recommended in 2006, infections with HPV types that cause most HPV cancers have dropped 88% among teen girls and 81% among young adult women.

Vaccination against HPV is recommended by the federal Advisory Committee on Immunization Practices, the American Academy of Pediatrics, and the American Academy of Family Physicians. It's also recommended by the American Cancer Society and California's Cancer Prevention Act.

Who should get the vaccine and when should they get it?

Because the vaccine is more effective when given at younger ages, two doses of HPV vaccine are recommended for all kids between the ages of 9 to 12 years, and the second dose should be given before the start of 8th grade.

(Kids who wait until later to get their first dose of HPV vaccine may need three doses.) The HPV vaccine is often given at the same time as other adolescent vaccines, like Tdap to prevent whooping cough and meningococcal vaccine to prevent bacterial meningitis.

Where can I get the HPV vaccine for my child?

Ask your health care provider, pharmacist, or local health department to learn more about HPV vaccine and where you can get it. The vaccine is covered by most health insurance plans. If you don't have health insurance, your child can still get vaccinated. The Vaccines for Children (VFC) Program offers free vaccines to children up to age 18 years without insurance or whose insurance does not cover the cost of vaccines.

Ask your healthcare provider or local health department about VFC, or learn more here. Find doctors participating in VFC in your area.

For more information on HPV, the vaccine, and cancer prevention, visit the Centers for Disease Control and Prevention.

Sincerely,

Joni Hellstrom, Division Director

Appendix M - Mental Wellness Resources

MENTAL HEALTH STUDENT RESOURCES

Mental health can affect how we **think**, **act**, and **feel**.

WHAT CAN IMPACT OUR MENTAL HEALTH?

- Stress
- Our environment
- School/work
- Family and friends
- Sudden changes to our routines
- Biological factors
- Grief and loss
- Alcohol or drug use

WHAT ARE SOME SIGNS THAT SOMEONE IS STRUGGLING WITH THEIR MENTAL HEALTH?

- Too much or too little sleep
- Over/under eating
- Lack of motivation
- Irritability
- Difficulty concentrating
- Wishing to be alone for long periods of time
- Lack of interest in things that used to be enjoyable
- Hearing voices or seeing things that are not there
- Thoughts of death or dying

WHAT CAN WE DO TO MANAGE OUR MENTAL HEALTH?

The following are positive coping skills that you can practice when you notice your feelings, thoughts, or behaviors becoming harder to manage:

- Practice deep breathing *(inhale for 4, hold for 7, exhale for 8)*
- Meditate
- Go for a walk
- Journal
- Practice yoga
- Talk to a counselor or therapist
- Exercise

WHERE CAN YOU GO TO GET HELP?

Wellness Center
Crystal Sanchez
csanchez@sjcoe.net

School Counselor
Jeremy Sinclair
jsinclair@sjcoe.net

Counseling Request Form:

National Suicide Prevention Lifeline
Dial **988**

Crisis Text Line
Text "**HOME**" to **74174**

Scan me

FOR ADDITIONAL RESOURCES

SAN JOAQUIN COUNTY OFFICE OF EDUCATION

VENTURE ACADEMY MUSTANGS

Created in partnership with the San Joaquin County Office of Education in compliance with AB 748

Appendix N - Caregiver's Authorization Affidavit

Caregiver's Authorization Affidavit

Use of this affidavit is authorized by Part 1.5 (Sections 6550–6552) of Division 11 of the California Family Code.

Instructions: Completion of items 1–4 and the signing of the affidavit is sufficient to authorize enrollment of a minor child in school and authorize school-related medical care. Completion of items 5–8 is additionally required to authorize any other medical care for the child. Type or print clearly.

The minor child named below lives in my home, and I am 18 years of age or older.

1. Name of minor child: _____
2. Minor's date of birth: _____
3. My name (adult completing form): _____
4. ☐ My home address: _____
   _____
   _____
5. ☐ I am a relative of the minor child named in item 1. (See the back of this form for a definition of **relative**.)
6. Check one or both (for example, if you advised one parent but cannot locate the other):
   a. ☐ I have advised the parent(s) or other person(s) having legal custody of the minor child named in item 1 of my intent to authorize medical care for the child and have received no objection.
   b. ☐ I am unable at this time to contact the parent(s) or other person(s) having legal custody of the minor child named in item 1 to notify them of my intent to authorize medical care for the child.
7. My date of birth: _____
8. My California driver's license **or** identification card **or** government-issued consular card number:
   _____

Warning to caregiver: Do not sign this form if any of the completed statements above are not true. If you do so, you will be committing a crime punishable by a fine, imprisonment, or both.

Notice to Local Educational Agencies and health care service providers: This form does not need a court seal or the signature of a court clerk or judge to be valid. And it does not need to be notarized.

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date: _____ ▶ _____
Sign your name

See **Notices and Additional Information** on page 2.

Notices:

1. This affidavit (also known as a **declaration**) does not affect the rights of the parents or legal guardian of the minor child named in item 1 on page 1 regarding the care, custody, and control of the child. It does not give the caregiver legal custody of the child.

2. A person who relies on this affidavit has no obligation to make further inquiry or investigation.

Additional Information:

To Caregivers:

1. "Relative," for purposes of item 5, means an adult who is related to the child by blood, adoption, or affinity within the fifth degree of kinship, including stepparents, stepsiblings, and all relatives whose status is preceded by the words "great," "great-great," or "grand," or the spouse of any of these persons even if the marriage was terminated by death or dissolution.

2. The law may require you, if you are not a relative or a currently licensed, certified, or approved foster parent, to obtain resource family approval pursuant to Section 1517 of the Health and Safety Code or Section 16519.5 of the Welfare and Institutions Code in order to care for a minor child.
   If you have any questions, please contact your local department of social services.

3. If the minor stops living with you, the affidavit is no longer valid. You are required to notify any school, health care provider, or health care service plan to which you have given this affidavit that the minor is no longer living with you and that, as a result, the affidavit is no longer valid.

4. If you do not have the information requested in item 8 (California driver's license or ID, or government-issued consular card), provide another form of identification such as your social security number or Medi-Cal number.

To School Officials:

1. Section 48204 of the Education Code provides that this affidavit constitutes a sufficient basis for a determination of residency of the minor, without the requirement of a guardianship or other custody order, unless the school district determines from actual facts that the minor is not living with the caregiver.

2. The school district may require additional reasonable evidence that the caregiver lives at the address given in item 4.

3. This form does not need a court seal or the signature of a court clerk or judge to be valid. And it does not need to be notarized.

To Health Care Providers and Health Care Service Plans:

1. When signed by a relative, this affidavit confers on that relative the same rights to authorize medical care and dental care for the minor child named in item 1 on page 1 as are given to a guardian under Section 2353 of the Probate Code. The medical care authorized by a relative caregiver may include mental health treatment, subject to the limitations in Section 2356 of the Probate Code.

2. A health care service provider who acts in good faith reliance upon a completed **Caregiver's Authorization Affidavit** to provide medical or dental care, without actual knowledge of facts contrary to those stated on the affidavit, is not subject to criminal liability or to civil liability to any person, and is not subject to professional disciplinary action, for that reliance if the applicable portions of the form are completed.

   This form does not need a court seal or the signature of a court clerk or judge to be valid. And it does not need to be notarized.

3. This affidavit does not confer dependency for health care coverage purposes.

ALL PERSONNEL

Professional Standards

The Superintendent expects San Joaquin County Office of Education (SJCOE) employees to maintain the highest ethical standards, exhibit professional behavior, follow superintendent policies and administrative regulations, abide by state and federal laws, and exercise good judgement when interacting with students and other members of the educational community. Employee conduct should enhance the integrity of SJCOE and advance the goals of SJCOE's educational programs and contribute to a positive educational climate.

The Superintendent encourages SJCOE employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill their responsibilities and should focus on their contribution to the learning and achievement of SJCOE students.

Inappropriate Conduct

Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon.

2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed.

3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child.

4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student.

5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time.

6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members.
7. Willfully disrupting SJCOE or school operations by loud or unreasonable noise or other action.

8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, on SJCOE property, or at a school-sponsored activity.

9. Being dishonest with students, parents/guardians, staff, or members of the public, including, but not limited to, falsifying information in employment records or other school records.

10. Divulging confidential information about students, SJCOE employees, or SJCOE operations to persons or entities not authorized to receive the information.

11. Using SJCOE equipment or other SJCOE resources for the employee's own commercial purposes or for political activities.

12. Using SJCOE equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity.

13. Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of SJCOE technological resources at any time without the employee's consent.

14. Causing damage to or engaging in theft of property belonging to students, staff, or the SJCOE.

15. Wearing inappropriate attire.

Reports of Misconduct

An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the program administrator or Superintendent or designee. An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to SJCOE's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse and Neglect.

Any reports of employee misconduct shall be promptly investigated. Any employee who is found to have engaged in inappropriate conduct in violation of law or Board policy shall be subject to disciplinary action and, in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

Any employee who has knowledge but fails to report inappropriate conduct may also be subject to discipline.

The SJCOE prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the SJCOE's complaint process shall be subject to discipline.

Notifications

The section(s) of the SJCOE's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or SJCOE web sites.

cf: 0200 Goals of the County Office of Education
0410 Nondiscrimination in Programs and Services
1113 County Office of Education and School Websites
4112.2 Certification
4118 Classified Personnel: Disciplinary Action
4119.1/4219.1/4319.1 Civil and Legal Rights
4131/4231/4331 Staff Development
4218 Certificated and Classified Personnel: Dismissal/Suspension/Disciplinary Action
5131 Conduct
5141.4 Child Abuse and Neglect (Reporting Procedures)
6163.4 Student Use of Technology

Legal Reference:
EDUCATION CODE
200-262.4 Education equity; prohibition of discrimination on the basis of sex
44050 Employee code of conduct; interaction with students
44242.5 Reports and review of alleged misconduct
48980 Parent/Guardian notifications
PENAL CODE
11164-11174.4 Child Abuse and Neglect Reporting Act

CODE OF REGULATIONS, TITLE 5
80303 Reports of change in employment status; alleged misconduct
80331-80338 Rules of conduct for professional educators

Policy Adopted: Nov. 17, 1993
Policy Amended: March 8, 2023
San Joaquin County Office of Education

COMMUNITY RELATIONS

Complaints Concerning Personnel

The Superintendent places trust in San Joaquin County Office of Education (SJCOE) employees and intends to support employee actions in such a manner that they are freed from unwarranted, spiteful, or negative criticism and complaints.

The Superintendent directs that procedures be developed which permit the public to lodge complaints against employees and assure a thorough review while protecting the rights of SJCOE and its employees. All complaints are to be resolved expeditiously without disrupting the educational process.

Complaints made against a SJCOE employee will be referred to the Director of Human Resources for consideration and action according to established procedures. Complaints made against a SJCOE employee that allege discrimination, harassment, intimidation, bullying, or related retaliation, and/or that allege SJCOE has violated federal or state laws or regulations governing education programs will be processed under 1312.3
– Uniform Complaint Procedure or 5145.7 – Sexual Harassment or AR 4031 – Complaints Concerning Discrimination in Employment.

When complaints involve accusations of child abuse, the provisions of this policy and regulation shall be implemented only after the child-abuse reporting requirements specified in law and SJCOE policy have been completed.

Retaliation against complainants is prohibited. The Director of Human Resources may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint. SJCOE will not investigate anonymous complaints unless it so desires.

cf: 1312.2 Complaints Concerning
Instructional Materials 1312.3
Uniform Complaint Procedures
4031 Complaints Concerning Discrimination in

Employment 5145.3 Nondiscrimination/Harassment
5145.7 Sexual Harassment

Legal Reference:
EDUCATION CODE
33308.1 Guidelines on procedure for filing child abuse complaints
35146 Closed sessions
44031 Personnel file contents and inspection
44811 Disruption of public school activities

Policy Adopted: Nov. 17, 1993
Board Adopted: January 18, 2006
Policy Amended: August 26, 2013
San Joaquin County Office of Education

Appendix P - Pupil Safety and Learning Environment

Venture Academy Policy:
Maintaining Appropriate Adult-Student Interactions

For purposes of this policy employees include interns, volunteers, contractors, and other persons with an employment relationship with Venture Academy and/or the San Joaquin County Office of Education (SJCOE).

Venture Academy desires to provide a safe and positive school environment that promotes the learning, engagement, safety, and well-being of students in our programs. Venture Academy expects all adults with whom students may interact at school or in school-related activities, to maintain the highest professional and ethical standards in their interactions with students both within and outside the educational setting. Such adults shall not engage in threatening, unsafe, unlawful, or inappropriate interactions with students and shall avoid boundary-blurring behaviors that undermine trust in the adult-student relationship and lead to the appearance of impropriety. Adults shall not intrude on a student's physical or emotional boundaries unless necessary in an emergency or to serve a legitimate purpose related to instruction, counseling, student health, or student or staff safety.

Inappropriate Conduct

Employees shall remain vigilant of their position of authority and not abuse it when relating with students.

Venture Academy prohibits inappropriate conduct between employees and students.

Inappropriate employee conduct includes, but is not limited to:

1. Initiating inappropriate physical contact.

2. Attempting to form a romantic or sexual relationship with any student or engaging in sexual harassment of a student, including sexual advances, flirtations, requests for sexual favors, inappropriate comments about a student's body or appearance, or other verbal, visual, or physical conduct of a sexual nature.

3. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student

4. Being alone with a student outside of the view of others.

5. Visiting a student's home or inviting a student to visit the employee's home without parent/guardian consent.

6. Maintaining personal contact with a student during or outside the school day that has no legitimate educational purpose, by phone, letter, text message, social media internet platforms, electronic communications, or other means of communication, without including the student's parent/guardian.

   In accordance with Superintendent Policy/Administrative Regulation 4040 – Employee use of Technology, employees shall use SJCOE equipment or technological resources, when available, when communicating electronically with students. Employees shall not communicate with students through any medium that is designed to eliminate records of the communications. The Superintendent or designee may monitor employee usage of SJCOE technology at any time without advance notice or consent.

7. Creating or participating in social networking sites for communication with students, other than those created by Venture Academy or the SJCOE, without the prior written approval of the program administrator or designee.

8. Inviting or accepting requests from students, or former students who are minors, to connect on personal social networking sites (e.g., "friending" or "following" on social media), unless the site is dedicated to school business.

9. Singling out a particular student for personal attention and friendship, including giving gifts and/or nicknames to individual students.

10. Addressing a student in an overly familiar manner, such as by using a term of endearment.

11. Socializing or spending time with students outside of school-sponsored events, except as participants in community activities.

12. Sending or accompanying students on personal errands unrelated to any legitimate educational purpose.

13. Transporting a student in a personal vehicle without prior authorization.

14. Encouraging students to confide their personal or family problems and/or relationships.

15. Disclosing personal, family, or other private matters to students or sharing personal secrets with students.

16. Engaging in any conduct that endangers or threatens to endanger students, including, but not limited to, physical violence or threats of violence.

17. Engaging in harassing or discriminatory behavior towards students, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed.

18. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child.

19. Using profane, obscene, or abusive language against students.

Violations of Policy

Any employee who observes or has knowledge of another employee's violation of this policy shall report the information to Venture Academy administration or appropriate agency for investigation pursuant to the applicable complaint procedures. Other adults with knowledge of any violation of this policy are encouraged to report the violation to the Venture Academy Administration. Venture Academy prohibits retaliation against anyone who reports a violation of this policy. Immediate intervention shall be implemented when necessary to protect student safety or the integrity of the investigation.

Employees who engage in any conduct in violation of this policy, including retaliation against a person who reports the violation or participates in the complaint process, shall be subject to discipline, up to and including dismissal. Any other adult who violates this policy may be barred

from school grounds and activities in accordance with law. Additionally, Venture Academy may also notify law enforcement as appropriate.

Legal Reference:
CODE OF REGULATIONS, TITLE 5
80303 Reports of change in employment status, alleged misconduct
80304 Notice of sexual misconduct
EDUCATION CODE
44030.5 Reporting change in employment status due to alleged misconduct
44050 Employee code of conduct; interaction with students
44242.5 Reports and review of alleged misconduct
44940 Compulsory leave of absence for certificated persons
48980 Parent/Guardian notifications
PENAL CODE
11164-11174.3 Child Abuse and Neglect Reporting Act

Appendix Q - SJCOE Policy, Maintaining Appropriate Adult-Student Interactions

ALL PERSONNEL

Maintaining Appropriate Adult-Student Interactions

For purposes of this policy employees include interns, volunteers, contractors, and other persons with an employment relationship with the San Joaquin County Office of Education (SJCOE).

The SJCOE desires to provide a safe and positive school environment that promotes the learning, engagement, safety, and well-being of students in SJCOE programs. The SJCOE expects all adults with whom students may interact at school or in school-related activities, to maintain the highest professional and ethical standards in their interactions with students both within and outside the educational setting, in accordance with this policy and Superintendent Policy 4119.21/4219.21/4319.21 – Professional Standards. Such adults shall not engage in threatening, unsafe, unlawful, or inappropriate interactions with students and shall avoid boundary-blurring behaviors that undermine trust in the adult-student relationship and lead to the appearance of impropriety.

Adults shall not intrude on a student's physical or emotional boundaries unless necessary in an emergency or to serve a legitimate purpose related to instruction, counseling, student health, or student or staff safety.

The SJCOE's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or SJCOE websites.

Inappropriate Conduct

Employees shall remain vigilant of their position of authority and not abuse it when relating with students.

The County Superintendent prohibits inappropriate conduct between employees and

students. Inappropriate employee conduct includes, but is not limited to:

1. Initiating inappropriate physical contact.

2. Attempting to form a romantic or sexual relationship with any student or engaging in sexual harassment of a student, including sexual advances, flirtations, requests for sexual favors, inappropriate comments about a student's body or appearance, or other verbal, visual, or physical conduct of a sexual nature.

3. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student including through social media platforms.

4. Being alone with a student outside of the view of others.

5. Visiting a student's home or inviting a student to visit the employee's home without parent/guardian consent.

6. Maintaining personal contact with a student during or outside the school day that has no legitimate educational purpose, by phone, letter, text message, social media internet platforms, electronic communications, or other means of communication, without including the student's parent/guardian.

In accordance with Superintendent Policy/Administrative Regulation 4040 – Employee use of Technology, employees shall use SJCOE equipment or technological resources, when available, when communicating electronically with students. Employees shall not communicate with students through any medium that is designed to eliminate records of the communications. The Superintendent or designee may monitor employee usage of SJCOE technology at any time without advance notice or consent.

7. Creating or participating in social networking sites for communication with students, other than those created by the SJCOE, without the prior written approval of the program administrator or designee.

8. Singling out a particular student for personal attention and friendship, including giving gifts and/or nicknames to individual students.

9. Addressing a student in an overly familiar manner, such as by using a term of endearment.

10. Socializing or spending time with students outside of school-sponsored events, except as participants in community activities.

11. Sending or accompanying students on personal errands unrelated to any legitimate educational purpose.

12. Transporting a student in a personal vehicle without prior authorization.

13. Encouraging students to confide their personal or family problems and/or relationships.

14. Disclosing personal, family, or other private matters to students or sharing personal secrets with students.

15. Engaging in any conduct that endangers or threatens to endanger students, including, but not limited to, physical violence or threats of violence.

16. Engaging in harassing or discriminatory behavior towards students, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed.

17. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child.

18. Using profane, obscene, or abusive language against students.

Violations of Policy

Any employee who observes or has knowledge of another employee's violation of this policy shall report the information to the Chief Human Resources Officer or designee or appropriate agency for investigation pursuant to the applicable complaint procedures. Other adults with knowledge of any violation of this policy are encouraged to report the violation to the Superintendent or designee. The SJCOE prohibits retaliation against anyone who reports a violation of this policy. Immediate intervention shall be implemented when necessary to protect student safety or the integrity of the investigation.

Employees who engage in any conduct in violation of this policy, including retaliation against a person who reports the violation or participates in the complaint process, shall be subject to discipline, up to and including dismissal. Any other adult who violates this policy may be barred from school grounds and activities in accordance with law. Additionally, the Superintendent or designee may also notify law enforcement as appropriate.

Cf: 1113 County Office of Education and School Websites 1312.1 Complaints Concerning County Office Employees 1312.3 Uniform Complaint Procedures
4040 Acceptable Use Of Technology 4117.7 Employment Status Reports
4118 Dismissal/Suspension/Disciplinary Action
4119.21 Professional Standards
4218 Dismissal/Suspension/Disciplinary Action
4219.21 Professional Standards
4317.7 Employment Status Reports 4319.21 Professional Standards
5145.7 Sexual Harassment

Legal Reference:

CODE OF REGULATIONS, TITLE 5

80303 Reports of change in employment status, alleged misconduct

80304 Notice of sexual misconduct

EDUCATION CODE

44030.5 Reporting change in employment status due to alleged misconduct 44050 Employee code of conduct; interaction with students
44242.5 Reports and review of alleged misconduct

44940 Compulsory leave of absence for certificated persons 48980 Parent/Guardian notifications

PENAL CODE

11164-11174.3 Child Abuse and Neglect Reporting Act