



# 2021-22 Student/Parent Handbook

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Board Approval – 6/14/2021

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## **Mission and Core Philosophy**

### **Vision**

Great Valley Academies envision thriving communities strengthened by individuals who act with confidence, learn tenaciously, celebrate the differences of others, and positively impact the world around them.

### **Mission**

Great Valley Academies create a safe, loved, environment where all students develop foundational thinking skills and positive character traits to achieve their greatest potential.

### **Philosophy**

At Great Valley Academy, we believe:

- Every child is unique and can learn like a gifted learner – visually.
- Students deserve the opportunity to have instruction delivered in a way that is relevant and meaningful.
- School should be a non-threatening environment that emphasizes relationships.
- Character education should be taught, modeled, and assessed.
- Highly-trained, motivated teachers are essential.
- Parental involvement and support is an essential element of a quality educational experience.

Great Valley Academy's inquiry-based curriculum will help students become self-motivated, competent, lifelong learners who are critical thinkers; demonstrating confidence and creativity. We believe that all students can achieve high standards even though they may enter Great Valley Academy with different strengths, abilities, and life experiences.

## **5 Pillars**

### **1. Great Valley Smart (GVS)**

GVA trains the brain, unlocking gifted learning through the utilization of visual strategies and purposeful movement.

### **2. Character Development**

GVA equips students to become caring and responsible citizens through choice theory, character reflection, and assessment.

### **3. Climate: Safe, Loved, Learning**

GVA nurtures a community where all are safe, loved, and learning.

### **4. Mastery Learning**

GVA empowers students to influence the pace and content of their academic experience through the demonstration of mastery.

### **5. Highly Qualified and Dedicated Staff**

GVA develops a highly-dedicated team through extensive and interactive hiring practice and continuous professional growth.

## 2021 - 2022 Student Calendar – Subject to Change

August	2-9	Staff Training Days
August	10	First Day of School
September	6	Labor Day – No School
September	TBD	Kindergarten Extension Begins
September	17	Teacher In-Service – No School
October	11-15	Fall Break – No School
November	11	Veterans Day – No School
November	24-26	Thanksgiving Vacation – No School
December	20-31	Winter Vacation – No School
January	3	Winter Vacation – No School
January	17	Martin Luther King's Birthday – No School
February	14	Teacher In-Service – No School
February	21	Presidents' Day – No School
March	14-18	Spring Break – No School
April	15	Spring Holiday – No School
May	6	Teacher In-Service – No School
May	30	Memorial Day – No School
June	3	Last Day of School

## School Hours

### Monday – Thursday (Morning Start Times)

<u>Grade Level</u>	<u>Start Time</u>
Kindergarten AM	8:30am
1 <sup>st</sup> – 8 <sup>th</sup>	8:30am
Kindergarten PM	12:10pm

### Monday – Thursday (Ending Times)

<u>Grade Level</u>	<u>End Time</u>
Kindergarten AM	11:50am
Kindergarten PM	3:30pm
1 <sup>st</sup> – 8 <sup>th</sup>	3:30pm

### Friday (Morning Start and Ending Times)

<u>Grade Level</u>	<u>Start and End Times</u>
K – 8 <sup>th</sup>	8:30am – 12:00pm

## **Student Wellness**

We are committed to the optimal development for every student. The school wellness policy outlines GVA's approach to ensuring supportive environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The GVA wellness policy can be found in the main campus office or on the home page of our website at [www.greatvalleyacademy.com](http://www.greatvalleyacademy.com).

### **Breakfast**

Students may purchase breakfast through our food service program. Breakfast is served during morning recess. GVA contracts with Revolution Foods for healthy options for your child. To enroll in our breakfast program, please refer to the beginning of the year email from Food Services, visit the front office and speak with the office manager, or go to [www.greatvalleyacademy.com](http://www.greatvalleyacademy.com).

### **Lunch**

Students will eat in designated campus locations, family-style, with their teachers. Teachers use this time to chat with students, teach good table manners, conduct conferences with students, as well as eat.

Students may either bring a cold lunch from home, or they may purchase a lunch through our lunch program. Students will not have access to a microwave. GVA contracts with Revolution Foods for healthy options for your child. To enroll in our lunch program, please refer to the beginning of the year email from Food Services, visit into the front office and speak with the office manager, or go to [www.greatvalleyacademy.com](http://www.greatvalleyacademy.com).

Students who forget their lunch may call home to have a lunch brought to the office. The office is not responsible for lunches not picked up by the student. Meal delivery services (i.e. Grub Hub, Door Dash) should not be used to bring your student lunch. GVA desires that all students receive a lunch, if you are unable to deliver a lunch, please make sure your student has checked with Food Services regarding the availability of a lunch.

Free and Reduced-price qualifying students must apply each year and receive notification from the Great Valley Academy Food Services program. Information can be found at <https://www.greatvalleyacademy.com/pages/foodservices.html>.

### **Snacks**

Students in grades 1st-8th will have a snack in the morning and afternoon. We ask **parents to provide** their child with **two healthy snacks each day**. AM/PM Kindergarten students need to also have a snack. If you have a PM Kindergartner please make sure they have lunch before coming to school.

### **Water Bottles**

We encourage students to drink water throughout the day by keeping reusable water bottles with them at all times while they are in school. GVA has refilling stations on campus to reduce plastic waste.

## **Uniforms**

Students and staff at Great Valley Academy will wear uniforms daily. We have chosen uniforms because they:

- Allow students and staff to focus on learning.
- Improve the safety and security of the school.
- Improve behavior and discipline in the school.
- Help develop a sense of unity.
- Ensure that appropriate clothing will be worn to school.
- Emphasize the individuality of each child.

### **Required Uniform - K-6 Grades**

#### **Bottoms**

- Black or khaki color school uniform straight pants/shorts and cargo pants/shorts for boys and girls.

- Black or khaki color school uniform capris and skirts, skorts and jumpers for girls; must be no more than two inches above the knee when standing.
- Bottoms must be plain material without designs or patterns. No decorative holes, rips or tears. Jean, denim, yoga, sweat pant styles are not allowed.
- Leggings/tights may only be worn under uniform skirts, skorts, shorts and jumpers and must be solid white, black, grey or navy.
- All bottoms must allow non-restrictive movement.
- All bottoms must be worn at the waist and not excessively baggy; at no time should undergarments show.

### **Tops**

- Solid dark green, collared polo shirt with a white embroidered Great Valley Academy logo on the left side chest.
- Solid white, collared button-up dress shirt or blouse with green or maroon embroidered Great Valley Academy logo on the left side chest.
- All tops must have either short or long sleeves.
- All tops must allow non-restrictive movement.
- Undershirts that extend past the uniform shirt (sleeves and bottom of shirt) must be solid white, black, navy, grey, or dark green.
- Solid navy blue sweatshirts, sweaters and jackets with a white embroidered Great Valley Academy logo on the left side chest are allowed to be worn inside.
- Great Valley Academy sponsored sweatshirts and jackets may be worn inside.
- All non-navy and non-sponsored sweatshirts, sweaters and jackets may be worn outside but must be removed when inside.

### **Required Uniform - 7<sup>th</sup> & 8<sup>th</sup> Grades**

#### **Bottoms**

- Black or khaki color school uniform straight pants/shorts and cargo pants/shorts for boys and girls.
- Black or khaki color school uniform capris and skirts, skorts and jumpers for girls must be no more than two inches above the knee when standing.
- Bottoms must be plain material without designs or patterns. No decorative holes, rips or tears. Jean, denim, yoga, sweat pant styles are not allowed.
- Leggings/tights may only be worn under uniform skirts, skorts, shorts and jumpers must be solid white, black, grey or navy.
- All bottoms must allow non-restrictive movement.
- All bottoms must be worn at the waist and not excessively baggy; at no time should undergarments show.

#### **Tops**

- Solid maroon, collared polo shirt with a white embroidered Great Valley Academy logo on the left side chest.
- Solid white, collared button-up dress shirt or blouse with maroon or green embroidered Great Valley Academy logo on the left side chest.
- All tops must have either short or long sleeves.
- All tops must allow non-restrictive movement.
- Undershirts that extend past the uniform shirt (sleeves and bottom of shirt) must be solid white, black, navy, grey, or maroon.
- Solid navy blue sweatshirts, sweaters and jackets with a white embroidered Great Valley Academy logo on the left side chest are allowed to be worn inside.
- Great Valley Academy spirit sweatshirts and jackets may be worn inside.
- All non-navy and non-spirit sweatshirts, sweaters and jackets may be worn outside but must be removed when inside.

## **Required Uniform – All Students**

### **Friday Spirit Days**

- Every Friday students may wear school spirit shirts that include but are not limited to jog-a-thon, athletics, Kids Care, grade level designs, performing arts, music, etc.
- Periodically each campus will announce dress-up or special spirit days. Details for these days will be outlined in campus newsletters and/or announcements.

### **Shoes**

- Athletic shoes must be worn at all times. Students will be involved in fitness/movement activities throughout the day.
- No sandals, flip-flops, wedged tennis shoes, shoes with heels or wheels, slip-on shoes or boots. Rain boots are permitted on rainy days only but athletic shoes must be brought to put on once inside.



### **Head Coverings**

- Hats, beanies and other head coverings may be worn outside only and in a practical manner as to block eyes from the sun or to keep warm.
- Head coverings worn for religious reasons are allowed.

### **Appearance/Accessories/Hair**

Please keep in mind the intent of the uniform policy is for students to have a simple, professional and unified appearance – both in clothing and personal appearance. The focus at GVA is on learning. Our ultimate guide for clothing and appearance is to be sure it does not distract from learning. We are preparing students for professional careers and professional appearance is important.

- Excessive and/or extreme jewelry, such as chains or spikes, are not allowed.
- No visible body piercings, other than earrings, are allowed.
- Extreme and/or excessive make-up is not allowed.
- Visible tattoos are not allowed.
- Great Valley Academy does not have a hair length requirement but it is important that students are able to make eye contact, so hair must not cover the eyes.
- Clothing should be free of rips and tears or reasonably mended.
- Clothing should be kept clean without excessive stains and discoloration.

### **Purchasing Uniforms**

You may purchase uniforms directly from Great Valley Academy. Visit the online store at [www.gvauniformstore.com](http://www.gvauniformstore.com).

In addition to Great Valley Academy, uniform apparel may be purchased from major retailers for convenience.

Uniform top embroidery may be done at the following Great Valley Academy approved establishments:

- Margo's Logo – 3616 Morristown Rd. Modesto – (209) 571-3413
- J & J Printing – 129 W. Yosemite Ave. Manteca – (209) 239-9567

## **Uniform Policy Enforcement**

1<sup>st</sup> incident: Classroom teacher informs parents that their child is out of uniform. Parent reviews the policy and agrees to correct uniform issue the next day.

2<sup>nd</sup> incident: Classroom teacher sends the child to the office. The office staff contacts parent to bring appropriate clothing right away. Student returns to class until their parent arrives.

3<sup>rd</sup> incident: Classroom teacher contacts administration. Administration contacts parents, reviews the policy and parents bring clothing immediately. Administration will offer any reasonable assistance necessary to ensure the student adheres to the school uniform policy.

## **GREAT VALLEY ACADEMY ATTENDANCE POLICY POLICY NO. [Attend082015]**

Please call, text or email our office at (209) 218-6161 or [salida.attendance@greatvalleyacademy.com](mailto:salida.attendance@greatvalleyacademy.com) by 8:30am on the day of the absence, tardy or if the student will be leaving early. Please leave a voicemail if you call after school hours. Please provide us your child's name, teacher and reason for absence. Absences must be reported within 5 days of the absence to avoid being considered truant.

It is the intent of the governing Board of the Great Valley Academy ("Charter School") to ensure that students attend school every day on time. Consistent school attendance is critical to school success. Being present for classroom instructional time is essential for students to reach their goals and achieve their dreams. Chronic absenteeism has been linked to an increased likelihood of poor academic performance, disengagement from school and behavior problems.

### **Excused Absences for Classroom Based Attendance**

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law or Board policy.

A student's absence shall be excused for the following reasons:

1. Personal illness
2. Quarantine under the direction of a county or city health officer
3. Medical, dental, optometric, or chiropractic appointments
4. Attendance at funeral services for a member of the immediate family:
  - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state.
  - b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's immediate household.
5. Participation in religious instruction or exercises in accordance with Charter School policy:
  - a. The student shall be excused for this purpose on no more than four school days per month.

In addition, a student's absence shall be excused for justifiable personal reasons such as:

1. Appearance in court
2. Attendance at a naturalization ceremony
3. Attendance at a funeral
4. Observation of a holiday or ceremony of his/her religion
5. Attendance at religious retreats for no more than four hours during a trimester

## **Method of Verification**

When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences:

1. Signed, written note from parent/guardian, parent representative;
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
  - a. Name of student
  - b. Name of parent/guardian or parent representative
  - c. Name of verifying employee
  - d. Date or dates of absence
  - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method, which establishes the fact that the student was absent for the reasons stated. A written recording shall be made, including information outlined above.
4. Healthcare provider verification
  - a. When excusing students for confidential medical services or verifying such appointments, Charter School staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
  - b. A healthcare provider's note of illness will be accepted for any reported absence. When a student has had 14 absences in the school year for illness verified by methods listed in #1-#3 above without a healthcare provider's note, any further absences for illness must be verified by a healthcare provider.

Insofar as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during non-school hours.

Students should not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency. Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to administrative regulations and law.

## **Unexcused Absences/Truancy for Classroom Based Attendance**

Students shall be classified as truant if the student is absent from school without a valid excuse three full days in one school year, or if the student is tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or if the student is tardy or picked up early for any length of time during the school day without a valid excuse on five occasions in one school year, or any combination thereof. Such students shall be reported to the Principal or designee. Adopted/Ratified: [September 28, 2015] Revision Date: 3

In addition, students shall be classified as a chronic truant if the student is absent from school without a valid excuse for 10 percent or more of the school days in one school, from the date of enrollment to the current date.

The Principal, or designee, shall implement positive steps to reduce truancy, including working with the family in an attempt to resolve the attendance problem. A student's progress and learning may be affected by excessive unexcused absences. In addition, the Charter School is fiscally dependent on student attendance and is negatively impacted by excessive unexcused absences. If all attempts to resolve the student's attendance problem are unsuccessful, the Charter School will implement the processes described below.

## **Process for Upholding the Attendance Policy**

### **First Day of School Process**

When students are not in attendance on the first five (5) days of school, the Charter School will attempt to reach the parent/guardian on a daily basis for each of the first five days to determine whether the student has an excused absence, consistent with the process outlined in this policy. If the student has a basis for an excused absence, parents must notify the school of the absence and provide documentation consistent with this policy. However, consistent with process below, students who are not in attendance due to an unexcused absence by the fifth day of school will be dis-enrolled from the school roster, as it will be assumed that the

student has chosen another school option.

1. Students who are not in attendance on the first day of school will be contacted by phone to ensure their intent to enroll.
2. Students who have indicated their intent to enroll, but have not attended by the third day will receive a letter indicating the student will be dis-enrolled after the fifth day of school if the student has not attended school without valid excuse.
3. Students who have indicated their intent to enroll, but have not attended by the fifth day will receive a phone call reiterating the content of the letter.
4. Students who have not attended by the sixth day, and do not have an excused absence as defined above for not being in attendance will be dis-enrolled from the roster.
5. The School will use the contact information provided by the parent/guardian in the registration packet.
6. The District of Residence will be notified of the student's failure to attend Charter School and the disenrollment.

#### **Truancy Process**

1. Each of the first two (2) unexcused absences will result in a call home to the parent/guardian by the Principal or designee. The student's classroom teacher may also call home.
2. Each of the third (3rd) and fourth (4th) unexcused absences will result in a call home to the parent/guardian by Principal or designee. In addition, the student's classroom teacher may also call home and/or the School may send the parent an e-mail notification. In addition, upon reaching three (3) unexcused absences or three (3) over 30 minute unexcused tardies in a school year, the parent/guardian will receive "Truancy Letter #1" from the school. This letter must be signed by the parent/guardian and returned to the school. This letter shall also be accompanied by a copy of this Attendance Policy. This letter, and all subsequent letter(s) sent home, shall be sent by Certified Mail, return receipt requested, or some other form of mail that can be tracked.
3. Upon reaching seven (7) unexcused absences including unexcused tardies, the parent/guardian will receive "Truancy Letter #2 – Conference Request," and a parent/guardian conference will be scheduled to review the student's records and develop an intervention plan/contract.
4. Upon reaching ten (10) unexcused absences including unexcused tardies, the student will be referred to a Student Success Team (SST) and the School Attendance Review Team (SART). In addition, the parent/guardian will receive a "Habitual Truancy Re-classification Letter #3," and may be asked/invited to attend an evening assembly for parents/guardians of chronically absent students.
5. The SART panel will be composed of the Principal, and other staff members as deemed necessary. The SART panel will discuss the absence problem with the Parent/Guardian to work on solutions,

develop strategies, discuss appropriate support services for the student and his/her family, and establish a plan to resolve the attendance issue.

- a. The SART panel shall direct the parent/guardian that no further unexcused absences or tardies can be tolerated.
  - b. The parent shall be required to sign a contract formalizing the agreement by the parents to improve the child's attendance or face additional administrative action. The contract will identify the corrective actions required in the future, and indicate that the SART panel shall
  - c. The SART panel may discuss other school placement options.
  - d. Notice of action recommended by the SART will be provided in writing to the parent/guardian. have the authority to order one or more of the following consequences for non-compliance with the terms of the contract:
    - i. Student retention
    - ii. Required school counseling
    - iii. Loss of field trip privileges
    - iv. Loss of school event privileges
    - v. Required remediation plan as set by the SART
    - vi. Notification to the District Attorney
6. If the conditions of the SART contract are not met, the student may incur additional administrative action up to and including disenrollment from the school and notification of the disenrollment sent to the student's district of residence.
  7. For all communications set forth in this process, the Charter School will use the contact information provided by the parent/guardian in the registration packet. It is the parent's or guardian's responsibility to update the Charter School with any new contact information.
  8. If student is absent ten (10) or more consecutive school days without valid excuse and parent/guardian cannot be reached at the number or address provided in the registration packet and does not otherwise respond to the Charter School's communication attempts, as set forth above, the student will be in violation of the SART contract, and the SART panel will recommend that the student be deemed to have voluntarily dis-enrolled and notification of the disenrollment be sent to the student's district of residence.

### **Removal from Charter School**

If, after the above procedures have been followed, the student continues to have unexcused absences, the parent/guardian may receive notice that the student is in violation of the SART contract. The student will then be required to appear before the SART panel again to discuss the unexcused absences. After such meeting, or after reasonable attempts by the SART panel to schedule the meeting if the parent/guardian is nonresponsive, the SART panel may recommend that the student be deemed to have voluntarily dis-enrolled from the Charter School. The parent will receive written notice of the SART panel's recommendation.

The SART panel shall then forward its recommendation to the Governing Board for review of the matter and final decision. The parent/guardian will receive written notice of the date and time of the Governing Board

review. Such notice shall be sent at least five (5) days prior to the Board review. The Board's decision shall be final as to that recommendation.

If there is a Board decision to dis-enroll, notice will be sent to the student's district of residence within thirty (30) days.

A Board decision not to dis-enroll the student does not prevent the SART panel from making a similar recommendation in the future.

### **Referral to Appropriate Agencies or County District Attorney**

It is the Charter School's intent to identify and remove all barriers to the student's success, and the School will explore every possible option to address student attendance issues with the family. For any unexcused absence, the Charter School may refer the family to appropriate school-based and/or social service agencies.

If a child's attendance does not improve after a SART contract has been developed according to the procedures above, or if the parents fail to attend a required SART meeting, the Charter School shall notify the District's Attorney's office, which then may refer the matter for prosecution through the court system. Students 12 years of age and older may be referred to the juvenile court for adjudication.

These policies will be enforced fairly, uniformly, and consistently without regard to the characteristics listed in Education Code Section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics).

### **Reports**

The Principal, or designee, shall gather and report to the Board the number of absences both excused and unexcused as well as students who are truant, and the steps taken to remedy the problem.

### **Coming Late or Leaving School Early**

When a child comes to school late or leaves early, it puts the child in a poor position to learn and sets a bad example for the entire class. It is important to arrive at school on time and stay until dismissal to maximize learning potential, develop positive work ethic, and show respect for all other students.

If your child arrives late to school, you must check in at the office to sign your student(s) in prior to your child going to his/her classroom in order to receive the appropriate pass.

Because of our concern for the safety of our students, no student is to leave the school grounds at any time without permission from the office. **Parents must check in at the school office** when picking up their child before dismissal.

The following guidelines will apply:

- Leaving early will be determined excused or unexcused by the same criteria used for attendance.
- Children will be released only to the people listed on the emergency card.
- Written permission from parent/guardian will be required for children to be released to someone not on the emergency card.
- The person to whom the child is to be released will be required to sign a log in the school office indicating time of the release.
- Identification will be required if the person is not known to the office staff.
- Teachers may release a child to an adult only after receiving notification from the principal or secretary.
- No child will be permitted to leave school alone during school hours.
- A parent/guardian or authorized adult must pick up the child inside the school.

## **Independent Study**

If you know your student is not going to be at school for more than three days due to family vacation, religious instruction or extended illness, you may request an independent study packet from your teacher for your child.

**All requests** for independent study **MUST** go through the teacher and **need to be at least two weeks** (if possible) **in advance** of their absence. If the teacher has concerns granting the independent study for a particular student, the teacher will forward the request to administration for review and determination. This allotted time is needed to collect work and make sure all paperwork is signed properly. Independent study is a way for your student to stay up to date with their classroom work while being absent from school. It also helps our school maintain our Average Daily Attendance. Initial independent study requests will not be granted for more than 30 school days. Subsequent requests will require meeting with the school administration to determine longer term needs of the student.

## **Attendance Awards**

Perfect Attendance: No absences for any reason, no tardies, and no independent studies for the school year.

## **GVA Parking Lot Procedures**

**Please see the Drop Off and Pick Up Procedures and Maps at the end of the handbook.**

### **Morning Drop-off Times**

We ask that as many parents as possible use the Drop Off Zone in the morning. Please see the detailed procedure at the end of the handbook.

#### **❖ AM K-8th 8:05 AM – 8:30 AM**

*\*All classrooms open at 8:05 AM to accept children.*

*\* School begins at 8:30am so if arriving at this time, your student is considered tardy and must sign in with the office.*

#### **❖ PM K 12:00 PM-12:10 PM**

**\*(parents needs to walk children to classroom, Drop Off Zone is closed at this time).**

**The school office opens daily at 8:05am.**

We have a specific drop-off and pick-up plan that everyone must adhere to. Please follow the AM drop off procedure, attached to the back. If you choose not to make use of the Drop Off Zone for AM drop off, feel free to park and walk your child to class. The parking lot is not a place for children to walk by themselves; it is not safe.

### **PM Pick Up**

K – 6<sup>th</sup> graders must be picked up by a parent, guardian, or someone on the emergency card at the classroom. 7<sup>th</sup> – 8<sup>th</sup> graders may leave the classroom without an adult picking them up. They may not pick up younger siblings.

### **Curbside pick up**

If you have a daycare pick up, or will need assistance (carpool, disabled, pregnant, elderly, newborn or medical) on a daily basis, or have 3 or more GVA students, there is an option for you. Please see the email sent out about curbside to make a request. Curbside is meant to help those mentioned above, to keep cars moving in the parking lot, and to help reduce the number of cars parking in the lot at the end of the day, special event days (Jog a thon, YE party, etc). Curbside may be canceled, and notifications will be made as such.

Requests for curbside will be distributed just before the school year starts and curbside will not begin until two weeks after the first day of school. If your student is enrolled after the first day of school, contact the office for a request form. There are a limited number of students who may participate in curbside. Kindergarteners may not participate in curbside.

## **Classroom Celebrations and Activities**

Celebrations will occur at various times and for various reasons throughout the year. Please check ParentSquare or with your student's teacher for information. When celebrating specific holidays, Great Valley Academy will attempt to respect the beliefs of all families. Please contact your child's classroom teacher if you would like to share information regarding your family's beliefs. **Birthdays** - Please contact your child's teacher regarding birthday celebrations.

## **Emergency Contacts/Registration Card**

If your child is injured or becomes ill at school, we will make every effort to contact you. Please be sure that your emergency contact information on your Student Registration Card is filled out completely and accurately. Also make sure that it is on file in the school office so we may reach you at home or work. The registration card should also list the names and numbers of at least two people we can call if we are unable to contact you. Please be sure that the people you list as emergency contacts are aware of this and are willing and able to take responsibility for your child. **Please update the information as any changes occur.**

## **Illness**

To protect the health of your child and other students, we expect children to be picked up from school if they have a **fever of 100.4 or above, rash, head lice, or similar communicable symptoms**. Please notify the school if your child has been diagnosed with a communicable disease, and keep the student home until fully recovered. A student should be fever free and not vomited for 24 hours before returning to school.

## **Immunizations**

Pursuant to the California Health and Safety Code and the California Code of Regulations, children must have a minimum number of immunizations (shots) before they can attend school. Immunization records will be required for all incoming students. Verification of immunizations will be completed with written medical records from the child's doctor or immunization clinic. To ensure a safe learning environment for all students, the Charter School follows and abides by the health standards set forth by the state of California. Students will not attend school until all required records have been received. The immunization status of all students will be reviewed periodically. Those students who do not meet the State guidelines may be excluded from school until the requirements are met. Students who have been exposed to a communicable disease for which they have not been immunized may be excluded from school at the discretion of the Charter School.

These required immunizations include:

<b>Child's Grade</b>	<b>List of shots required to attend school</b>
<b>Entering Kindergarten</b>	Diphtheria, Pertussis, and Tetanus (DTaP) - Five (5) doses Polio - Four (4) doses  Measles, Mumps, and Rubella (MMR) - Two (2) doses Hepatitis B (Hep B) - Three (3) doses  Varicella (chickenpox) – Two (2) doses  <b>NOTE:</b> Four doses of DTaP are allowed if one was given on or after the fourth birthday. Three doses of Polio are allowed if one was given on or after fourth birthday. MMR doses must be given on or after first birthday.
<b>Entering 7<sup>th</sup> Grade</b>	Tetanus, reduced Diphtheria, and acellular Pertussis (Tdap) - One (1) dose Varicella - Two (2) doses

	<p><b>NOTE:</b> In order to begin 7th grade, students who had a valid personal belief exemption on file with a public or private elementary or secondary school in California before January 1, 2016 must meet all requirements for children 7-17 years old (i.e., polio, MMR, chickenpox and primary series for diphtheria, tetanus, and pertussis), <u>in addition to</u> the 7th grade requirements for Tdap and two (2) doses of Varicella.</p>
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A copy of Great Valley Academy's full Immunization Policy is available in the School Office.

## **Medication**

GVA staff is responsible for overseeing the administration of medication to students attending GVA during regular school hours, including before or after-school programs, field trips, extracurricular or co-curricular activities, and camps or other activities that typically involve at least one overnight stay from home. It is imperative that practices followed in the administration of medication be carefully delineated to ensure the safety of our students and the legal protection of our employees. Any pupil who is required to take, during the regular school day medication prescribed for him or her by a physician or surgeon, or ordered for him or her by a physician assistant practicing in compliance with Chapter 7/7 (commencing with Section 3500) of Division 2 of the Business and Professions Code, may be assisted by the school nurse or designated school personnel or may carry and self-administer prescription auto-injectable epinephrine if GVA receives the appropriate written statements as follows:

1. In order for a pupil to carry and self-administer prescription auto-injectable epinephrine, GVA shall obtain both a written statement from the physician or 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 pupil is able to self-administer auto-injectable epinephrine and a written statement from the parent, foster parent or guardian of the pupil consenting to the self-administration, providing a release for the school nurse or designated school personnel to consult with the health care provider of the pupil regarding any questions that may arise with regard to the medication, and releasing GVA and school personnel from civil liability if the self-administering pupil suffers an adverse reaction as a result of self-administering medication.
2. Additionally, the school nurse or trained personnel who have volunteered may use epinephrine auto-injectors to provide emergency medical aid to persons suffering or reasonably believed to be suffering from an anaphylactic reaction. GVA will ensure it has the appropriate type of epinephrine auto-injector on site (i.e. regular or junior) to meet the needs of its pupils. GVA will ensure staff properly store, maintain, and restock the epinephrine auto-injectors as needed.
3. GVA will ensure any school personnel who volunteer are appropriately trained regarding the storage and emergency use of epinephrine auto-injectors based on the standards developed by the Superintendent of Public Instruction. GVA will distribute an annual notice to all staff describing the request for volunteers who will be trained to administer an epinephrine auto-injector to person if that person is suffering or reasonably believed to be suffering from anaphylaxis. The annual notice shall also describe the training the volunteer will receive.
4. In order for a pupil to be assisted by the school nurse or other designated school personnel in administering medication other than emergency epinephrine auto-injectors, or inhaled asthma medications, GVA shall obtain both a written statement from the physician or surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken and a written statement from the parent, foster parent, or guardian of the pupil indicating the desire that GVA assist the pupil in the matters set forth in the statement of the physician or surgeon or physician assistant.

### **Guidelines:**

- The primary responsibility for the administration of medication rests with the parent/guardian, student and medical professional.

- Medication shall be administered only during school hours if determined by a physician to be necessary.
- Medication must be in original packaging.
- For prescribed medication, the medication must be prescribed and labeled with the student's name.
- Designated staff shall keep records of medication administered at GVA.
- All medication will be kept in a secure and appropriate storage location and administered per physician's instructions by appropriately designated staff.
- Designated staff shall return all surplus medication to the parent/guardian upon completion of the regimen or prior to extended holidays.
- Designated staff shall establish emergency procedures for specific medical conditions that require an immediate response (i.e. allergies, asthma, diabetes).
- The written statements specified in this policy shall be provided at least annually and more frequently if the medication, dosage, frequency of administration or reason for administration changes.
- A pupil may be subject to disciplinary action if that pupil uses auto-injectable epinephrine in a manner other than as prescribed.
- Any pupil requiring insulin shots must establish a plan for administration of insulin shots with the Executive Director in consultation with the parent or guardian and the pupil's medical professional.

### **Head Lice**

Great Valley Academy recognizes that head lice infestations among students require treatment but do not pose a risk of transmitting disease. Great Valley Academy shall encourage early detection and treatment in a manner that minimizes disruption to the educational program and reduces student absences.

- School employees shall report all suspected cases of head lice to the school health clerk or designee as soon as possible.
- If a student is found with active, adult head lice, the parent/guardian will be called to pick-up the child. The parent/guardian of any such student shall be given information about treatment of head lice and encouraged to begin treatment immediately and to check all members of the family.
- The parent/guardian shall be informed that the student shall be checked upon return to school the next day and allowed to remain in school if no active head lice are detected.
- Upon the student's return to school, the school health clerk or designee shall check the student for active head lice. If it is determined that the student remains infected with head lice, the school health clerk or designee shall contact the student's parent/guardian to discuss treatment and have the parent/guardian pick-up the child.
- If a student is found consistently infested with head lice, the student may be referred to a wellness team which may consist of the school health clerk, Principal, local health services and other appropriate individuals, to determine the best approach for identifying and resolving problems contributing to the student's head lice infestations.
- When it is determined that one or more students in a class or school are infested with head lice, the Principal or designee may, at their discretion, notify parents/guardians of students in that class or school and provide them with information about the detection and treatment of head lice.
- School staff shall maintain the privacy of students identified as having head lice.

### **Mental Health Services**

In accordance with AB 2022, Pupil mental health services: school notification, Great Valley Academy wants to ensure that parents, guardians, and students are informed about resources available for anyone who believes they are in a mental health crisis. We encourage parents/guardians and student to talk with any staff member

of Great Valley Academy if they are concerned about another student and possible mental health needs. Take all threats of suicide seriously.

There are a number of resources available in our community for students who struggle with social/emotional related issues. If your child experiences social/emotional challenges that are impacting his/her ability to succeed, please contact your school administrator or one of the mental health resources listed below. This document is also available on our website at [www.greatvalleyacademy.com](http://www.greatvalleyacademy.com)

Resource	Contact Info	Services Provided
Aspiranet	(209) 576-1750 1620 Cummins Drive	Individual, group and family counseling. Culturally sensitive staff available who speak English and Spanish. FEE: Medi-Cal insurance only.
The Bridge	(209) 571-8430 605 Chicago Avenue	Interpretation and translation (Cambodian, Hmong, and Laotian); referral services; cultural liaison for clients with public/private agencies; ESL class; youth activities and tutoring. FEE: None
Center For Human Services	(209) 526-1440 2000 W. Briggsmore Ave, Ste. I	Individual, group and family counseling. Services offered in English and Spanish. FEE: Sliding scale; accepts Medi-Cal.
Children's Crisis Center	(209) 577-0138/(209) 577-4413 1244 Fiori Avenue	Parenting classes, advocacy program, 24-hour crisis line, emergency child care. FEE: Free to qualifying families.
Community Hospice	(209) 578-6300 4368 Spyres Way	Support groups for people grieving loss of a parent, child, sibling, friend or significant other. Culturally competent bilingual staff available. FEE: None
El Concilio	(209) 523-2860 1314 H Street	Counseling, referrals and education. Free ESL/citizenship classes, immigration, first time home buying/financial literacy, assistance, support groups, counseling/referrals, health and parent education. FEE: None
Haven Women's Center	(209) 524-4331 (888) 454-2836 24hr crisis line 618 13 <sup>th</sup> Street, Suite I	Education/ emotional support groups, individual counseling, rape crisis intervention help, domestic violence, restraining orders, battered women's shelters. Youth groups for children and teens impacted by DV or sexual abuse. FEES: Free support groups; no fee for any services.
Health Net (MHN)	(888) 426-0030	For Medi-Cal consumers who have been determined to meet criteria for mild to moderate mental health services. Contact the number for referrals and further information. FEE: None
Josie's Place Drop-In Center	(209) 558-4464 1208 9 <sup>th</sup> Street	Provides a safe environment for 16-25 year olds with serious emotional disturbance or mental illness. Employment and housing resources, access to computers, games, billiards, organized activities. FEE: None
Parents, Families, and Friends of Lesbians and Gays (PFLAG)	(209) 566-2468 324 College Avenue	A supportive group that believes in the dignity and worth of all individuals. Confidential emotional support, education, and opportunities for advocacy. FEE: None
Parent Resource Center	(209) 549-8822/(209) 549-8193 530 S. Santa Cruz Avenue/ 811 5 <sup>th</sup> Street	Resource centers provide a wide range of services from support (clothes closets and food) to mental health counseling. FEE: None
Parents United	(209) 524-4858 610 14 <sup>th</sup> Street	One-on-one counseling for adults molested as children and adult offenders; groups for children. FEE: Medi-Cal, Private Insurance, Victim Witness. Free for uninsured Stanislaus County residents.
Sierra Vista Child and Family Services	Children: (209) 550-5869 1400 K Street, Ste. B Adults: (209) 524-6371 1030 15 <sup>th</sup> Street	Variety of child, adult and family services including individual/family and divorce counseling, court ordered counseling, parent education, anger management, domestic violence programs. FEE: Sliding scale, private insurance, Medi-Cal, no-fee parenting classes.

## Lost and Found

Please **mark your child's name on all personal items** such as sweaters, hats, gloves, coats, lunch containers, and book bags. Check for lost items in our lost and found. Items not claimed are periodically donated to charity. Lost and Found is located outside Mr. Coss's classroom. GVA is not responsible for lost or stolen personal items brought to campus

## Kids' Care (Before/After School Child Care)

Great Valley Academy commits to serving families by providing high- quality before and after school care that provides a nurturing and enriched environment for children. Students will have the opportunity to participate in a range of age- appropriate activities. Please contact Kids' Care for details in securing a space for your child. Information can be found at <https://www.greatvalleyacademy.com/pages/Kids-Care.html> Depending on the program, a contract will need to be signed and payment arrangements made.

### Kids Care – Days Closed for 2020-2021

September 6 <sup>th</sup>	November 11 <sup>th</sup>	November 24 <sup>th</sup> – 26 <sup>th</sup>	December 23 <sup>rd</sup> , 24 <sup>th</sup> , 30 <sup>th</sup> , 31 <sup>st</sup>
January 17 <sup>th</sup>	February 21 <sup>st</sup>	April 15 <sup>th</sup>	May 6 <sup>th</sup>
May 30 <sup>th</sup>	July 5 <sup>th</sup>		

## **Kindergarten Extension**

Kindergarten Extension is a unique and free program offered to GVA Kindergartners to help ensure that they develop the learning systems to be successful in school. It is either an extension at the end of the day for morning kindergartners or prior to the day for afternoon kindergartners. The program offers GVS (Great Valley Smart) type activities that will help to make our kindergartners better learners in the classroom. This program starts in September each year. For more details, please see your kindergarten teacher.

## **Recess**

Recesses are scheduled. Each class has a scheduled time that they will be out for recess. If you want to know your student's time, check with your child/children's teacher. Recess times are subject to change based on classroom needs.

## **Electronic Devices**

All personal electronic devices (including, but not limited to, cell phones, computers, music players, game systems, smart watches, recording devices, cameras, etc.) **must be** turned off and put away at all times while on the school campus. Additionally, the use of personal electronic devices are **prohibited** during school-sponsored events, such as field trips, sporting events, after school clubs, etc. For a variety of reasons, these devices are not conducive to a social school community atmosphere. Headphones of any kind are not to be worn unless they are plugged into a school device for education purposes.

Great Valley Academy may grant permission to use devices for special events or under certain circumstances. The school will communicate these opportunities to parents and students.

**At no time may any person use an electronic listening or recording device (including but not limited to cell phones, smart watches, video cameras, cameras, remote applications, etc.) without the prior consent of the teacher and principal.**

Great Valley Academy is not responsible for the **loss, theft, or damage** to personal electronic devices. Great Valley Academy reserves the right to search content of personal electronic devices if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or GVA rules and regulations. Articulate facts at the inception of the search must support a school official's reasonable suspicion that a search of a personal electronic device is justified. The scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the pupil and the nature of the infraction. In no case shall a GVA official search a personal electronic device based on curiosity, rumor, or hunch. GVA reserves the right to contact law enforcement at its discretion in order to preserve the safety of all students and staff at the school.

## **Suggestions and Complaints**

All suggestions and complaints should be of a constructive nature and be in line with the values, mission, and philosophy of the school. Staff members are open to the opinions of students who would like to contribute in this positive way. Students may approach appropriate staff members directly and offer suggestions. If the suggestion cannot be dealt with at that level, the staff member will relay the suggestion to the school administration. A copy of the school's general complaint policy is available in the office.

## **FERPA Rights, Student Records and Directory Information**

### **NOTIFICATION OF RIGHTS UNDER FERPA**

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 Great Valley Academy receives a request for access. Please note that the California Education Code permits access within 5 days of the request.

Parents or eligible students should submit to the Great Valley Academy Office Manager, a written request that identifies the record(s) they wish to inspect. The Officer Manager will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. A student's education records will be available for review during the regular business hours of the school day.

2. The right to request the 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 who wish to ask Great Valley Academy to amend a record should write Great Valley Academy, Campus Principal, and clearly identify the part of the record they want changed, and specify why it should be changed. If Great Valley Academy decides not to amend the record as requested by the parent or eligible student, Great Valley Academy will notify the parent or eligible student of the decision and advise them of their 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 provide written consent before Great Valley Academy discloses personally identifiable information (PII) from 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 the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the Great Valley Academy Board of Directors. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which Great Valley Academy would otherwise use its own employees and who is under the direct control of Great Valley Academy with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, Great Valley Academy discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Great Valley Academy 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 20202-8520

5. FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –
- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
  - To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
  - To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
  - In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
  - To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
  - To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
  - To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
  - To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
  - To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
  - To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
  - Information Great Valley Academy has designated as "directory information" under §99.37. (§99.31(a)(11))
  - To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
  - To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

## NOTICE FOR DIRECTORY INFORMATION

FERPA requires that Great Valley Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Great Valley Academy may disclose appropriately designated "directory information" without written consent, unless you have advised Great Valley Academy to the contrary in accordance with Great Valley Academy's procedures. The primary purpose of directory information is to allow Great Valley Academy to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that publish yearbooks. In addition, two federal laws require local educational agencies ("LEAs") receiving assistance under the Elementary and Secondary Education Act of 1965 ("ESEA") to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Great Valley Academy to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify Great Valley Academy in writing at the time of enrollment or re-enrollment. Great Valley Academy has designated the following information as directory information:

- Student's name;
- Address;
- Parent's/Legal Guardian address
- Telephone listing;
- Students' electronic mail address;
- Photograph;
- Date and place of birth;
- Dates of attendance;
- Grade level;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Degrees, honors, and awards received;
- The most recent educational agency or institution attended;
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user. (A student's SSN, in whole or part cannot be used for this purpose.)

**All written requests should be directed to Great Valley Academy, Campus Office Manager.**

## Visiting/Volunteering

### **Great Valley Academy – Board Policy No. 2018.040**

While Great Valley Academy ("GVA") encourages parents/guardians and interested members of the community to visit the charter school and view the educational program, GVA's priority is creating a safe environment for students and staff. Parents volunteering in the classroom can be extremely helpful to our teachers and valuable to our students, and we are grateful to parents for their willingness to volunteer in this manner.

Volunteers are individuals who donate their time, without financial compensation, to benefit GVA. The volunteer's participation may occur in a classroom setting during the school day or outside the school setting, as part of an extracurricular activity. School policy prohibits discrimination of volunteers on the basis of race, color, national origin, creed, marital status, sex, religion, age, disability, or any other protected status as defined by federal, state or local law.

**Volunteer Opportunities include:**

- Tutoring/Mentoring
- Athletics
- Performing Arts/Music programs
- Classroom assistance
- School/classroom events like career fairs and field trips
- Before/After-school programs
- Non-classroom (main office, library/media center, etc.) assistance
- Playground/Recess supervision
- Fundraising events

To ensure the safety of students and staff as well as to minimize interruption of the instructional program, GVA has established the following procedures, to facilitate volunteering and visitations during regular school days:

**Volunteering**

Parents or guardians who are interested in volunteering in the classroom must adhere to the following guidelines:

1. Volunteers shall be (1) fingerprinted and (2) receive Department of Justice background clearance prior to volunteering. GVA reserves the right to restrict certain activities performed by a volunteer based on their background report. Additionally, background reports with serious or felony convictions (pursuant to Ed Code 45122.1) or the requirement to register as a sex offender under California law (Penal Code 290) will be prohibited from volunteering.
2. A volunteer shall also have on file with GVA a certificate showing that, upon initial volunteer assignment, the person submitted to a tuberculosis risk assessment dated within the last 60 days and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis within the last 60 days before volunteering. If no risk factors are identified, an examination is not required and only a certificate be provided. Volunteers who are found to be free of infectious TB shall thereafter be required to have a TB Risk Assessment every four years.
3. Volunteer hours must be arranged with the classroom teacher at least forty-eight (48) hours in advance.
4. Prior to volunteering in the classroom, the volunteer should communicate with the teacher to discuss the expectations for volunteering needs. Classroom volunteers are there to benefit the entire class and are not in class solely for the benefit of their own child. Classroom volunteers must follow the instructions provided by the classroom teacher or aide. Classroom rules also apply to volunteers to ensure minimal distraction to the teacher. If a volunteer is uncomfortable following the direction of the teacher or aide the volunteer may leave their volunteer position for that day.
5. **In accordance with federal law, all school volunteers are expected to maintain strict confidentiality while volunteering at the school.** All things that are seen and heard at school about employees or children and their families should be considered privileged/confidential information. Trust must be established and maintained in order for our volunteer program to be successful.

6. Volunteers shall follow and be governed by all other guidelines indicated elsewhere in this policy. This includes, but is not limited to, the process of registering and signing out of the campus at the main office as indicated below.
7. This policy does not authorize GVA to permit a parent/guardian to volunteer or visit the campus if doing so conflicts with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction.
8. Volunteers understand that they will not receive any compensation or salary, or any other health or retirement benefits, or workers' compensation insurance coverage while volunteering. Volunteers agree to waive all claims against GVA and hold GVA, its officers, agents, employees, authorizer, and volunteers harmless from any and all liability or claims which may arise out of or in connection with their participation in volunteering at GVA.

### **Visitation**

1. Visits during school hours should first be arranged with the teacher, at least forty-eight (48) hours in advance. If a conference is desired, an appointment should be set with the teacher during non-instructional time, at least forty-eight (48) hours in advance. Parents seeking to visit a classroom during school hours must first obtain the approval of the classroom teacher.
2. All volunteers and visitors shall register in the Visitors Log Book and affix a Visitor's Sticker in a visible location on their clothing in the main office immediately upon entering any school building or grounds when during regular school hours. When registering, the visitor is required to provide his/her name, address, his/her purpose for entering school grounds, and proof of identity. For purposes of school safety and security, the campus Principal or designee may design a visible means of identification for visitors while on school premises.
3. While on campus, visitors are to enter and leave classrooms as quietly as possible, not converse with any student, teacher, or other instructional assistant unless permitted, and not interfere with any school activity. No electronic listening or recording device may be used in a classroom without the teacher, Principal and Chief Executive Officer's written permission.
4. Before leaving campus, the visitor shall sign out of the Visitors Log Book in the main office.
5. The Principal, or designee, may refuse to allow a visitor or volunteer if it is believed that the presence of the visitor or volunteer would cause a threat of disruption or physical injury to teachers, other employees, or students.
6. The Principal or designee may withdraw consent to be on campus even if the visitor has a right to be on campus whenever there is reason to believe that the person has willfully disrupted or is likely to disrupt GVA's orderly operation. Consent can be withdrawn for up to fourteen (14) days.
7. The Principal or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or withdrawn, promptly leave school grounds. When a visitor is directed to leave, the Principal or designee shall inform the visitor that if he/she reenters the school without following the posted requirements he/she will be guilty of a misdemeanor pursuant to California Penal Code 626.8.
8. Any visitor that is denied registration or has his/her registration revoked may request a conference with the Principal. The request shall be in writing, shall state why the denial or revocation was improper, shall give the address to which notice of conference is to be sent, and shall be delivered to the Principal within fourteen (14) school days of the denial or revocation of consent. The Principal shall promptly mail a written notice of the date, time, and place of the conference to the

person who requested the conference. A conference with the Principal shall be held within seven (7) school days after the Principal receives the request. If no resolution can be agreed upon, the Principal shall forward notice of the complaint to GVA's Chief Executive Officer. The Chief Executive Officer shall address the complaint with the Principal and make a final determination.

9. The Principal or designee shall seek the assistance of the police in managing or reporting any visitor in violation of this policy.

### **Penalties**

1. Pursuant to the California Penal Code 626.8, if a visitor does not leave after being asked or if the visitor returns without following the posted requirements after being directed to leave, he/she will be guilty of a crime as specified which is punishable by a fine of up to \$500.00 (five hundred dollars) or imprisonment in the County jail for a period of up to six (6) months or both.
2. Under California Education Code section 44811, disruption by a parent, guardian or other person at a school or school sponsored activity is punishable, upon the first conviction by a fine or no less than \$500.00 (five hundred dollars) and no more than \$1,000.00 (one thousand dollars) or by imprisonment in a County jail for no more than one (1) year, or both the fine and imprisonment.

Disruptive conduct may lead to GVA's pursuit of a restraining order against a visitor, which would prohibit him/her from coming onto school grounds or attending school activities for any purpose for a period of up to three (3) years.

### **Field Trip Chaperones**

Parent chaperones are often needed for field trips during the school year. **Parents must be fingerprinted and have a clear TB certification on file before chaperoning a field trip.** When needed, teachers will notify parents of the opportunity to chaperone. If the number of parent volunteers is greater than the number of spots available for the field trip, a lottery will be held to determine the parents able to chaperone. **Siblings are NOT allowed to attend field trips.**

### **Assessment and Grading**

Parents will be informed of their child's progress in school by an academic report card, a character education report card, or a conference. Parents receive academic and character report cards three times a year. Character building is an important part of our curriculum. GVA adheres to Common Core Standards.

Assessment of student progress will take several forms at GVA:

- NWEA
- CAASPP/CST - Standardized Testing and Reporting
- Curriculum/Local/Benchmark Assessments
- We report to students and parents by alternating academic report cards, character education report cards, and conferences. On our report cards we use a grading scale of:
  - **4** - Work that **exceeds** the standards for competence
  - **3** - Work that **demonstrates** the standards for competence.
  - **2** – Work that meets **partial** standards for competence
  - **1** – Work that meets **minimal** standards for competence

**4:** Above and beyond: A score of 4 is reserved for students who surpass mastery. "4" work requires exceptional accuracy (percentages), unique perspectives, rationales, applications, or effort that results in exemplary quality.

**3:** Mastery: A score of 3 indicates a student has achieved the learning outcome.

**2: Nearing mastery:** A score of 2 indicates that a student has not yet met the learning objective. Ideally, this would result in re-teaching or specific feedback that would support the student in earning at least a “3.”

**1: Not there yet:** A score of 1 indicates that a student lacks understanding of the specific content standard. As with a score of 2, support is required to help this student progress to mastery.

*Note: “3” and “4” work may be defined by the teacher from the onset. “4” work may also be undefined and left to the student to determine. Either way, Above and Beyond is a central idea in the GVA classroom.*

### **Character Education**

We recognize that character is a developmental process. All GVA community members will be expected to understand the different stages of maturation and the behaviors that correlate to each stage. Training will be provided for all teachers, para’s, students, and parents. Teachers will assess throughout the day. Students will self-assess and set goals.

### **Getting Extra Help for Your Student**

If you feel your child is in need of extra support, talk with your child’s teacher. We have an SST (Student Success Team) process for assessing needs and organizing more support.

### **Homework**

**Elementary:** In order for children to grow and mature into competent young adults, they need to have time to spend with their families and participate in extra-curricular activities as well as have time to “just be kids” and play. To support our students with this, we will limit homework to reading 20 minutes a night, unfinished work, home projects, and math and spelling facts as needed. In an effort to prepare sixth graders for Junior High, sixth grade students will do math homework nightly.

**Jr. High:** Students should not be inundated by homework, but they need to have some on a regular basis in order to extend their learning and develop a good work habit. In general, Jr. High students will be given no more than one hour of homework each school night. Every assignment needs to be turned in on time. Turning in a late assignment means the child will not be prepared to fully

### **Achievement Testing**

It is important that all schools regularly measure students’ progress in learning. This has been shown by the Effective Schools Research to be one of the most important things we can do to make sure we have high student achievement. Here are the ways that we measure student learning at Great Valley Academy:

- Teacher- developed or textbook chapter and unit tests – All teachers routinely give assessments to their students on various lessons and units that they are teaching. These assessments are graded and make up the report card grade that parents receive.
- Reading Tests – All students in grades 1-8 are tested several times per year with the Developmental Reading Assessment or Quantitative Reading Inventory. These are national standard tests of reading fluency and comprehension that indicate which grade level an individual student can successfully read and comprehend. These results are reported to parents on our report cards.
- State/Federal Tests – California requires testing each year
- Cooperative and Individual Projects – In various subjects, projects are frequently assigned and assessed by teachers. These are designed for students to demonstrate learning within our curriculum.
- NWEA – North West Evaluation Association is an organization that provides research based computerized assessments for teachers that help them hone in on their students needs and abilities.

Most of the parents with whom we have spoken are pleased that we do not spend all year preparing for one test. They’re also pleased their child is not experiencing a lot of pressure to perform satisfactorily on only one test. GVA teachers and parents consider the reading tests and growth shown on the internal benchmarks to

be the most important measures of achievement. We are happy to discuss with you the measurements of achievement that we have chosen and to show you samples at any time.

## **Special Education**

GVA is dedicated to the belief that all students can learn and must be guaranteed equal opportunity to become contributing members of the academic environment and society. GVA provides special education instruction and related services in accordance with the Individuals with Disabilities in Education Improvement Act (IDEIA), Education Code requirements. These services are available for special education students enrolled at GVA.

GVA offers high quality educational program and services for all its students in accord with the assessed needs of each student. GVA collaborates with parents, the student, teachers and other agencies as may be indicated, in order to best serve the educational needs of each student. If you have any questions or concerns related to special education or 504 services for GVA students, please contact the main office at (209) 545-7500.

## **Textbook & Chromebook Policy**

Students may be issued textbooks and/or Chromebooks from their classroom teacher. Students are responsible for the care of their textbook and Chromebook. Textbooks and Chromebooks are assigned to students and the condition is noted. **Any textbook or Chromebook** checked out to a student that is not returned or is returned in poor condition **will have to be replaced at the parents cost.**

Students are expected to meet financial obligations to the school for such items as lost textbooks, Chromebooks, sports uniforms, fundraiser items, etc. Students **must** meet their current obligations as it may affect their ability to purchase yearbooks, purchase tickets to special events, participate in promotion ceremonies, etc.

## **Discipline Philosophy and Practice**

At all times we will treat the students kindly and respectfully, and work to have warm relationships. At Great Valley Academy we have one school rule for all students and adults within the school. That rule is **“Do The Right Thing, Because It Is The Right Thing To Do.”** That is exactly what we want to teach our students.

We do the right thing as we go through our daily lives not because someone is going to give us a reward, or because we will be punished, but because it is the right thing to do. It will make us happier and those around us happier. Doing the right thing helps promote better learning.

At GVA we believe that talking it through will solve many problems. Teachers engage the students in reflecting on their behavior. We teach our students a process for talking through problems that promotes self-evaluation for improved behavior. The prevention of all discipline problems by developing good relationships with our students and creating classrooms that are need-fulfilling for students is a primary goal at Great Valley Academy. If a student does disrupt learning, we will:

- Ask the student to please do his/her work in another area of the room.
- A student may be asked to go to another classroom (which has been arranged ahead of time) until he/she is ready to rejoin his/her regular classroom.

If the student is disruptive in the hosting classroom, or the student’s teacher believes the disruption is severe, then the student may go to the connecting room or alternate supervised location. During the time out of the classroom, the connector or an administrator will work with the child in order to help the student calm down and feel happier.

- If there is defiance, violence or threat of violence, administration will be contacted.

If the incident is severe enough (violence, threats, or repeated disruption of learning), it may warrant a suspension. Progressive discipline may be used in order to help the child improve behavior. For example progressive discipline may look like this:

1<sup>st</sup> Incident – The student goes home that day and also the next day.

2<sup>nd</sup> Incident – The student goes home, two-day suspension.

3<sup>rd</sup> Incident – The student goes home, three-day suspension.

## **State of California Law Regarding School Safety**

It is the policies of the State Board of Education that all students enrolled in public schools in California have the right to safe schools. The State Board believes that students cannot benefit fully from an educational program unless they attend school regularly in an environment that is free from physical and psychological harm.

### **Drug and Alcohol Free School**

Great Valley Academy will take a firm but compassionate approach toward students using drugs and/or alcohol. Our policy is aimed at taking a firm disciplinary stance for drug and alcohol related incidents at school. At the same time, we recognize that some students may require drug and/or alcohol treatment information and access to drug and/or alcohol treatment programs in order to truly become drug and alcohol free.

### **Gun-Free School Zone Act**

Pursuant to Penal Code 626.9 known as the Gun-Free School Zone Act of 1995, any person who possess a firearm in a place that the person knows, or reasonably should know, is a school zone, shall be punished according to PC 626.9.f. A “school zone” means an area in, or on the grounds of, a public or private school providing instruction in kindergarten or grades 1 – 12, inclusive, or within a distant of 1,000 feet from the grounds of the public or private school. Great Valley Academy has zero tolerance for gun and weapon possessions on campus or GVA sponsored events. Local authorities will be contacted for any violation.

### **Tobacco Use**

State of California law prevents anyone from using any form of tobacco on school premises. Please extinguish cigarettes, cigars, pipes and discard any other forms of tobacco before entering our parking lot/driveways and other school property.

### **Suicide Prevention Policy**

In response to California State Assembly Bill 2246, Great Valley Academy has adopted a suicide prevention policy. If you would like to review the suicide prevention policy, please contact the campus office.

## **Student/Staff Interaction Policy**

Adopted Board Policy 2019.47- April 2019

GVA recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning-conducive environment possible.

### **Corporal Punishment**

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent excessive damage to property.

### **Acceptable and Unacceptable Staff/Student Behavior**

This policy is intended to guide all GVA staff in conducting themselves in a manner that reflects the high standards of behavior and professionalism required of school employees and to specify the boundaries between students and staff.

Although this policy gives direction, it is each staff member's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or school leaders.

For the purposes of this policy, the term “boundaries” is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing the boundaries of a student/staff relationship is deemed an abuse of power and a betrayal of public trust.

Some activities may seem innocent from a staff member’s perspective, but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct, harmful, or abusive. Staff must understand their own responsibility for ensuring that they do not violate the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Violations could subject the employee to discipline up to and including termination. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, student/staff interactions must have boundaries surrounding potential activities, locations and intentions.

**The following examples are not exhaustive lists:**

**Unacceptable Staff/Student Behaviors (Violations of this Policy)**

- (a) Giving gifts to an individual student that are of a personal and intimate nature.
- (b) Any type of inappropriate physical contact with a student. This includes but is not limited to; massages, lingering touches, squeezing, stroking of hair, touches to private body areas.
- (c) Intentionally being alone with a student away from the school.
- (d) Making or participating in sexually inappropriate comments, storytelling or jokes.
- (e) Seeking emotional involvement with a student for your benefit.
- (f) Becoming involved with a student such that a reasonable person may suspect inappropriate behavior.

**Acceptable and Recommended Staff/Student Behaviors**

- (a) Getting parents’ written consent for any off school property or after-school activities.
- (b) Emails, text, phone and instant messages to students must be very professional and pertaining to school activities or classes.
- (c) Keeping the door open when alone with a student.
- (d) Keeping reasonable space between you and your students.
- (e) Stopping and correcting students if they cross your own personal boundaries.
- (f) Keeping parents informed when a significant issue develops about a student.
- (g) Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
- (h) Involving your supervisor if conflict arises with the student or has the potential to become severe.
- (i) Making detailed notes about an incident that could evolve into a more serious situation later.
- (j) Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
- (k) Recommend asking another staff member to be present if you will be alone with a student.
- (l) Pats on the back, high fives and handshakes are acceptable.
- (m) Hugs of an appropriate nature, often student initiated, that are quick, non-sexual, and side to side when possible. For the purpose of this policy, the term “hug” is defined as a quick and appropriate embrace between a staff member and student as form of admiration, respect and/or care. GVA’s philosophy of Safe, Loved and Learning allows for safe interactions such as hugs in order to support students overall well-being and foster authentic adult interactions. Hugs should in no way be excessive, aggressive, lasting for a prolonged period of time.
- (n) Keeping your professional conduct a high priority.

This policy does not prevent: 1) touching a student for the purpose of guiding them along a physical path; 2) helping them up after a fall; 3) engaging in a rescue or application of Cardio Pulmonary Resuscitation (CPR) or

other emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self-defense or in the defense of another. Excessive force is prohibited.

### **Boundaries Reporting**

When any staff member, parent, or student becomes aware of a staff member (or volunteer, guest, vendor) having violated the boundaries specified in this policy, or has a strong suspicion of misconduct, he or she must report the suspicion to an Administrator promptly. Reasonable suspicion means something perceived in spite of inconclusive or slight evidence. It is based on facts that would lead a reasonable person to believe the conduct occurred. Prompt reporting is essential to protect students, the suspected staff member, any witnesses, and the school as a whole. Employees must also report to the administration any awareness of, or concern about, student behavior that crosses boundaries, or any situation in which a student appears to be at risk for sexual abuse. The Administrator will notify the Chief Executive Officer or designee promptly upon investigation.

### **Child Abuse / Sexual Abuse Reporting (Mandatory Reporting)**

If, within your professional capacity or within the scope of your employment, you observe or obtain possession of knowledge that a child has been a victim of child abuse or sexual abuse, or you reasonably suspect it, California Penal Code Section 11166 requires you to immediately report this information or suspicion directly to a child protective agency or the police. The report shall be made by phone immediately and a subsequent written report must be sent within 36 hours of your knowledge or suspicion of the abuse. Please refer to GVA policy resolution 2019.046 for detailed reporting requirements.

### **Investigating**

The Administrator will promptly investigate, document and report to the Chief Executive Officer or designee the investigation of any allegation of sexual misconduct or inappropriate behavior, using such support staff or outside assistance, as he or she deems necessary and appropriate under the circumstances. Throughout this fact-finding process, the investigating Administrator, and all others privy to the investigation, shall protect the privacy interests of any affected student(s) and/or staff member(s) including any potential witnesses, as reasonably as possible. The Chief Executive Officer or designee shall promptly notify the Governing Board in closed session of the existence and status of any investigations. Upon completion of any such investigations, the Chief Executive Officer or designee shall report to the Governing Board any conclusions reached. The Chief Executive Officer or designee shall consult with legal counsel, as appropriate, prior to, during, and after conducting any investigation.

### **Consequences**

Staff members who violate this policy will be subject to disciplinary action up to and including termination, and where appropriate, will be reported to authorities for potential legal action.

### **Non-Discrimination Statement**

GVA shall not discriminate against any student or employee on the basis of (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, religious affiliation, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in the California Penal Code or association with an individual who has any of the aforementioned characteristics).

The School adheres to all provision of federal law related to students with disabilities including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 (ADA) and the Individuals with Disabilities In Education Improvement Act of 2004 (IDEIA).

GVA is committed to providing a work and educational atmosphere that is free of unlawful harassment under Title IX of the Education Amendments of 1972 (sex); Title IV, VI, and VII of the Civil Rights Act of 1964 (race, color or national origin); The Age Discrimination in Employment Act of 1967; The Age of Discrimination Act of 1975; the IDEIA; and Section 504 and Title II of the ADA (mental and physical disability). GVA also prohibits sexual harassment, including cyber sexual bullying, and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, religious affiliation, creed, color, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age,

sexual orientation, or any other basis protected by federal, state, local law ordinance or regulation. GVA does not condone or tolerate harassment of any type, including discrimination, intimidation, or bullying, including cyber sexual bullying, by any employee, independent contractor or other person with which GVA does business, or any other individual, student, or volunteer. This applies to all employees, students, volunteers and relationships, regardless of position or gender. GVA will promptly and thoroughly investigate a complaint of harassment and take appropriate corrective action, if warranted. Inquiries, complaints, or grievances regarding harassment as described in this section, above, should be directed to the GVA Uniform Complaint Procedures (UCP) Compliance Officer:

Roop Pannu, Vice-Principal (209) 545-7500

### **Suspected Child Abuse**

All GVA staff members are mandated to report any and all known or suspected incidents of child abuse to Child Protective Services (CPS) as soon as practically possible. This mandate represents a legal and ethical responsibility to protect children and ensure that their physical, mental, and emotional needs are met and nurtured. This mandate also aligns with GVA's commitment to ensure that all students are safe, loved, and learning. As such, GVA staff accepts their responsibility as mandated reporters and will act in accordance to this mandate at all times and in all circumstances.

### **Homeless Students**

The term "homeless children and youth" means individuals who lack a fixed, regular and adequate nighttime residence due to economic hardship. It includes children and youths who (42 USC 11434 (a)):

1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
2. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
4. Runaway children or children who are abandoned; and
5. Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition of "homeless."

Homeless status is determined in cooperation with the parent or guardian. In the case of unaccompanied youth, status is determined by the School Liaison.

### **School Liaison**

The Chief Executive Officer or designee designates the following staff person, Vice Principal, Roop Pannu as the School Liaison for homeless students (42 USC 11432(g)(1)(J) & (e)(3)(C).). The School Liaison shall ensure that (42 USC 11432(g)):

1. Homeless students are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless students enroll in, and have a full and equal opportunity to succeed at Charter School.
3. Homeless students and families receive educational services for which they are eligible, including Head Start and Even Start programs.
4. Parents/guardians are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children is disseminated at places where children receive services, such as schools, shelter and soup kitchens.
6. Enrollment/admissions disputes are mediated in accordance with law, the Charter School charter and Board policy.
7. Parents/guardians are fully informed of all transportation services as applicable.
8. The School Liaison collaborates with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths.

For any homeless student who enrolls at GVA, a copy of the School's complete policy shall be provided at the time of enrollment and at least twice annually.

## **Bullying/Harassment**

Harassment is a violation of state and federal law as well as Federal Charter School policy. It can take the form of verbal or physical threatening and conduct of a racial or sexual nature. Such behavior will not be tolerated at Great Valley Academy. Examples of harassment include, but are not limited to, vulgar or obscene comments and/or jokes, unwelcome hugging or touching, referring to someone in demeaning terms, starting or spreading demeaning rumors about the life of another individual.

## **Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy**

***It is the policy of the State of California to afford all persons in public schools equal rights and opportunities in the educational opportunities of the state, regardless of their disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, association with a person or group with one or more of these actual or perceived characteristics, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of Penal Code (and as amended).***

Great Valley Academy Charter School believes that all students have a right to a safe and healthy school environment. Schools and their respective communities have an obligation to promote mutual respect, tolerance, and acceptance.

Great Valley Academy Charter School will not tolerate behavior that infringes on the safety or wellbeing of any student. As used in this policy, "discrimination, harassment, intimidation, and bullying" describe the intentional conduct, including verbal, physical, written communication, or cyberbullying, including cyber sexual bullying, that is based on the actual or perceived characteristics of disability, mental health condition, gender, gender identity, gender expression, nationality, race or ethnicity, religion, religious affiliation, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. In addition, bullying encompasses any conduct described in the definitions set forth in this policy. A student shall not intimidate, harass, discriminate against or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing, threatening, or name-calling; and social isolation or manipulation.

To the extent possible, the Charter School will make reasonable efforts to prevent student from being discriminated against, harassed, intimidated and /or bullied, and will take action to investigate, respond and address any reports of such behaviors in a timely manner. Charter School staff who witness acts of discrimination, harassment, intimidation, and bullying will take immediate steps to intervene, so long as it is safe to do so.

Moreover, the Charter School will not condone or tolerate misconduct prohibited by this Policy by any employee, independent contractor or other person with which Charter School does business, or any other individual, student, or volunteer. This policy applies to all employee, student, or volunteer actions and relationships, regardless of position or gender. Charter School will promptly and thoroughly investigate any complaint of such misconduct prohibited by this Policy and take appropriate corrective action, if warranted.

## **Title IX, Harassment, Intimidation, Discrimination and Bullying Coordinator ("Coordinator"):**

Russell Howell (Principal) or Roop Pannu (Vice-Principal) – (209) 545-7500

## **Prohibited Unlawful Harassment**

- Verbal conduct such as epithets, derogatory jokes or comments or slurs
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis
- Retaliation for reporting or threatening to report harassment
- Deferential or preferential treatment based on any of the protected classes above

## **Prohibited Unlawful Harassment under Title IX**

Title IX (20 U.S.C. § 1681 et. seq; 34 C.F.R. § 106.1 et. seq) and California state law prohibit harassment on the basis of sex. In accordance with these existing laws, discrimination on the basis of sex education institutions is prohibited. All persons, regardless of sex, are afforded equal rights and opportunities and freedom from unlawful discrimination in education programs or activities conducted by the Charter School. GVA is committed to provide a workplace and educational environment free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action.

Sexual harassment consists of sexual advances, request for sexual favors and other verbal or physical conduct of a nature when: (a) submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress; (b) submission to, or rejection of, the conduct by the individual is used as the basis or employment or academic decisions affecting the individual; (c) the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidation, hostile, or offensive work or educational environment; and/or (d) submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

It is also unlawful to retaliate in any way against an individual who has articulated a good faith concern about sexual harassment against him/her or against another individual.

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature
- Unwanted sexual advances, propositions or other sexual comments
- Sexual or discriminatory displays or publications anywhere in the workplace or educational environment

The above list is not to be construed as an all-inclusive list of prohibited acts under this policy.

## **Prohibited Bullying**

Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act. Bullying includes one or more acts committed by a student group or group of students that may constitute sexual harassment, hate violence, or creates an intimidating and/or hostile educational environment, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable pupil\* or pupils in fear or harm to that pupil's or those pupil's person or property.
2. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
3. Causing a reasonable pupil to experience a substantial interference with his or her academic performance.
4. Causing a reasonable pupil to experience a substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by GVA.

\*\*"Reasonable pupil" is defined as a pupil, including, but not limited to, an exceptional needs pupil, who exercises care, skill and judgement in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

**Cyberbullying** is an electronic act that includes the transmission of harassing communication, 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. Cyberbullying also includes breaking another person's electronic account and assuming that person's identity in order to damage that person's reputation.

**Electronic Act** means the creation and transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, or a communication, including, but not limited to, any of the following:

1. A message, text, sound, video, or image.
2. A post on a social network Internet Web site including, but not limited to:
  - a. Posting to or creating a burn page. A “burn page” means an Internet Website created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
  - b. Creating a credible impersonation of another actual pupil for the above. “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
  - c. Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. “False profile” means a profile of fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
3. An act of “Cyber sexual bullying” including, but not limited to”
  - a. The dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in definition or “bullying,” above. A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable for the photograph, visual recording, or other electronic act.
  - b. “Cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
4. Notwithstanding the definitions of “bullying” and “electronic act” above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

## **Grievance Procedures**

### **Reporting**

- GVA Charter School expects students and/or staff to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of misconduct prohibited by this policy, to immediately report such incidents to the Principal or Vice Principal (who will inform the Principal). For purposes of this policy, the Principal serves as the “Policy Coordinator” for implementation of this policy, and can be reached at (209) 545-7500. Staff members are required to intervene and report as indicated in this policy. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.
- Staff members that witness alleged acts of misconduct prohibited by this policy shall take immediate steps to intervene when safe to do so and call for assistance, as needed. Other members of the school community, including students, parents/guardians, volunteers, and visitors witnessing or experiencing bullying are strongly encouraged to report the incident to the Policy Coordinator; such reporting will not reflect on the target/victim or witnesses in any way.
- Students are expected to immediately report alleged acts of misconduct prohibited by this policy, as well as any other form of teasing or other verbal or physical abuse to the campus Principal or Vice-Principal (within 60 days of occurrence). Any student who feels she/he is a target of such behavior should immediately contact a teacher, counselor, principal, or staff person so that she/he can get assistance in resolving the issue consistent with this policy.
- While submission of a written report is not required, the reporting party is encouraged to use the report

form available in the Main Office. However, oral reports shall also be considered. Reports may be made anonymously, but formal disciplinary action cannot be based solely on anonymous information. Complaints regarding such misconduct may also be made to the U.S. Department of Education, Office of Civil Rights.

- GVA Charter School prohibits retaliatory behavior against any complainant or any participant in the complaint process.
- All supervisors of staff will receive sexual harassment training within six (6) months of their assumption of a supervisory position and will receive further training once every two (2) years thereafter. All staff will receive sexual harassment training and/or instruction concerning sexual harassment in the workplace as required by law. Great Valley Academy will also provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff members to build each school's capacity to maintain a safe and healthy learning environment.

### **Investigation**

- Each and every complaint of misconduct prohibited by this policy will be promptly and thoroughly investigated by the Policy Coordinator or designee, upon notification of the complaint. Students can rely on staff to investigate each complaint in the most confidential manner possible under the circumstances.
- At the conclusion of the investigation, the Policy Coordinator or designee will notify the complainant of the outcome of the investigation, including any actions necessary to resolve the incident/situation. However, in no case may the Policy Coordinator or designee reveal confidential student information related to other students, including the type and extent of discipline issued against such students.
- Complaints shall be investigated and resolved within (30) school days, unless circumstances reasonably require additional time.
- All records related to any investigation of misconduct prohibited by this policy will remain in a secure location in the District Office of Great Valley Academy.
- In those instances when the complaint filed under this policy also requires investigation under the Uniform Complaint Procedures, such investigation will be undertaken concurrently.
- The school will make reasonable efforts to keep a report of misconduct by this policy and the results of investigation confidential.

### **Consequences**

- Students or employees who engage in misconduct prohibited by this policy will be subject to disciplinary action.

### **Uniform Complaint Procedures**

- When harassment or bullying is based upon one of the protected characteristics set forth in this policy, a complainant may also fill out a Uniform Complaint procedures ("UCP") complaint form at any time during the process, consistent with the procedures laid out in this Handbook.

### **Appeal**

- Should the complainant find the Policy Coordinator's unsatisfactory, he/she may, within five (5) school days, file an appeal with the Designated Appeals Committee. In such cases, at least three (3) certificated School employees who are unfamiliar with the case and who have been previously designated and trained for this purpose shall be assembled to conduct a confidential review of the Complainant's appeal and render a final decision.

\*Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying, harassment, intimidation, or sex-based misconduct. Students who violate this policy are subject to disciplinary action up to and including expulsion.

Additionally, all staff, students and their parents will receive a summary of this policy prohibiting discrimination, harassment, intimidation, bullying, and violations of Title IX: at the beginning of the school year, as part of the student handbook and/or information packet.

**TITLE IX, HARASSMENT, INTIMIDATION, DISCRIMINATION & BULLYING**  
**COMPLAINT FORM**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Name of Person(s) you have a complaint against: \_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible: (i.e. statements, what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) Attach additional pages if needed.

I hereby authorize Great Valley Academy to disclose the information I have provide as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**To be completed by Great Valley Academy:**

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Follow up Meeting with Complainant held on: \_\_\_\_\_

### **Uniform Complaint Procedure (UCP) Annual Notice**

GVA has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying; complaints alleging violation of state or federal laws governing educational programs, including the charging of unlawful pupil fees and non-compliance with the Local Control Funding Formula.

GVA shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedure (“UCP”) adopted by our Governing Board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived characteristics of age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, genetic information, physical disability, mental disability, medical condition, marital status, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person’s association with a person or group with one or more of these actual or perceived characteristics, in any GVA program or activity that receives or benefits from state financial assistance.

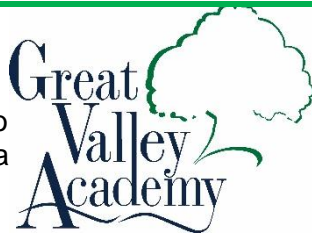
We are primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP.

#### **Programs and Activities Subject to the UCP (CDE Update 9/2020) - <https://www.cde.ca.gov/re/cp/uc/>**

- Child Care and Development Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under sections 200 and 220 and Section 11135 of the Government Code, including any actual or perceived characteristic as set forth in Section 422.55 of the Penal Code, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.
- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district
- Every Student Succeeds Act
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- School Plans for Student Achievement
- School Safety Plans
- Schoolsite Councils

And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) of the California Department of Education (CDE) or designee deems appropriate.

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following:



A fee charged to a pupil as a condition for a class or an extracurricular activity, regardless of whether the fee is for credit.

or classes, or as a condition for participation in a class or activity is elective or compulsory, or is

A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.

A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fee complaint shall not be filed later than one (1) year from the date the alleged violation occurred.

Complaints of noncompliance with laws relating to pupil fees are filed with a Principal of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees. Complaints other than complaints relating to pupil fees must be filed in writing.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within twelve (12) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the Principal or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within thirty (30) days from the receipt of the complaint. This thirty (30) day time period may be extended by written agreement of the complainant. The compliance officer responsible for investigating the complaint shall conduct and complete the investigation in accordance with California regulations and in accordance with GVA's procedures.

The complainant has a right to appeal GVA's Decision to the California Department of Education (CDE) by filing a written appeal within thirty (30) days of receiving the Decision. The appeal must include a copy of the complaint filed with the School and a copy of GVA's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying 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 GVA'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 UCP policy and complaint procedures shall be posted in every classroom and available free of charge in the Main Office. For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the complaint procedures, please contact the Principal.

\*To review the civil rights handbook for the child nutrition program, please visit <http://www.cde.ca.gov/ls/nu/cr/crfactsheet.asp>

## Uniform Complaint Procedure Discrimination/Harassment Complaint Reporting Form

In accordance with the Great Valley Academy's Uniform Complaint Procedures (5 CCR 4620) each school shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination, harassment, intimidation and bullying against any protected group. Protected groups are enumerated by Education Code §§ 200 and 220. It is the policy of the State of California, pursuant to Section 200, that all individuals shall enjoy freedom from discrimination and/or harassment of any kind in the educational institutions of the state. This also includes sexual harassment, which is a form of sexual discrimination (EC § 231.5).

### I. Contact Information:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work or Cell Phone: \_\_\_\_\_

### II. Complainant

You are filing this complaint on behalf of: ☐ yourself ☐ your child or a (student) ☐ another student ☐ a group  
If filing for someone other than yourself, please provide name, grade and date of birth: \_\_\_\_\_

### III. School Information

School Name: \_\_\_\_\_  
Principal's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### IV. Basis of Complaint:

Please check the following box(es), based on the type(s) of discrimination, harassment, intimidation and bullying you experienced,

For allegation(s) of noncompliance, please check the program or activity referred to in your complaint, if applicable:

- |   |  |
|---|--|
| <input type="checkbox"/> Education Opportunities to Foster/Homeless Youth |  |
| <input type="checkbox"/> Child Care & Development                         | <input type="checkbox"/> Special Education                     |
| <input type="checkbox"/> Child Nutrition                                  | <input type="checkbox"/> Migrant Education                     |
| <input type="checkbox"/> Consolidated Categorical Aid                     | <input type="checkbox"/> Physical Education Minutes            |
| <input type="checkbox"/> Local Control Accountability Plan                | <input type="checkbox"/> Pupil Fees for Educational Activities |

For allegation(s) of unlawful discrimination, harassment, intimidation or bullying, please check the basis or the unlawful discrimination, harassment, intimidation or bullying described in your complaint, if applicable:

- |   |  |  |  |  |
|---|--|--|--|--|
| <input type="checkbox"/> Age                                      | <input type="checkbox"/> Ancestry  | <input type="checkbox"/> Color               | <input type="checkbox"/> Disability (Mental or Physical) | <input type="checkbox"/> Ethnic Group Identification |
| <input type="checkbox"/> Medical Condition                        | <input type="checkbox"/> Gender/Gender Expression/Gender Identity  | <input type="checkbox"/> Genetic Information |  |  |
| <input type="checkbox"/> National Origin                          | <input type="checkbox"/> Race or Ethnicity   | <input type="checkbox"/> Religion            | <input type="checkbox"/> Sex (Actual or Perceived)       | <input type="checkbox"/> Marital Status              |
| <input type="checkbox"/> Sexual Orientation (Actual or Perceived) | <input type="checkbox"/> Based on association with a person or group with one or more of these actual or perceived characteristics |  |  |  |

## V. Details of Complaint

Please answer the following questions to the best of your ability. Attach additional sheets of paper if you need more space.

Please **describe** the type of incident(s) you experienced that led to this complaint, including the events or actions, in as much detail as possible:

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List the **individuals** involved in the incident(s) complaint of:

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List any **witnesses** to the incident(s):

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Describe the **location where** the incident(s) occurred:

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Please list **all the date(s) and times** when the incident(s) occurred or when the alleged acts first came to your attention:

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**What steps**, if any, have you taken to resolve this issue before filing a complaint? Have you spoken with GVA personnel, if so, who and when?

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Please provide copies of any written documents that may be relevant and supportive of your complaint. I have attached supporting documents. ☐ Yes ☐ No

\_\_\_\_\_  
Signature of Person Filing Complaint

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**To be completed by Great Valley Academy:**

Received by: \_\_\_\_\_

Date Filed: \_\_\_\_\_

Title: \_\_\_\_\_

**Please provide a duplicate copy to the complainant.**

### **Where to File a Complaint for Child Nutrition Program**

To file a program or Civil Rights complaint, please contact one of the following agencies listed below:

Great Valley Academy  
Civil Rights Coordinator  
3200 Tully Road  
Modesto CA 95350  
209-576-2283

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Child Nutrition Programs  
Civil Rights and Program Complaint Coordinator  
California Department of Education  
Nutrition Services Division  
1430 N Street, Room 4503  
Sacramento, CA 95814-2342  
916-323-8521 **or** 800-952-5609

**or**

USDA, Director, Office of Adjudication  
1400 Independence Avenue, Southwest  
Washington, D.C. 20250-9410  
866-632-9992

Federal Relay Service 800-877-8339 (English) or 800-845-6136 (Spanish)

**Note: The USDA will investigate and process all complaints of discrimination.**

All program complaints filed with the NSD are resolved at the state level. The NSD Complaint Coordinator logs the complaint, refers it to the appropriate program or Field Services Unit, and tracks it through resolution. The NSD reserves the right to conduct unannounced site visits to determine the validity of all allegations.

#### **Wheeled Items Policy**

Use of bicycles, skateboards, scooters or other similar vehicles are prohibited on campus during the school year. At the perimeter fence students will dismount and walk. GVA is not responsible for lost or stolen personal items brought to campus.

#### **Rational:**

Safety of everyone on campus is a primary value of GVA. Current practice for movement on campus sidewalks are to walk or skip.



## Great Valley Academy

### Student Use of Technology and Acceptable Use Agreement

New technologies are modifying the way in which information may be accessed, communicated and transferred. Those changes also alter instruction and student learning. The Great Valley Academy Charter School ("Charter School") offers students access to technologies that may include Internet access, electronic mail, and equipment, such as computers, tablets, or other multimedia hardware. The Charter School Governing Board intends that technological resources provided by the school be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning.

#### **Educational Purpose**

Use of Charter School equipment and access to the Internet via Charter School equipment and resource networks is intended to serve and pursue educational goals and purposes. Student use of the Internet is therefore limited to only those activities that further or enhance the delivery of education. Students and staff have a duty to use Charter School resources only in a manner specified in the Policy.

**"Educational purpose"** means classroom activities, research in academic subjects, career or professional development activities, Charter School approved personal research activities, or other purposes as defined by the Charter School from time to time.

**"Inappropriate use"** means a use that is inconsistent with an educational purpose or that is in clear violation of this policy and the Acceptable Use Agreement.

#### **Notice and Use**

The Charter School shall notify students and parents/guardians about authorized uses of school computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities. Before a student is authorized to use the Charter School's technological resources, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree not to hold the Charter School or any Charter School staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They shall also agree to indemnify and hold harmless the Charter School and Charter School personnel for any damages or costs incurred.

#### **Safety**

The Charter School shall ensure that all Charter School computers with Internet access have a technology protection measure that blocks or filters Internet access to websites that have no educational purpose and/or contain visual depictions that are obscene, constitute child pornography, or that are harmful to minors. While the Charter School is able exercise reasonable control over content created and purchased by the Charter School, it has limited control over content accessed via the internet and no filtering system is 100% effective. Neither the Charter School nor its staff shall be responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence.

To reinforce these measures, the Director or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. Staff shall supervise students while they are using online services and may have teacher aides, student aides, and volunteers assist in this supervision.

The Director or designee also shall establish regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication.

The Director or designees shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, maintaining the student's online reputation and ensuring their personal safety by keeping their personal information private, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying. Students are expected to follow safe practices when using Charter School technology.

Students shall not use the Internet to perform any illegal act or to help others perform illegal acts. Illegal acts include, but are not limited to, any activities in violation of local, state, and federal law and/or accessing information designed to further criminal or dangerous activities. Such information includes, but is not limited to, information that if acted upon could cause damage, present a danger, or cause disruption to the Charter School, other students, or the community. Damaging, debilitating or disabling computers, computer networks or systems through the intentional or overuse of electronic distribution or the spreading of computer viruses or other harmful programs shall be prohibited. Any unauthorized online access to other computers by means of hacking into other computers, downloading hacker tools such as port scanners and password crackers designed to evade restrictions shall also be strictly prohibited.

Student use of Charter School computers to access social networking sites is not prohibited, but access is limited to educational purposes only. To the extent possible, the Director or designee shall block access to such sites on Charter School computers with Internet access. The Director or designee shall oversee the maintenance of the Charter School's technological resources and may establish guidelines and limits on their use.

All employees shall receive a copy of this policy and the accompanying Acceptable Use Agreement describing expectations for appropriate use of the system and shall also be provided with information about the role of staff in supervising student use of technological resources. All employees shall comply with this policy and the Acceptable Use Agreement, in addition to any separate policies governing employee use of technology.

Student use of school computers, networks, and Internet services is a privilege, not a right. Compliance with the Charter School's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited and may be subject to discipline, including but not limited to suspension or expulsion per school policy.

## ACCEPTABLE USE

The Charter School believes that providing access to technology enhances the educational experience for students. However, student use of school computers, networks, and Internet services is a privilege, not a right. To make that experience successful for everyone, students must abide by the following terms and conditions:

1. **Security.** Students shall not impair the security of Charter School technology resources. Students are expected to:
  - a. Safeguard all personal passwords. Students should not share passwords with others and should change passwords frequently. Students are expected to notify an administrator immediately if they believe their student account has been compromised.
  - b. Access technology only with their account or with a shared account as directed by their teacher and not to allow others to use their account or to use the accounts of others, with or without the account owner's authorization.
2. **Authorized Use.** Students may use Charter School technology resources when directed by a teacher, when technology has been designated for open student use (e.g., computers in the library), and for other educational purposes.

**3. Protection Measures.** While the Charter School is able exercise reasonable control over content created and purchased by the Charter School, it has limited control over content accessed via the internet and no filtering system is 100% effective. Neither the Charter School nor its staff shall be responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. The student and parent agree not to hold the Charter School or any Charter School staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They also agree to indemnify and hold harmless the Charter School and Charter School personnel for any damages or costs incurred.

**4. Electronic Information Resources (Internet).** The Charter School recognizes the importance of providing student's access to Electronic Information Resources (Internet) in order to enhance and support age and grade appropriate school adopted instructional goals and standards. It is the Charter School's intent to protect students from inappropriate information but school personnel cannot screen all materials available on the Internet. Willful access to inappropriate material is a violation of school policy and may result in the revocation of network privileges and other disciplinary action consistent with the law and designated school rules.

#### Guidelines for Use of Electronic Resources (Internet)

- a. Be Polite: Never send or encourage others to send messages that are not polite. Use electronic resources wisely. Log off when you are finished.
- b. Use Appropriate, Respectful Language: In your messages, always use language that you know is appropriate and respectful.
- c. Privacy: Do not send any message that includes personal information such as your name, home address or phone number of yourself or any other person.
- d. Misuse: Report any misuse on the Internet to your teacher/principal.
- e. Electronic Mail (E-mail): Use e-mail for educational purposes only.
- f. Vandalism: Never move, delete, or trash any applications or files that are not yours.
- g. Information: Some information accessed by the use of electronic services may or may not be accurate. The Charter School makes no guarantees of any kind concerning the accuracy of information obtained online

**5. Inappropriate Use.** Charter School technology, hardware, software and bandwidth are shared and limited resources and all users have an obligation to use those resources responsibly. Students are provided access to the Charter School technology primarily for educational purposes. Students shall not use Charter School technology or equipment for personal activities or for activities that violate school policy or local law. These include but are not limited to:

- a. Playing games or online gaming.
- b. Downloading software, music, movies or other content in violation of licensing requirements, copyright or other intellectual property rights.
- c. Installing software on Charter School equipment without the permission of a teacher or other authorized Charter School staff person.
- d. Downloading, viewing or sharing inappropriate content, including pornographic, defamatory or otherwise offensive material.
- e. Conducting any activity that is in violation of school policy, the student code of conduct or local, state or federal law.
- f. Engaging in any activity that is harmful to other student(s), including the use of technology to harass, intimidate, bully or otherwise disrupt the educational process.
- g. Participating in political activities.
- h. Conducting for-profit business.
- i. Using hacking tools on the network or intentionally introducing malicious code or viruses into the Charter School's network.
- j. Using any software or proxy service to obscure either the student's IP address or the sites that the student visits.
- k. Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or other security measures.

I. Accessing or attempting to access material or systems on the network that the student is not authorized to access.

**6. No Expectation of Privacy.** Student acknowledges that computer equipment, Internet access networks, email accounts, and any other technology resources are owned by Charter School and provided to students for educational purposes. The Charter School may require staff to monitor and supervise all access to computer equipment, Internet access networks, and email accounts. To facilitate monitoring of activities, computer screens may be positioned so that they are visible to the staff member supervising the students. The Charter School reserves the right to access stored computer records and communications, files, and other data stored on Charter School equipment or sent over Charter School networks. Such communications, files, and data are not private and may be accessed during routine system maintenance; during inspection of Charter School equipment at the end of the school year/term or agree to use period; and review of individual files or monitoring of individual activity when there is a reasonable suspicion that the student is engaging in an inappropriate use.

**7. Disruptive Activity.** Students should not intentionally interfere with the performance of the Charter School's network or intentionally damage any Charter School technology resources.

**8. Unauthorized Networks.** Students may not create unauthorized wireless networks to access the Charter School's network. This includes establishing wireless access points, wireless routers and open networks on personal devices.

**9. Technology Systems/Equipment Care.** Students are not permitted to have food or drink near computers/other technology and must keep equipment and assigned areas free of vandalism.

**10. Consequences of Inappropriate Use.** Students who violate this Agreement will be subject to discipline which may include loss of access to Charter School technology resources and/or other appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws.

**11. Google Suite for Education.** Students will have access to and use G Suite for Education. G Suite for Education is a set of education productivity tools from Google Education Core including Gmail, Calendar, Docs, Classroom, and more used by tens of millions students and teachers around the world. Great Valley Academy students will use their G Suite accounts to complete assignments, communicate with their teachers, sign in their Chromebooks, and learn 21<sup>st</sup> century digital citizenship skills. For information on privacy regarding G Suite for Education, please visit [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html). By agreeing to the Student Use of Technology and Acceptable Use Agreement, you are providing permission for your student to use a G Suite for Education account.

After reading the Student Use of Technology Policy and the Acceptable Use Agreement, please complete the acknowledgement form to indicate your agreement with the terms and conditions provided. The signatures of both the student and parent/guardian are required before access may be granted to the technologies available. This document, which incorporates the Use Procedure, reflects the entire agreement and understanding of all parties.

## Morning Drop-off Procedures

Gates open at 8:05 am

**Lot A:** This lot is reserved for parents planning to park and walk their child to class. This is not a drop-off zone. **Only park in the area designated for GVA parking. Parking beyond this space is reserved for Modesto Christian parking ONLY at All TIMES.** This lot will not be accessible if it is full. There is handicap parking available nearby.

**Street Parking:** Parking is **NOT** allowed on Sisk Road. Please do not block entrances/exits/road ways. DO NOT park in front of Modesto Christian property.

**Drop-off zone:** Please utilize! We can accommodate more cars than ever in our new drop-off loop. The entrance is single lane. At the first turn, the road become two lane. The home stretch will accommodate three lanes of cars. Please follow the directions of any and all GVA staff members. Children must remain in cars until a GVA staff member opens their door and invites them out.

**Lot C (Office & Kids' Care):** This lot is reserved for parents planning to park and walk their child to class. This is not a drop-off zone. Lot C will utilize a separate entrance than that of the drop-off zone. Please follow the direction of lot attendants. **If attempting to exit prior to the end of drop-off time, you must do so as close to Sisk Road as possible.** Again, follow the direction of GVA staff stationed at the exit, as you must work in concert with the flow of traffic within drop-off. **Do NOT attempt to merge with drop-off traffic.**

**Lot E:** **If parking here in the a.m., you will not be allowed to exit until drop-off is complete at 8:30 am.** This lot is reserved for parents planning to park and walk their child to class. This is not a drop-off zone. Please follow the direction of lot attendants. Entrance to Lot E is accessed at the end of Sisk Road. Exit from Lot E is accessed via the drop-off home stretch.

**Kids' Care:** If your student arrives prior to 8:05am and does not attend a before school program (i.e., music), they will be sent to Kids' Care and parent/guardian will be charged according to the standard drop-in rates.

## **Afternoon Pick-up Procedures**

### **Gates open at 3:25 pm or 11:55 am (Fridays)**

GVA asks that all K-6 students be picked up at their classroom by a parent/guardian. If you wish to add individuals to your approved pick-up list, you may do so on the Contact Modification form found in the office.

**Junior High students:** Junior high students are released at the end of the day and do not require parental pick up from the classroom. Until routines are better established, junior high students are invited to wait for parents in the junior high quad area. It may be difficult to tell these students where to meet you, so you may choose to have them wait for you there. If the junior high student has a younger sibling, they are encouraged to go to their sibling's classroom to meet parents there. Please stress to your junior high child how important safety is, particularly regarding parking areas.

**Lot A:** This lot will best serve parents of 5<sup>th</sup> – 8<sup>th</sup> grade students who do not have younger GVA siblings. **Only park in the area designated for GVA parking. Parking beyond this space is reserved for Modesto Christian parking ONLY at All TIMES.** This lot will not be accessible if it is full. There is handicap parking available nearby.

**Street Parking:** Parking is **NOT** allowed on Sisk Road. Please do not block entrances/exits/road ways. **DO NOT** park in front of Modesto Christian property.

**Drop-off:** The drop-off loop will not be utilized after school for the first couple of weeks of school. This loop will be utilized for Curb Side Pick Up after families have been identified. Instructions for Curb Side Pick Up will be attached to your labeled tags.

**Lot C (Office & Kids' Care):** Lot C will utilize a separate entrance than that of the drop-off zone. Please follow the direction of lot attendants.

**Lot E:** **Lot E will not open until 3:30 pm.** Please follow the direction of lot attendants. Entrance to Lot E is accessed at the end of Sisk Road. Exit from Lot E is accessed via the drop-off home stretch.

**Kids' Care:** If your child is enrolled in after school Kids' Care, GVA staff will ensure that your child arrives promptly and safely. If your student is not picked-up by 3:45pm, they will be sent to Kids' Care and parent/guardian will be charged according to the standard drop-in rates.

# GVA SALIDA CAMPUS MAP

Great Valley Academy Salida Parking Lot Map

