



ENVISION ACADEMY MIDDLE GRADES

Panther Handbook Acknowledgement Form 2022-2023

Please sign and return to your child's advisor immediately.

*The following student has received a hard copy of the
Envision Academy Middle Grades Panther Handbook.*

*"We agree to follow the policies and agreements outlined in the
Envision Academy Middle Grades Panther Handbook 2022-2023."*

PRINT Student Name

Student Signature

PRINT Parent/Legal Guardian

Parent/Legal Guardian signature

Student Grade Level

Date

*This handbook is available on the EAMG website,
in hardcopy, and can be translated upon request.*



ENVISION ACADEMY MIDDLE GRADES

PANTHER HANDBOOK
2022-2023

2501 Chestnut Street, Oakland, CA 94607

(510) 473-3886

www.envisionacademy.org

Parent/Guardian Agreement - I understand and can:

- See that my student is punctual, attends school regularly and follows school policies
- Schedule vacations around the school calendar to maximize my student's learning opportunities
- Commit to check in with my student's advisor and support my student's success by:
 - Supporting the school in its efforts to maintain school discipline
 - Establishing a time for homework and check in with teachers
 - Providing a space for my student to study
 - Encouraging my student's efforts and for them to go to office hours as needed
- Keep the school aware of anything that could impact my student's safety and ability to be successful
- Stay aware of what my student is learning
- Attend parent conferences, exhibitions, portfolios, and Panther Family Meetings

Student Agreement - I understand and can:

- Follow all school rules
- Be on time
- Adhere to school policies
- Complete and turn in assignments
- Go to office hours when needed
- Advocate for myself when I need help
- Always try my best and have a growth mindset

Advisor/Teacher Agreement - I understand and can:

- Provide necessary assistance to parents so they can check on assignments
- Grade assignments within a reasonable time frame to provide adequate feedback to students and families about their progress in my class
- Encourage students and parents by providing information about student progress, growth areas and success
- Provide academic intervention strategies for students experiencing difficulty
- Be your student's point person and advocate if they are in my advisory
- Provide high quality instruction and curriculum

Principal Agreement - I understand and can:

- Work with the community to provide a safe environment that allows for positive communication between the teachers, parents and student
- Encourage teachers to regularly provide academic intervention strategies and homework assignments that will reinforce instruction
- Support the academic program and a college going culture
- Provide opportunities for parents to volunteer and participate
- Hold parent/ teacher conferences at the school twice a year to discuss school/ parent/ student agreements as it relates to their student's growth in the Panther Community

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WELCOME!

"We have to talk about liberating minds as well as liberating society." - Angela Davis

Hello Panther Students and Families!

My name is Mr. White and I am extremely honored and excited to be the next principal of Envision Academy Middle Grades. As a child of military parents, I moved around for a majority of my youth and young adult life. Upon moving to Oakland more than 15 years ago and learning more about the rich history of The Town I finally felt like I was home. For most of the last 12 years I have been serving students and families of Oakland as a middle school STEM teacher and middle school assistant principal. When I learned of the opportunity to continue serving Oakland middle school students and families as the principal of EAMG, I jumped at the opportunity.

I'd be remiss if I didn't mention the struggles of the past two years due to the pandemic. I'm well aware of the issues that the EAMG community dealt with and it is my hope that we are able to work together so that we can emerge as a stronger, more unified school community all working for the benefit of every EAMG student and family. I also have a lot to learn about the EAMG community and I am looking forward to learning more our families experiences, and their hopes and dreams for their students

This school year, in addition to working toward the Envision mission of transforming the lives of students – especially those who will be the first in their families to attend college – by preparing them for success in college, career, and in life, we will be focusing on 2 big rocks; creating a sense of belonging for all EAMG invested parties and working to develop the whole child—culturally, emotionally, physically, mentally, and academically. I'm so excited to meet all our EAMG students and families, and share more about our goals for this year.

Please feel free to contact me with any questions, concerns, or for additional information. I look forward to serving you this year.

Peace,
Mr. White
Principal, Envision Academy Middle Grades
nwhite@envisionacademy.org

If you have questions, concerns or comments, please do not hesitate to contact us! We can be reached at **(510) 473-3886**.

MISSION + VISION

All students graduate from Envision Academy Middle Grades as lifelong learners who embody the skills of critical thinking, leadership, criticality, knowledge (and love) of self and land, collectivism, and self-determination to affect positive change in this world.

- We create a safe and inclusive environment for all members of our school community by embodying the values of Community, Respect, Self-Discipline, Growth, and Justice.
- We support ALL students to reach their full potential in pursuit of success, justice, and liberation through a curriculum that honors the full range of contributions and experiences of People of Color, particularly Black, Brown, and Indigenous people.

Core Values

Our empowering and transformative learning community is rooted in the agreements we make to each other. Envision Students will practice and demonstrate the following core values

COMMUNITY
RESPECT
JUSTICE
SELF- DISCIPLINE
GROWTH

At the beginning of the school year, students will have the opportunity to generate descriptions of what each of these core values might look like in practice.

SCHOOL CONTACT AND SCHEDULE

School Contact Information

2501 Chestnut Street, Oakland, CA 94607

(510) 473-3886

www.envisionacademy.org

School to Home Communication

We do our best to see that the families of our students are well informed of all events and activities at the school. Here are some communication methods

- We have a monthly Parent Meeting and we send home a monthly newsletter through email. We also print out copies for those who do not have email access. Please let us know if you need printed copies.
- We utilize school messenger to send emails, texts, and phone calls to inform families of upcoming events and emergency messages.
- We utilize school messenger to notify families of attendance daily.

For the best access to our communication, it is imperative to keep the school informed of any changes regarding student information, including mailing addresses, email addresses, and telephone numbers. If any of your information changes, please reach out to Ms. Nia (our office manager) at (510) 473-3886 or knia-showers@envisionacademy.org.

Contacting Students at School

If you have an emergency at home, please call the office and we will get your child out of class. However, please consider the fact that we try not to interrupt classes in session and that we do not have the resources to serve as a message center for students. For this reason, we request that you not ask us to deliver messages to students except in emergencies.

If students need to make a phone call home during school hours, they should go to the main office to make the call. Please do not call or text your students during the school day. Students may only use their cell phones before or after school.

5TH & 6TH GRADE SCHEDULE

2022-2023

Period	5th & 6th Grade			Mon, Tue, Thurs		Friday	
	6A	6B	5th	Start Time	End Time	Start Time	End Time
Adv	Advisory			8:30 AM	9:00 AM	8:30 AM	9:15 AM
Per. 1	ELA	Social Studies	Math	9:00 AM	10:12 AM	9:20 AM	10:32 AM
Per. 2	Social Studies	Math	ELA	10:15 AM	11:27 AM	10:35 AM	11:47 AM
Lunch	Lunch	Lunch	Lunch	11:27 AM	11:47 AM	11:50 AM	12:10 PM
Recess	Recess	Recess	Recess	11:47 AM	12:07 PM	12:10 PM	12:30 PM
Per. 3	Math	ELA	Social Studies	12:10 PM	1:22 PM	12:35 PM	1:47 PM
Per. 4	Reading	Reading	DMA	1:25 PM	2:25 PM	1:50 PM	2:40 PM
Per. 5	DMA	DMA	Reading	2:28 PM	3:30 PM	2:43 PM	3:30 PM

Period	5th & 6th Grade			Wednesday (Min.)	
	6A	6B	5th	Start Time	End Time
Adv	Advisory			8:30 AM	8:45 AM
Per. 1	ELA	Social Studies	Math	8:48 AM	9:30 AM
Per. 2	Social Studies	Math	ELA	9:33 AM	10:15 AM
Per. 3	Lunch	Lunch	Lunch	10:18 AM	11:00 AM
Per. 4	PE	PE	DMA	11:03 AM	11:45 AM
Per. 5	DMA	DMA	PE	11:48 AM	12:30 PM
Lunch	Lunch (Grab & Go)			12:30 PM	12:50 PM

7TH GRADE SCHEDULE

2022-2023

Period	7th Grade		Mon, Tue, Thurs		Friday	
	7A	7B	Start Time	End Time	Start Time	End Time
Adv	Advisory		8:30 AM	9:00 AM	8:30 AM	9:15 AM
Per. 1	Math	Science	9:00 AM	10:09 AM	9:20 AM	10:25 AM
Per. 2	ELA	Social Studies	10:12 AM	11:21 AM	10:28 AM	11:33 AM
Per. 3	DMA/Art		11:24 AM	12:24 PM	11:36 AM	12:30 PM
Lunch	Lunch		12:27 PM	12:47 PM	12:30 PM	12:50 PM
Recess	Recess		12:47 PM	1:07 PM	12:50 PM	1:10 PM
Per. 4	Science	Math	1:10 PM	2:19 PM	1:13 PM	2:18 PM
Per. 5	Social Studies	ELA	2:22 PM	3:30 PM	2:21 PM	3:30 PM

Period	7th Grade		Wednesday (Min.)	
	7A	7B	Start Time	End Time
Adv	Advisory		8:30 AM	8:45 AM
Per. 1	Math	Science	8:45 AM	9:27 AM
Per. 2	ELA	Social Studies	9:30 AM	10:12 AM
Per. 3	PE		10:15 AM	10:57 AM
Per. 4	Science	Math	11:00 AM	11:42 AM
Per. 5	Social Studies	ELA	11:45 AM	12:30 PM
Lunch	Lunch (Grab & Go)		12:30 PM	12:50 PM

8TH GRADE SCHEDULE

2022-2023

Period	8th Grade	Mon, Tue, Thurs		Friday	
		Start Time	End Time	Start Time	End Time
Adv	Advisory	8:30 AM	9:00 AM	8:30 AM	9:15 AM
Per. 1	Social Studies	9:00 AM	10:09 AM	9:20 AM	10:25 AM
Per. 2	DMA /Art	10:12 AM	11:12 AM	10:28 AM	11:22 AM
Per. 3	Math	11:15 AM	12:24 PM	11:25 AM	12:30 PM
Lunch	Lunch	12:27 PM	12:47 PM	12:30 PM	12:50 PM
Recess	Recess	12:47 PM	1:07 PM	12:50 PM	1:10 PM
Per. 4	ELA	1:10 PM	2:19 PM	1:13 PM	2:18 PM
Per. 5	Science	2:22 PM	3:30 PM	2:21 PM	3:30 PM

Period	8th Grade	Wednesday (Min.)	
		Start Time	End Time
Adv	Advisory	8:30 AM	8:45 AM
Per. 1	Social Studies	8:45 AM	9:27 AM
Per. 2	PE	9:30 AM	10:12 AM
Per. 3	Math	10:15 AM	10:57 AM
Per. 4	ELA	11:00 AM	11:42 AM
Per. 5	Science	11:45 AM	12:30 PM
Lunch	Lunch (Grab & Go)	12:30 PM	12:50 PM

Closed Campus and Visitors

Students are to stay on campus from the time they arrive at school until they are dismissed. Students leaving campus without permission will be subject to appropriate school discipline (see Student Discipline Section).

Guest-students, siblings, friends, and other relatives may not attend class if they are not enrolled. All visitors must check-in at the front office and receive a visitor's pass prior to entering the school. This includes parents/guardians.

Visitors who do not comply with school policies will be asked to leave.

Drop-off/Pick-Up

Students will enter and exit campus through the main gate on 26th Street. Student drop-off and pick-up is between Adeline & 26th, alongside the campus. Students must be dropped off in the morning and picked up after school in this area. Students should not be dropped off or picked up near the corner of 24th & Chestnut Street (corner store).

Start of School & Drop off

All students may arrive anytime after 7:45 am which is when supervision begins. Students must be dropped off and enter at the main gate on 26th Street and head directly to the cafeteria. Students who arrive before 7:45 am will not be supervised.

All students on campus must go to the cafeteria. Students are not allowed into the classrooms at this time. Students are not allowed on the playground at this time. At 8:00am breakfast will be available and students will be allowed in the courtyard. At 8:30 am, instruction begins. If the student is arriving after 8:30 am, they should check-in in the front office.

School Dismissal & Pick-Up

For those students who are picked up at the end of the day, students must be picked up at the entrance on 26th Street.

- On a regular school day (Mon, Tues, Thurs, Fri), students must be picked up by 3:30 pm. If a student is not picked up by 3:30 pm, the student will be escorted to the front office to wait for their parent/guardian. Parent/Guardian will need to make contact with the front office.
- On Wed or any half-day, students must be picked up at 12:30 pm. If a student is not picked up by 12:30 pm, the student will be escorted to the front office to wait for their parent/guardian.
- If a student is involved in any after school activity, families must come onto the site to pick up their child unless they have explicit permission on file to leave campus on their own.

If you arrive after those times, you will need to check-in at the office where your child will be waiting. We do this in order to be able to supervise students. Please don't ask your children to wait anywhere off-campus. We only have adult supervision on our campus.

ATTENDANCE

At EAMG, we want every student to have the opportunity to attend college and meet their full academic potential. Therefore, it is important that all EAMG students are present in school on time, every day.

Reporting Absences

To report an absence, please send a written NOTE to the office within 24 hours immediately following the day of absence. The written note must include the date of the absence and a short explanation of the reason for the absence. Phone calls do not excuse absences; we are required to have written documentation. All absences will be marked AU (absence unexcused) until a valid note is received.

Valid Absences that may be Excused (Absence Excused: AE):

- Illness (a guardian may excuse fewer than 3 days; more than 3 days requires a doctor's note)
- Medical/Immunization/Dental appointments
- Funerals
- Religious holiday
- Court appearances

Absences that are unexcused (Absence Unexcused: AU):

- Unverified absences (no note)
- Leaving campus without permission or cutting class
- Personal reasons
- Vacation

Routine medical appointments should be made after school hours or on Wednesday afternoons.

Medical, Dental Appointments for Early Release

To ensure the safety of our students, please follow our system for requested early release during the school day:

1) Families are encouraged to make routine medical or other appointments before or after school hours. Keep in mind that Wednesday is a minimum day, and therefore Wednesday afternoons are the best times to make medical appointments. In the event that this is not possible, parents or guardians must send a note to the school office before students may leave the school grounds. If a student leaves campus without checking out with the office, the absence will be considered unexcused.

2) Send a note with your student to school. Your student will check-in at the front office before school to receive a hall-pass for the appropriate time. Your student must wait in the office at your agreed-upon meeting time for you to collect them. **NOTE:** You must come to the office to sign in and out for your child.

3) When students are returning from such appointments, they must check back in at the office before going to class. In order to excuse the absence, a doctor's note must be provided.

SART and SARB Attendance Review Procedures

Students who are absent for more than 10% of school days and/or who are Tardy Truant (late to school by 30 minutes or more) will be entered into EAMG's SART (School Attendance Review Team) and SARB (School Attendance Review Board) process, described below:

1. 3 absences in semester requires a phone call from school office
 - a. parent s will be notified daily of tardies through Call Fire
2. 5 absences in semester requires a letter home
3. 10 absences in a semester requires a conference with family
4. 15 absences in a semester and/or extenuating circumstances requires signing a SART contract
5. 20 absences in a semester requires a SARB hearing

For any students who do not meet the attendance goals agreed upon during SART and/or SARB meetings, EAMG and Envision Education may make a report to the Truancy Officers in the Alameda County District Attorney's Office.

Tardy Policy

It is essential that students arrive to class on time so that instructional time is maximized. It is also important to build a culture of consistency around an established academic culture. One of these simple yet critical cultural behaviors is attendance and arriving to class on time.

Being On Time

School Begins at 8:30 am every day. Students are expected to be in their classrooms at the start of the day.

During the school day, students have 3 minutes to pass between classes and get to class on time. Students should be seated and ready for learning by the start of class.

Morning Tardies (MT)

Students who are not in class at 8:30 am are considered tardy.

- All students who are late in the morning must check-in at the front office for a tardy pass.
- The student's guardian will be contacted.
- PowerSchool will be updated with "MT"

Morning tardies are only excused with a doctor's note on medical office stationery. There are no other excuses for morning tardies. Late buses are not an excuse. Traffic is not an excuse. If students are late due to their parents, families must find an alternate way to get their child to school on time.

If a student is more than 30 minutes late to school, it is considered a "tardy truant."

Tardies Between Classes

Students are expected to line up for their next class within the 3 minute passing period. They must be in class by the time their teacher closes the door. If they are outside the classroom when the door closes, they will be considered tardy, and it will be documented for future follow up as necessary to determine support.

Students who are late for periods during the school day will be marked tardy by their teacher. Tardies between classes are only excused with a note from a staff member.

Consequences for Tardies:

All unexcused tardies over will result in a "Tardy Time" - the length of which is determined by the number of tardies a student has for the week. This time may be office hours, detention, service around the school before/after school or at lunch, etc. to be approved by the Principal or Dean of Students.

- 1-3 tardies = 15 min
- 4-6 tardies = 30 min
- 7-9 tardies = 45 min
- 10-12 tardies = 60 min

Students will receive a "Tardy Time" of 30 minutes for each tardy truant. Students who are consistently more than thirty minutes late to school will have a family conference and may begin the truancy process.

Students who are consistently late between classes will also have a family conference and may be placed on a growth plan.

STUDENT HEALTH AND WELFARE

Meal Services



EAMG lunch is provided by Revolution Foods. We provide breakfast and lunch daily for free.

Be sure to complete the Mandatory Family Information Form (MFIF) at the beginning of the year.



Personal Surveys

We connect with thousands of our consumers every month to understand what you value and enjoy.



Crafted by Chefs

Our award-winning chefs call on their catering and restaurant experiences to craft delicious, culturally relevant meals.



Nutritionally-Balanced

With in-house dietitians, we ensure your meals always exceed federal dietary requirements.



Quality Ingredients

We source ingredients that meet our clean label standards, no matter where you are in the country.

Emergency Contact Forms

Each student must have an Emergency Card, available in the registration or re-enrollment online packet, completed by his/her parent/guardian. The form will be kept on file in the school office. The Emergency Form includes the following information:

- 1) Parent/Guardian complete names, address, and primary phone number
- 2) Parent/Guardian work and cell phone numbers
- 3) Name, address, and phone numbers of another adult who can be called in an emergency if parent/guardian cannot be reached
- 4) x

Please keep this information updated throughout the year to assist us in helping your children! Parents and guardians can update this information with their PowerSchool account and should let Ms. Nia know what updates need to be made on the hard copy of the emergency card (you can reach her at 510-473-3886 or knia-showers@envisionacademy.org).

Medications at School

Whenever possible, medication should be given at home. However, if your child needs to take medication during school hours, the school requires the following:

1. The parents must complete the form Physician's Authorization and Consent to Administer Medications. This form must be filled out each year.
2. The parent or guardian must bring all medication in its original container to the school for dispensing. (The medication cannot be brought to school in old or odd bottles, plastic bags, foil or envelopes.) Please remember to pick up your child's medication at the end of the school year.
3. Except with written permission, students may not keep medication in their backpacks, desks or clothing.
4. Students needing Epi-pen for allergic reactions, inhalers for the treatment of asthma or insulin for students with diabetes *may* be allowed to keep medication in their backpacks, desks or clothing if the parent and the physician have filled out and signed the above form.

It is also advised that the parents and physician fill out the School Asthma Action Plan and/or the Food Allergy Action Plan for students with either of these conditions. All forms are available in the school office.

Emergency Preparedness

An Emergency Action Plan governs what happens in the event of an emergency. The objective of the plan is to provide effective action to minimize injuries and loss of life among students and school personnel in case of disaster or emergency during school hours. The school principal, working in cooperation with county disaster officials, will make decisions and determine actions within the framework of student and employee safety.

In case of an emergency:

All students are to remain on campus. Based on the nature of the emergency, they will be instructed to:

1. Stand by (stay where they are)
2. Take cover
3. Evacuate buildings and assemble, with instructors, in prearranged areas.
 - a. Evacuation routes are provided to each classroom.
 - b. Under no circumstances will teachers release their students unless given directions to do so by the Principal.
 - c. Any adult calling for a student will be required to identify him/herself to an assigned staff member and be listed on the emergency contact information card before being allowed to take a student off-campus or out of the school.

ACADEMICS

Grading

We believe that grades are a way that we can provide feedback to our students in order to support their growth. We want students and families to be able to see how a student is doing in meeting the standards being taught in a course. Therefore, at EAMG, students will be graded based on curriculum standards:

Standards-Based Grades

In standards-based grading (SBG), grading is based on demonstration of mastery of grade level standards. Students attempt standards-aligned activities (projects, worksheets, quizzes, essays, presentations, etc.). Teachers assess the student output and choose the appropriate mastery level that was demonstrated.

Grading scales are 4-0 and reflect students' increasing skill. 1's indicate that students have little understanding of a concept, and consequently cannot demonstrate any mastery. When starting a new target, many students have no prior knowledge, and begin at 1. As students learn, they can demonstrate partial mastery, and score 2. Once they meet a target, they score 3. Typically 4's are used for students who exceed targets. M's indicate that the assignment is missing and is necessary to complete for assessing mastery of a standard. 0's will only be used at the end of the grading period, after multiple attempts to collect missing work from students (with parent/family assistance).

Middle Grades Grading Scale	
Value	Description
4	Exceeding Standards: Consistently meets most requirements for exceptional work related to course standards and demonstrates a deep level of knowledge and skill
3	Meeting Standards: Consistently meets most requirements for proficient work related to course standards and demonstrates grade level knowledge and skills.
2	Approaching Standards: Consistently meets some requirements for proficient work related to course standards and demonstrates some grade level knowledge and skills.
1	Attempting Standards: Consistently meets few requirements for proficient work related to course standards and demonstrates little grade level knowledge and skill.
M	Missing
0	Insufficient Evidence: Insufficient evidence has been gathered to indicate an accurate grade

Performance Assessments

At EAMG, we believe that students should demonstrate their learning. We do this through several culminating performance assessments, including: exhibitions, mini-presentations of learning, and 8th Grade portfolio defenses. These are high stakes and are exciting celebrations of each student's academic achievements and are designed to have families attend.

Exhibitions

An Exhibition is a culminating demonstration of student learning on a project that they have been working on in their classes. Exhibition topics will vary from year to year. Students will engage in Exhibitions in 6th, 7th, and 8th grade. Participation in Exhibition supports all students to develop their capacity to engage in the 8th Grade Portfolio Defense.

EAMG students will participate in 2 Exhibitions a year. The 1st Exhibition will occur in the fall semester and the 2nd during the Spring Semester. Students will prepare heavily for these events. Student attendance and dress code is mandatory.

Mini-Presentations of Learning

Mini-Presentations of Learning are an opportunity for students to reflect on their development in the Graduate Profile Core Competencies. This year, our Graduate Profile Core Competencies include: collectivism, self-determination, critical thinking, leadership, criticality, and knowledge (and love of) self and land. Students will have time during their advisory lab class (5th period) to prepare for their presentations, with the support of their co-advisors. The Mini-Presentations of Learning will be no more than 20 minutes including Q&A for students. The recommended time is 8-10 mins for presentation and 10-12 mins of Q&A. This builds toward the end of year Portfolio Defenses for 8th graders.

8th Grade Portfolio Defense

The 8th Grade Portfolio Defense is an exploration of student growth, demonstrating why they are ready to move to the 9th grade. For promotion from 8th to 9th grade, students must successfully pass their 8th Grade Portfolio Defense. The 8th Grade Portfolio is excellent preparation for high school, as all Envision Academy high school students must also engage in portfolios in their junior and senior years.

Promotion Requirements

EAMG students must demonstrate sufficient mastery in their courses to advance to the next grade level. At the end of the year, students who have earned a 1 or lower must attend summer school or an equivalent for that course.

Families will be kept informed of whether their student is not sufficiently mastering course requirements so that proper interventions and support can be provided and utilized. Family conferences are scheduled for twice a year and are an opportunity for families, students, and advisors to discuss academic progress. (If the student has a 504 or IEP, the team will meet to document next steps.) ***If an 8th grader has not passed their 8th-grade portfolio defense by the Monday of the last week of school, they may not participate in the promotion ceremony.***

Classroom Expectations

Students are expected to follow grade-level classroom norms/expectations that will be communicated in the first days of school. Each class will have their own community agreements that should be observed. In order to maintain bell-to-bell instruction, students will not be allowed to leave the classroom during the first or last ten minutes of class. Students should be present, engaged in their learning and advocate for what they need.

Progress Reports and Transcripts

EAMG strives to keep parents/guardians abreast of their student's academic progress and has established regular reporting periods. Parents and students may always check PowerSchool to check grades.

Progress reports are sent home with students on a bi-weekly basis. Mid-semester student-led conferences are scheduled during which time students review their progress with the parent/guardian and advisor. During the conference, copies of mid-term grade progress reports are distributed.

Official grades are issued at the end of each semester. The transcript includes an academic grade and report of attendance.

Academic Support

PowerSchool is our online attendance and grade-keeping tool that allows our faculty and families to quickly and accurately search student records. We encourage families and caregivers to use PowerSchool to check the status of the grades, attendance, and assignments.

Tiered Supports

Everyone learns differently and has unique learning needs. One way we work to ensure every student has the support they need to be successful is by providing tiered supports. We will work within a 3 tiered system this year:

- **Tier 1 – Universal Instruction (Whole Class):** The high-quality classroom instruction that all students receive. This tier encompasses best practices, differentiated instruction, and is constantly refined by what is working at Tier 2 and Tier 3.
- **Tier 2 – Targeted, Group Interventions (Office Hours):** The evidence-based supports provided to students who are identified as struggling with content and skills. Tier 2 interventions are typically implemented in small group settings, based on a similar need identified through assessment and for the sake of systematic efficiency.
- **Tier 3 – Intensive, Individualized Interventions (Assigned Small Groups):** The supports implemented for students not responding to Tier 2 supports. Tier 3 supports provide more frequent, intense, and individualized interventions.

Office Hours: In college, professors hold “office hours” to help students on an individual basis. At Envision Academy, we replicate this practice as a way of encouraging our students to reach out for extra help when they need it. Office Hours are available during Tiered Supports time (after school). Students receiving passing grades but feeling as though they need additional support in any course can attend a teacher's office hours. At times, teachers may require office hour attendance for students who are failing or are in need of extra help.

Academic Integrity Policy

Plagiarism and copying are serious offenses, they are stealing someone else's ideas and passing them off as your own. Students at Envision Academy who are caught in the serious act of plagiarizing from another student, from the internet, or from another's work will receive no credit for the assignment that they plagiarized and a referral. Given the severity of the case, there may be a family conference and additional disciplinary procedures.

EAMG takes academic integrity seriously. It is the responsibility of EAMG students to uphold the academic integrity policy. Plagiarism and cheating of any kind are not permitted. Students may not look at and/or copy from the test, assignment, or digital work of another person; students may not let anyone look at and/or copy from their own test, assignment, or digital work; and students may not offer verbal help or pass notes to other students regarding a test. ***By signing the handbook, Envision students make a commitment to completing their own work and maintaining high ethical standards.***

STUDENT SUPPORT AND DISCIPLINE

Back on Track Plan

EAMG strives to hold high expectations and redirect our students to meet those expectations when needed. EAMG knows that consistency is key in developing positive student behavior. Therefore, every classroom uses the same process when a student is not meeting behavioral expectations. These steps are intended to support a student to return to the learning in the classroom.

Back On Track:

- **Step 1** 1st Reminder (Verbal or Written)
- **Step 2** 2nd Reminder (Verbal or Written)
- **Step 3** Check-In (Panther Pause-see descriptions below)
----- if the same behavior continues -----
- **Step 4** Schedule Restorative Conversation*
----- if the same behavior continues -----
- **Step 5** Referral*

***After Class** → Restorative conversation and family communication

Note: Steps may be skipped due to egregious behavior

Panther Pause and Think Time

Panther Pause is an opportunity in the classroom for a student to reflect on what is getting in the way of their learning. Students quietly engage in a reflection in order to regain self-control. Students may take a break at times when they need it with permission of the teacher. They also may be asked to take a break by a teacher in order to support the student to get back on track with the learning.

Referrals

Students receive referrals after moving through our behavior management plan: Back on Track. Each time a student earns a referral, there will be a student conference with either the Dean of Students or Principal. In said conference, there are 2 components:

1. **Restoration:** The student will be provided opportunities to restore relationships between themselves and stakeholder(s) they have affected due to the behavior incident (apology, student contracts, community service, restitution, etc.)
2. **Reflection:** The student will be given opportunities to reflect about the decisions they made that led to the discipline (reflection sheets, role-playing, interviews, etc.) and will also have the opportunity to develop next steps for themselves.

Discipline must be viewed as an opportunity to teach and change behavior. Consequences must be strategically planned and intentionally implemented based on each student by need, the same way our school responds to a student who is struggling to learn academically.

If a student receives multiple referrals, there will be additional interventions explored with the student

and family such as behavior contracts, counseling services, and academic supports.

Restorative Practices

Restorative Practices describe an approach to school culture and discipline that focuses on repairing harm before assigning punishments. Teachers and students who are in conflict have a conversation about how their actions affected each other and what they can do to fix the situation. The method reduces punitive discipline and builds relationships that feed a positive school culture.

Restorative conversations ("restorations") are our primary system to model, teach, and practice desired behaviors with our students. When a student receives a restoration, they will also complete a reflection form that guides them through the process of:

1. Taking responsibility for our behavior
2. Acknowledging how our behavior affects others
3. Carrying out an accountable restoration

Repairing Harm

Adapted from the workbook: "Circle Forward" by Carolyn Boyes-Watson & Kay Pranis

If a member of our community causes a serious harm (one resulting in substantial physical or emotional damage), our administration will respond in a manner that ensures safety for all students, and provides an opportunity for the people involved to express their needs. The Circle is a process that seeks to attend to the whole person and to provide space for emotional, social, and moral development alongside the consequences required by our local and state policies. We believe that in addition to being held accountable to these consequences, our students can restore their place in our community, repair harms done or experienced, and learn valuable skills necessary for handling conflict in a more peaceful and productive manner in the future.

Smoking and Vaping

Smoking is not permitted by anyone on school grounds, including in the parking lot. This pertains to students, staff, family members, friends, community members, and the general public and is a federal mandate. This also includes vaping, vapor products and electronic cigarettes. Violators will be asked to extinguish, submit, or conceal their tobacco products within 100 feet of the campus.

Food and Drink

To maintain and promote a safe atmosphere, due to COVID-19 protocols, food and drinks will be allowed only during designated eating times and in designated eating locations. There is to be NO eating/drinking in classrooms. Students may eat a snack during passing periods and/or with teacher permission.

Dress Code

Student and staff dress should be appropriate for a positive learning environment.

1. Students cannot wear clothing with: violent language or images, images or language depicting drugs or alcohol (or any illegal item or activity) or the use of same, hate speech, profanity, images and/or language that create a hostile or intimidating environment based on any protected class, or gang related clothing (including bandanas).

2. Shirts with deep necklines, backs, midriffs and/or exposed sides, must not be worn
3. Jeans with rips and tears above the knee must not be worn
4. Student cannot wear clothing with visible underwear/undergarments or bathing suits of similar design
5. Students may not wear helmets or other headgear that obscures the face (except as a religious observance or medical need).
6. For safety reasons, students must wear closed toe shoes that can be used for physical education and during science labs, if necessary.

Students who are not in compliance with the dress code will be sent to the office to remove or change inappropriate garments. These garments will need to be picked up from the office by the student's parent/guardian. The office will keep t-shirts and sweats for students to change into, or the student's parent/guardian may bring a change of clothing. Repeated behavior of bringing or wearing inappropriate garments may result in a behavior contract. EAMG is not responsible for lost or stolen items.

Skateboards/Skates/Rollerblades/Razor Scooters/Bicycles

For safety reasons, riding or wearing anything with wheels will not be permitted anywhere on school grounds. Students will first be given a warning; if it happens again they will have the item(s) confiscated. Confiscated items will be brought to the office and a parent will have to pick them up.

Electronics

We want our community to be present with one another in order to build relationships. We believe in using technology to support our learning at EAMG. Therefore personal electronics of any kind (including but not limited to laptops, cell phones, Mp3 players, cameras, bluetooth speakers, v, tablets, etc) are not permitted from the start of the school day until the end of the school day. They must be kept put away throughout the day.

In particular, cell phones must be powered off and secured in the students backpack from the start through the end of the school day. If families or students need to contact one another, they may use the office phone.

Each morning, before advisory, students will power off their phones and place them into their backpack, where they will keep with them all day. As students are dismissed, they are allowed to power on and use their devices.

If the student is seen using their phone in class, the following steps will be taken:

1. **Step 1:** 1st reminder (verbal or written)
2. **Step 2:** 2nd reminder with phone call home(verbal or written)
3. **Step 3:** Student is sent to office to place phone in yondr pouch and have a conversation with the Dean or Principal and parents will be notified
 - a. 1st referral: Student will be placed on a Yondr pouch contract for 2 weeks
 - b. 2nd referral: Student will be placed on a Yondr pouch contract for the semester

*See image below for a visual



1. CASE

As you enter the phone-free area, your phone will be placed in a Yondr case.



2. LOCK

Once inside, the case will lock. You'll maintain possession of your phone at all times.



3. UNLOCK

To use your phone, step outside and tap it on any unlocking base.

If a student refuses to put their phone into a Yondr pouch after being placed on a Yondr pouch contract, a parent/guardian meeting will be scheduled to discuss a plan that will best support the students educational needs.

If a student does not keep their phone secured throughout the day, or intentionally causes damage to the Yondr pouch:

- 1st time: phone will be confiscated, family will be notified, and responsible for replacing the damaged item (\$25); phone will be returned to student at the end of the day
- 2nd time: phone will be confiscated and returned to parent/guardian in a family conference
- 3rd time: phone will be confiscated and returned to parent/guardian → student will then need to turn in their phone at the beginning of each school day and pick it up at the end of the day (phone contract)

Public Display of Affection

Students will not engage in public displays of affection (PDA) inappropriate for a school campus. This includes sitting on another's lap, open-mouth kissing, and/or excessive body-to-body contact. Students displaying excessive PDA will be given a warning, detention/restoration or referral if the behavior continues.

Cutting Class or School

If a student cuts class or school they will receive a referral and further disciplinary action may be applied. It will be marked as an unexcused absence.

Suspension and Expulsion Policy

At Envision Academy we engage in productive and academic behaviors in the classroom in order to prepare ourselves for college, career and life. Likewise, we understand that our behavior is our responsibility and strive to make choices that reflect our commitment to our goals of college and career preparedness.

The following pages spell out the general consequences in line with Envision Schools Suspension and Expulsion Policies and Procedures.

A student may be suspended or recommended for expulsion for prohibited misconduct if the act is related to school activity or school attendance occurring at anytime including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school-sponsored activity.

Students may be suspended or recommended for expulsion for any of the following acts when it is determined that the pupil:

- A. Caused, attempted to cause, or threatened to cause physical injury to another person.
- B. Willfully used force of violence upon the person of another, except self-defense.
- C. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
- D. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- E. Committed or attempted to commit robbery or extortion.
- F. Caused or attempted to cause damage to school property or private property, which includes, but is not limited to, electronic files and databases.
- G. Stole or attempted to steal school property or private property, which includes, but is not limited to, electronic files and databases.
- H. Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- K. Knowingly received stolen school property or private property, which includes, but is not limited to, electronic files and databases.
- L. Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- M. Committed or attempted to commit a sexual assault as defined in Penal code 261, 266c, 286,

288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4.

- N. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- O. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- P. Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, "hazing" does not include athletic events or school-sanctioned events.
- Q. Made terroristic threats against school officials and/or school property, which includes, but is not limited to, electronic files and databases. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property which includes, but is not limited to, electronic files and databases,, or the personal property of the person threatened or his or her immediate family.
- R. Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- S. Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- T. Intentionally harassed, threatened or intimidated school personnel or volunteers and/or a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the rights of either school personnel or volunteers and/or student(s) by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- U. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
 - 1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
 - i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student's or those students' person or property.

- ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
 - iii. Causing a reasonable student to experience substantial interference with his or her academic performance.
 - iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
- 2) "Electronic Act" means the creation or 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, of a communication, including, but not limited to, any of the following:
 - I. A message, text, sound, video, or image.
 - li. 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 Web site 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 purpose of having one or more of the effects listed in subparagraph (1) 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.
- 3) 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 a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
- 4) An act of cyber sexual bullying.
 - I. For purposes of this clause, "cyber sexual bullying" means 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 subparagraphs (i) to (iv), inclusive, of paragraph (1). 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 from the photograph, visual recording, or other electronic act.
 - li. For purposes of this clause, "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.
 - b. Notwithstanding subparagraphs (1) and (2) 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.
- V. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1)(a)-(b).

W. Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Executive Director or designee's concurrence.

Students *must* be suspended and recommended for expulsion for any of the following acts when it is determined that the pupil:

- a. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Director or designee's concurrence.

ATHLETICS

Mission & Guidelines

The mission of the Athletics Department is to allow student athletes the opportunity to compete at the highest level in their respective sport. We require our student athletes to be lifetime learners in the classroom and in competition. We expect our student athletes to be exemplary ambassadors of Envision Academy Middle Grades by providing outstanding citizenship on and off campus. Our goal is to promote the growth of character development & leadership training through Panther Athletics, while providing exciting games and fun for our student body and fans.

All student-athletes and families who choose to participate in our Athletics department must abide by the policies outlined in the “**Rules and Regulations for Participation Panther Athletics Program,**” which contains four sections:

1. Code of Ethics
2. Team Eligibility
3. Uniform, Equipment and Supplies
4. Agreements

Sports in 2022-2023 will be determined by the interest of our students and the guidance of public health officials.

Rules and Regulations for Participation Panther Athletics Program

Any violation of rules will result in the Student-Athlete's eligibility suspended pending a review and final determination from the administration. The student-athlete will be eligible to practice with the team during the suspended period, pending the determination & review from the administration. Student-Athlete's is unable to travel with the team or to participate in any games or scrimmages. Student-Athlete's can petition to be reinstated at the conclusion of the season but must gain permission from administration prior to the petition being filed. Any violation may result in separate consequences from the school administration. In addition, the school administration will have the prerogative to declare ineligible any member of a team or their respective parent/guardian who exhibits poor citizenship.

Athletics PART 1: CODE OF ETHICS

It is the duty of all concerned with Panther Athletics to emphasize the proper ideals of sportsmanship, ethical conduct and fair play. Student-Athletes and Parents are expected to respect the integrity and judgment of the officials, to show courtesy to the visiting team, and to recognize that an athletic contest is only a game, the purpose of which is to promote the physical, mental, moral, social and emotional well-being of the individual athletes.

Athlete's Code

1. I will follow all school rules and procedures while involved in Panther Athletics; I understand that I represent my school at all times. As stated in the Envision Academy Middle Grades Handbook and Code of Conduct, I will refrain from the use of drugs and alcohol. I will refrain from bringing drugs or alcohol or paraphernalia on school campus, and I will refrain from participating in any gang related activity, and I will refrain from fighting or bullying at school or any school sponsored event.
2. I will emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
3. I will show courtesy to the visiting teams and officials; I will accept the decision of all officials and/or referees.
4. I will understand thoroughly and follow the rules of the game.
5. I will remember that an athletic contest is only a game.
6. I will refrain from the use of profanity or "trash talking".
7. I will give allegiance to my Coach/Assistant Coach, who are the sole instructional authority for my team. I will discourage fans, fellow students, and parents from undercutting my Coach's authority.
8. I will not criticize my teammates.
9. I will refrain from any activity that may incite spectators.

Athletes Parent's Code

1. I will emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
2. I will remember that an athletic contest is only a game.
3. I will show courtesy to visiting team players, Coaches and league Officials.
4. I will not address playing time nor dictate playing time to the Coaching staff.
5. I will not criticize League Officials, direct abuse or profane language toward them or otherwise undermine their authority.
6. I will not indulge in criticism that would undermine the authority of the Coach/Coaching Staff. I will direct all of my criticism to the proper school administrative authority.
7. I will keep a positive outlook on the school's athletic program. Constructive criticism for the program will be directed to the Athletics Director or to the school administration.
8. I will request a meeting with the Athletics Director if concerns arise regarding operational team practices.
9. I will not enter onto the field or the court of play, stand on the sidelines, or yell from the bleachers to the Coach or provide instructions for my son / daughter or other members of the team.
10. I will comply with team discipline practices that are in line with school policies (i.e. detentions, referrals and suspensions)

Athletics Part 2: Team Eligibility

In order to be eligible to participate in sports the student must:

- Be enrolled as a full-time student.
- Must participate in all team practices (unless a student provides a doctor's excused absence).
- Come to school every day and on time in order to participate in game day activities.

Middle Grades Academic ELIGIBILITY TO BE ON THE TEAM

- No 0's or 1's
- While a team is in season or a club is active, students who receive 0's or 1's on any standards

or progress grades are **ineligible*** until the student improves the grade to a 2 or better, as reflected in the gradebook. Teachers can provide written notification to the Athletics Department **1 day prior** to game day, **for determination of eligibility**.

- - **Ineligible*** = must attend practices, **but will not play in games**.
 - **If a Student-Athlete is ineligible due to a referral, suspension or detention, your students will not be pulled out of school early to attend .**

Behavioral Eligibility to be on the team (Middle Grades):

- During the playing season student-athletes can receive the following consequences for escalating behavior:
 - - 1st, referral = 1 game suspension
 - 2nd, referral = 2 game suspension
 - 3rd, referral = suspension of remaining games & practices, Conference w/ AD, coach/club supervisor, Vice Principal and/or Principal to determine eligibility status.

Other information

- Coaches and Club Advisors track this data **weekly** to hold students accountable.
- Coaches and Club Advisors may have **stricter eligibility policies than the school-wide policy** i.e. ASB has a stricter policy.

Athletics Part 3: Equipment and Supplies

Each student is responsible for returning all equipment and uniforms issued to him/her at the conclusion of the playing season. The student will be charged a refundable security deposit (\$150.00) for all issued uniforms. Any damage, misuse or loss of equipment or uniforms will forfeiture the right to the deposit on file.

GENERAL INFORMATION

Mascot and Colors

The Envision Academy Middle Grades mascot is the Panther. Our school colors are purple and teal. Black, white, and gray will often appear as complementary or alternative colors.

Field Trips

Envision Academy Middle Grades always strives to make learning relevant. This entails frequent interaction with resources outside of our school. Therefore, parents will sign a Day Field Trip permission form when their student enrolls. Parents will be notified in advance when students will be taking a field trip and will receive additional forms and information regarding the specific details of the trip.

Security of Belongings

Every student is responsible for the belongings they bring with them to school. Please do not allow your child to bring valuables to school or more cash than necessary for lunch and snack. If there is a need to pay for an item at school, send a check made out to Envision Academy Middle Grades. If anything is stolen from your student, advise him or her to report it to a staff member, the Main Office, or the Principal immediately. Envision Academy Middle Grades is not responsible for personal items that are stolen at school.



TECHNOLOGY USE AGREEMENT

Computer and Internet access is available to Envision Academy Middle Grades. The Internet offers vast, diverse, and unique resources to our school community. Our goal in providing this service to students, staff, and administrators is to promote educational excellence through resource sharing and communication that is curriculum based.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Envision Academy Middle Grades has taken reasonable precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover inappropriate information. Envision Academy Middle Grades firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may obtain unsuitable material.

NETWORK AND INTERNET ETIQUETTE:

All users are expected to abide by the generally accepted rules of network etiquette:

- BE KIND. Never send or encourage others to send abusive messages.
- Use appropriate language.
- Do not monopolize the system.
- Do not download large files or stream music/video without prior authorization.
- Do not give out personal information about yourself or others, including name, address, or telephone number.
- Do not call attention to inappropriate material. Remove such material from the screen immediately.
- Note that electronic mail (e-mail) is not guaranteed to be private.
- All EAMG students should use their EAMG e-mail address when corresponding with staff and fellow students.

ACCEPTABLE USE:

The use of the school computers and the Internet must be in support of education and research and consistent with the educational objectives of Envision Academy Middle Grades. The following

represents **inappropriate** uses and may violate state or federal law:

- Using the network for commercial purposes (to make money)
- Using the network for political lobbying
- Using the network to inappropriately obtain or use personal information about others
- Using the network for destructive purposes (destroying or damaging property directly or via viruses or deleting software)
- Using the network for stealing from others (data, passwords, software programs, accounts, etc.)
- Using the network for gaining unauthorized access to any network or database
- Using the network to send/receive a message with someone else's name on it
- Using the network to send/receive a message that is inconsistent with Envision Academy Middle Grades's.
- Transmission of copyrighted material (software, text, graphics) and material protected by trade secret
- Transmission of threatening, harassing, racist, or obscene material
- Using the network for purposes unrelated to business or instruction (except incidental personal use)
- USING THE NETWORK TO ACCESS CHAT ROOMS, IRC, AOL INSTANT MESSENGER, AND OTHER SYNCHRONOUS MODES OF COMMUNICATION

All students at Envision Academy Middle Grades will sign a Technology Acceptable Use Agreement. Any student who is caught violating the acceptable use policy may receive a detention or a behavior referral depending on the severity of the misuse. Students may also lose their technology privileges for the rest of the Quarter. Students will then be placed on an acceptable use technology contract for the remainder of the school year.

RESPONSIBILITIES / LIMITS:

Envision Academy Middle Grades makes no warranties of any kind, whether expressed or implied, for the service it is providing and assumes no liability or responsibility for damages of any kind which the user may sustain as a result of using this internet service. This includes, but is not limited to, losses relating to delays in transmission, receipt, or interruptions in service. Envision Academy Middle Grades assumes no liability for the use or misuse of any information received or obtained via the network or the Internet. The user assumes all risk of such use or misuse. Envision Academy Middle Grades in no way assumes any liability for the accuracy or quality of any and all information received or obtained through the network or the Internet.

Chromebook Policy

At Envision Academy Middle Grades, we know that access to technology is a vital part of achieving our mission. Each student will have a school-issued chromebook to use throughout their time at Envision Academy Middle Grades. Students **must treat this chromebook with the utmost care because they will use the same chromebooks throughout the school year. Students and their family will be held responsible for the loss or damage of the chromebook.** Students should also be responsible for how they use their chromebook and the internet. When using school technology, students must be responsible because internet activity and communication is **not private**.

Below you will find excerpts from the Technology Agreement form all students and families must sign before students are given access to their Chromebook each year. For the entire Agreement Form, please contact the office.

Policies (Excerpt from Chromebook Policy)

- Each student will be assigned the same Chromebook within every classroom for the duration of their time at Envision Academy Middle Grades. Students are responsible for general care and maintenance of the Chromebook they have been issued. The purpose of the Chromebook program is to accelerate the learning of all students towards college-readiness as supported by teacher directions and instruction.
- Each student will have an assigned Chromebook and number within every course and the serial number/asset tag will be recorded. The Asset tag may not be modified or tampered with in any way.
- Students and parents must read and sign the "Technology Use/Loan Contract" before a Chromebook can be issued to the student.
- Students are not permitted to take chromes home without the approval from a teacher and administrator.

If Broken/Malfunctioning

If a Chromebook is broken or fails to work properly, the student must notify their teacher, and deliver the Chromebook to the office for a loaner chromebook.

The student is responsible to cover the cost of any damage caused by misuse, abuse or accidents not covered under the vendor warranty. Every effort will be made to repair the Chromebook. However, if a replacement is deemed necessary due to the misuse, abuse or accidents not covered under the vendor warranty, the student will be charged the replacement fee.

Envision Academy Middle Grades Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Also, never personally attempt to repair or reconfigure the Chromebook.

If Lost

If a Chromebook is lost, go to the office to file a report and receive a loaner Chromebook for the rest of the day. This report will be reviewed by administration for a meeting to discuss the details of the report. After all details of the lost Chromebook are understood by all parties, the student and family will be notified about next steps for obtaining a replacement. If the lost Chromebook is the result of student behavior or negligence, the student's family will be charged to replace the Chromebook.

Loaner Chromebooks

In the event that a student needs to receive a loaner Chromebook (in the case of a broken, malfunctioning, or lost Chromebook), students will need to follow the same policies, processes and expectations for their loaner chromebook.



BULLYING, HARASSMENT, DISCRIMINATION, AND INTIMIDATION

Overview

Envision Education ("Envision") believes all students have the right to a safe and civil learning environment. Discrimination, harassment, intimidation, and bullying are all disruptive behaviors which interfere with students' ability to learn, negatively affect student engagement, diminish school safety, and contribute to a hostile school environment. As such, Envision prohibits any acts of discrimination, harassment, intimidation, and bullying related to school activity or school attendance. This policy is inclusive of instances that occur on any area of the school campus, at school-sponsored events and activities, regardless of location, through school-owned technology, and through other electronic means, consistent with this policy.

As used in this policy, "discrimination, harassment, intimidation, and bullying" describe the intentional conduct, including verbal, physical, written communication, or cyber-bullying, that is based on the actual or perceived characteristics of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, 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.

To the extent possible, Envision will make reasonable efforts to prevent students 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. Envision 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.

Retaliation against any student who reports or provides information related to harassment or discrimination in violation of this policy is against the law and will not be tolerated. Intentionally providing false information, however, is grounds for discipline.

Policy Statement

Definitions

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, and including one or more acts committed by a student or group of students that constitutes sexual harassment, hate violence or creates an intimidating 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:

- A. Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- B. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- C. Causing a reasonable pupil to experience a substantial interference with his or her academic performance.
- D. 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 Envision.

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 into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Electronic act is the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network Internet Web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

Sexual and Gender-Based Harassment is harassment, whether sexual or otherwise, on the basis of sex, pregnancy disability, gender identity, or gender expression, are unlawful forms of harassment. Students in California are protected from discrimination based on their actual or perceived sexual orientation. Sexual orientation is defined as heterosexuality, homosexuality (gay/lesbian), and bisexuality.

Sexual Harassment

- Sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature constitute sexual harassment when:
- Submission to such conduct is made implicitly or explicitly a term or condition of educational development or participation in an educational program or activity;
- Submission or rejection of such conduct is used as a basis for education decisions affecting individuals; or
- Such conduct has a purpose or effect of unreasonably interfering an individual's work or educational performance, or creating an intimidating, hostile or offensive educational environment.

Sexual harassment in California also includes:

- Verbal harassment, such as epithets, derogatory comments, jokes, or slurs;

- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work or learning because of sex; and
- Visual harassment, such as derogatory cartoons, drawings or posters.
- Sexual advances of an Envision employee to a minor student or unwelcome sexual advances from student to student of either the same or opposite sex.
- Specifically, sexual harassment may occur as a pattern of degrading sexual speech or actions and may include, but is not limited to the following examples:
 - Vulgar remarks;
 - Sexually derogatory comments regarding a person's appearance;
 - Physical touching, pinching, patting, or blocking free movement;
 - Sexual propositions or advances;
 - Sexually suggestive or degrading posters, cartoons, pictures or drawings;
 - Offensive sexual jokes, slurs, insults, innuendos or comments; or
 - Physical assault.

Gender-Based Harassment

Gender-based harassment includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, although they are not necessarily sexual in nature. Prohibited conduct includes harassment of a student for exhibiting what is perceived as a stereotypical characteristic for her or his sex, or for nonconformance with stereotypical notions of masculinity and femininity.

Conduct that may constitute sex or gender-based harassment include:

- Disparaging remarks made or aggression towards a student because that person displays mannerisms or a style of dress perceived as indicative of the other sex.
- Hostility towards a student because that person participates in an activity more typically favored by a person of the other sex.
- Intimidating a student to discourage that student from enrolling in a particular area of study because of his/her gender.
- Ostracizing a student who wishes to participate in an extracurricular activity because that activity is more typically favored by a student of the other sex.
- Taunting a student who is struggling with a subject-area curriculum by insisting that students of that gender are "bad" at that subject area.

Reporting

All staff are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of discrimination, intimidation, harassment, or bullying, to intervene as soon as it is safe to do so, call for assistance, and report such incidents. The Board requires staff to follow the procedures in this policy for reporting alleged acts of bullying and harassment.

All other members of the school community, including students, parents/guardians, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy to the School Principal or Envision's Chief Academic Officer. While submission of a written report is not required, the reporting party is encouraged to use the report form available in the Main Office of each Envision school. However, oral reports shall also be considered. Reports may be made anonymously, but formal disciplinary action cannot be based solely on anonymous information.

Students are expected to report all incidents of discrimination, intimidation, harassment, bullying, teasing, or other verbal or physical abuse. 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.

Envision acknowledges and respects every individual's rights to privacy. To that end, consistent with legal requirements, all reports shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process to the greatest extent possible.

Envision prohibits any form of retaliation against any reporter in the reporting process, including but not limited to a reporter's filing of a complaint or the reporting of violations of this policy. Such participation shall not in any way affect the status, grades or work assignments of the reporter.

Investigation

Upon receipt of a report of harassment, intimidation, or bullying from a student, staff member, parent, volunteer, visitor or affiliate of Envision, the Envision Academy Middle Grades administration or Superintendent will promptly initiate an investigation. At the conclusion of the investigation, the Principal or Superintendent will notify the complainant of the outcome of the investigation. However, in no case may the Principal or Superintendent reveal confidential student information related to other students, including the type and extent of discipline issued against such students.

When appropriate, interim protections or remedies for the complainant, such as limitations on contact, alternative course schedules, and the like, may be recommended to the appropriate Envision administrator at any time during the process. However, if the complainant or accused are students, any change imposed to the classes, schedules, study programs, or activities of said students shall be equivalent to the classes, schedules, study programs, or activities in which they are currently engaged, such that the student(s) maintain the educational benefit from said class or program. The complainant will be kept informed of the status of the complaint, consistent with Envision's policy and applicable law.

Complaints shall be investigated and resolved within thirty (30) school days, unless circumstances reasonably require additional time in which case efforts should be made to complete the investigation in not longer than ninety (90) days.

The final determination of the Investigator's investigation shall result in a report which shall contain, at the minimum:

- 1) a statement of the allegations and issues;
- 2) the positions of the parties;
- 3) a summary of the evidence received from the parties and the witnesses; and
- 4) all findings of fact.

If the complaint involves a student, the Principal or designee shall notify the student's parent or guardian of the conclusion reached by the Investigation Team and the steps taken to address the needs (current and ongoing) and/or behaviors of the student(s) involved.

If the final determination is that bullying or harassment has occurred, a prompt, relevant and effective remedy shall be provided to the complainant and appropriate disciplinary action taken against the harasser.

An appropriate administrator will periodically follow up with the student harassed to ensure that she or he is not experiencing any recurring harassment or retaliation.

All records related to any investigation of discrimination, harassment, intimidation or bullying will remain in a secure location in the Main Office of the school.

In those instances when the complaint filed under this policy also requires investigation under the Uniform Complaint Procedures, such investigation will be undertaken concurrently. See Envision Board Policy 3003.

Appeal

Should the Complainant find the resolution unsatisfactory, he/she may within five (5) school days of the date of resolution, 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 disposition.

Bullying Behavior Chart

LEVEL ONE (warning/mediation/detention/referral depending on severity)					
Physical Bullying Harm to someone's body or property		Emotional Bullying Harm to someone's self-esteem or feeling of safety (including social media)		Social Bullying Harm to someone's group acceptance (including social media)	
Verbal	Nonverbal	Verbal	Nonverbal	Verbal	Nonverbal
Expressing physical superiority Blaming the victim for starting the conflict	Making threatening gestures Defacing property Pushing/shoving Taking small items from others	Insults Calling names Teasing about possessions, clothes, and physical appearance	Giving dirty looks Hand signals and insulting gestures	Gossiping Spreading rumors Teasing publicly about clothes, looks, relationships with boys/girls	Ignoring someone and excluding them from a group

LEVEL TWO
 (some of these behaviors are against the law)
 (referral & possible suspension)

Physical Bullying Harm to someone's body or property		Emotional Bullying Harm to someone's self-esteem or feeling of safety (including social media)		Social Bullying Harm to someone's group acceptance (including social media)	
<i>Verbal</i>	<i>Nonverbal</i>	<i>Verbal</i>	<i>Nonverbal</i>	<i>Verbal</i>	<i>Nonverbal</i>
Threatening physical harm	Damaging property Stealing Starting fights Pushing, tripping, or causing a fall Assaulting	Insulting family Harassing with phone calls Insulting your Size, Intelligence, Athletic ability, race, color, religion, ethnicity, gender, disability, or sexual orientation	Defacing school work or other personal property, such as clothing, locker, or books	Ostracizing using notes, Instant Messaging, e-mail, etc. Posting slander in public places (such as Writing Derogatory Comments About someone in the school bathroom)	Playing mean tricks to embarrass someone

LEVEL THREE
 (most of these behaviors are against the law)
 (referral, suspension & possible move to expulsion)

Physical Bullying Harm to someone's body or property		Emotional Bullying Harm to someone's self-esteem or feeling of safety (including social media)		Social Bullying Harm to someone's group acceptance (including social media)	
Verbal	Nonverbal	Verbal	Nonverbal	Verbal	Nonverbal
<ul style="list-style-type: none"> • Making repeated and/or graphic threats (harassing) • Practicing extortion (such as taking lunch money) • Threatening to keep someone silent: "If you tell, it will be a lot worse!" 	<ul style="list-style-type: none"> • Destroying property • Setting fires • Physical cruelty • Repeatedly acting in a violent, threatening manner • Assaulting with a weapon 	<ul style="list-style-type: none"> • Harassing you because of bias against your race, color, religion, ethnicity, gender, disability, or sexual orientation 	<ul style="list-style-type: none"> • Destroying personal property, such as clothing, books, jewelry • Writing graffiti with bias against your race, color, religion, ethnicity, gender, disability, or sexual orientation 	<ul style="list-style-type: none"> • Enforcing total group exclusion against someone by threatening others if they don't comply 	<ul style="list-style-type: none"> • Arranging public humiliation

*Source: US Department of Education. *Exploring the Nature and Prevention of Bullying*. Washington, DC: Office of Safe & Drug Free Schools.



SEXUAL HARASSMENT

Envision Academy Middle Grades is committed to maintaining a learning environment that is free of harassment. Federal and state law prohibit the unlawful sexual harassment of any student by any employee, student, or other person at school or at any school-related activity.

The principal or designee shall ensure that students receive age-appropriate information related to sexual harassment. Students shall be assured that they need not endure, for any reason, any harassment that impairs the educational environment or a student's emotional well being at school.

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. Any employee, who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser.

Students shall be informed that they should immediately contact a staff member if they feel they are being harassed. Within 24 hours, staff shall report complaints of sexual harassment to the principal. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

The principal or designee shall immediately investigate any report of the sexual harassment of a student. Upon verifying that sexual harassment has occurred, he/she shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of the harassment.

Envision Academy Middle Grades prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

COMPLAINT PROCEDURES

In order to promote fair and constructive communication, the following procedures shall govern the resolution of complaints:

1. Every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is made. Parents/guardians are encouraged to attempt to orally resolve concerns with the staff member personally.
2. If a complainant is unable or unwilling to resolve the complaint directly with the person involved, he/she may contact the principal or designee. If the complaint is against the principal then the

person can contact the Envision Schools office.

3. If a complaint cannot be resolved orally then it must be submitted in writing to warrant further action. If the complainant is unable to prepare the complaint in writing, administrative staff shall help him/her to do so.
4. A written complaint must include:
 - a) The name of each employee involved,
 - b) A brief summary of the complaint and the facts surrounding it, and
 - c) A specific description of any prior attempt to discuss the complaint with the employee and the failure to resolve the matter.
5. The principal will attempt to resolve the complaint to the satisfaction of the person(s) involved within 30 days.
6. The decision will be in writing.
7. The complainant may appeal a decision by the principal to the Envision Schools office. The Chief Executive Officer or designee will have 30 days from the receipt of the complaint to render a decision. The decision of the Chief Executive Officer or designee will be final.



STUDENT RECORDS AND FERPA

Family Educational Rights and Privacy Act¹ ("FERPA") provides that a parent has the right to inspect and confirm the accuracy of education records relating to his or her child. FERPA also restricts the access of outside parties to educational records. FERPA is contained in the United States Code: 20 U.S.C. §1232g. The Department of Education's FERPA regulations are contained in 34 C.F.R. Part 99.

FERPA applies to all public schools and any state or local education agency that receives Federal education funds. Compliance with FERPA is necessary if schools are to continue to be eligible to receive Federal education funds.

Policies/Annual Notification

Pursuant to Federal law, Envision Schools shall ensure the confidentiality of all pupil records. Parents/guardians are given annual notification as to the types of information designated as directory information. By a specified time after parents/guardians are notified of their review rights, parents may ask to remove all or part of the information on their child that they do not wish to be available to the public without their consent.

Educational Record Defined

An *educational record* is any written or computerized document, file, entry, or record regarding a student that is compiled by Envision Schools. Such information includes but is not limited to:

- a. Date and place of birth; parent and/or guardian's address, and where the parties may be contacted for emergency purposes.
- b. Grades, test scores, courses taken, academic specializations and school activities;
- c. Special education records;
- d. Disciplinary records;
- e. Medical and health records;
- f. Attendance records and records of past schools attended;
- g. Personal information such as, but not limited to, student identification numbers, social security numbers, photographs, or any other type of information that aids in identification of a student.

Directory Information Defined

Part of the education record, known as *directory information*, includes personal information about a student that can be made public, provided that a school has stated its policy regarding directory information in its FERPA policy. Directory information may include a student's name, address, and

telephone number, and other information typically found in school yearbooks or athletic programs. Other examples are names and pictures of participants in various extracurricular activities or recipients of awards, pictures of students, and height and weight of athletes. Release of directory information is allowed as outlined below.

Parental and Legal Guardian Rights

A parent and/or a legal guardian has the right to inspect and review his or her child's education records. If upon review, a parent or legal guardian discovers any information or notation that is factually inaccurate, he or she may request the school to amend the record. Envision Schools shall respond to this request in a reasonably prompt time period – generally within five (5) working days. This parental right does not include grades or educational decisions made by school personnel.

a. Request for Amendment of Education Record

Any request for an amendment to an education record must be made in writing and submitted within thirty (30) days of the discovery of the error. A request to amend any education record does not confer upon a parent or legal guardian a right to have any amendment made. The School will respond within ten (10) days of the receipt of the request to amend and the response will be in writing. If the request for amendment is denied, the School shall set forth the reason for the denial and will also note any objection to an adverse decision upon the record if so requested by the parent or legal guardian.

b. Copies

The School is not obligated to provide copies of any information unless providing copies is the only means of access and may charge reasonable fees for copies it provides to parents.

Disclosure of Education Records and Directory Information

Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's record. With the exceptions listed below, Envision Schools will not release educational records to any person or entity outside the school without the written consent of a parent or eligible student. However, FERPA authorizes Envision Schools to disclose records, without consent, to the following parties:

- a. School employees who have a legitimate educational interest as defined by 34 C.F.R. Part 99;
- b. Other schools to which a student is transferring;
- c. Certain government officials listed in 34 C.F.R. Part 99 in order to carry out lawful functions;
- d. Appropriate parties in connection with financial aid to a student;
- e. Organizations conducting certain studies for the school;
- f. Accrediting organizations;
- g. Individuals who have obtained lawful court orders or subpoenas;
- h. Persons who need to know in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Complaints

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Envision Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605**



UNIFORM COMPLAINT POLICY

The Envision Board recognizes that Envision Schools is responsible for complying with applicable state and federal laws and regulations governing educational programs.

Envision Schools shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on group identification, religion, age, gender, color, or physical or mental disability in any program or activity that receives or benefits from state financial assistance. Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs.

The Envision Board encourages the early, informal resolution of complaints at the school level whenever possible.

The Envision Board acknowledges and respects student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis.

The Envision Board prohibits retaliation in any form for the participation in complaint procedures, including but not limited to the filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

What is a complaint?

As authorized by California Code of Regulations, Title 5, sections 4600 – 4687

- A complaint is a written statement alleging discrimination, or a violation of a federal or state law within the following programs:
 - * Adult Education
 - * Career/Technical Education

- * Child Development
 - * Consolidated Categorical Aid
 - No Child Left Behind (NCLB)
 - State Compensatory Education
 - State Program for Students of Limited English Proficiency
 - School Improvement
 - Tenth-Grade Counseling
 - Tobacco-Use Prevention Education
 - Peer Assistance and Review
 - School Safety and Violence Prevention Act
 - * Migrant and Indian Education
 - * Nutrition Services
 - * Special Education
 - * Discrimination
 - * Harassment
 - * Civil Rights Guarantees
- Williams Settlement complaints regarding instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils, and teacher vacancy or misassignment may be filed anonymously. Schools shall have a complaint form available for these types of complaints. Schools will not reject a complaint if the form is not used as long as the complaint is submitted in writing.

Compliance Officers

The Envision Board designates the following compliance officer(s) to receive and investigate complaints and to ensure Envision's compliance with the law:

Javier Cabra, Chief Academic Officer
 111 Myrtle St., Suite 203
 Oakland, CA 94607
 (510) 451-2415
 (510) 451-2768 fax

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

Notifications

The Director or designee shall meet the notification requirements of 5 CCR 4622, including the annual dissemination of Envision's complaint procedures and information about available appeals, civil law remedies and conditions under which a complaint may be taken directly to the California Department of Education. The Superintendent or designee shall ensure that complainants understand that they may pursue other remedies, including actions before civil courts or other public agencies.

Procedures

The following procedures shall be used to address all complaints that allege that Envision has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4632.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance by Envision.

Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. (5 CCR 4630)

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, Envision staff shall help him/her file the complaint. (5 CCR 4600)

Step 2: Mediation

Within five days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the legal timeline for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

Step 3: Investigation of Complaint

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

Step 4: Response

Within 60 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the Envision investigation and decision, as described in Step #5 below. (5 CCR 4631)

Step 5: Final Written Decision

The report of the Envision decision shall be in writing and sent to the complainant. (5 CCR 4631) The

report of the Envision decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, Envision shall arrange a meeting at which a community member will interpret it for the complainant.

This report shall include:

1. The findings and disposition of the complaint, including corrective actions, if any. (5 CCR 4631)
2. The rationale for the above disposition. (5 CCR 4631)
3. Notice of the complainant's right to appeal the decision within 15 days to the California Department of Education, and procedures to be followed for initiating such an appeal. (5 CCR 4631, 4652)
4. For discrimination complaints, notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies (5 CCR 4631; Education Code 262.3)
5. A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved.

Appeals to the California Department of Education

If dissatisfied with the Envision decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the Envision decision. For good cause, the Superintendent of Public Instruction may grant an extension of filing appeals. (5 CCR 4652)

When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the Envision decision and must include a copy of the locally filed complaint and the Envision decision. (5 CCR 4652)

The California Department of Education may directly intervene in the complaint without waiting for action by Envision when one of the conditions listed in 5 CCR 4650 exists. In addition, the California Department of Education may also intervene in those cases where Envision has not taken action within 60 calendar days of the date the complaint was filed with Envision.



RIGHTS IN IDENTIFICATION, EVALUATION, ACCOMMODATION, & PLACEMENT

(Section 504 of the Rehabilitation Act of 1973)

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. Please keep this explanation for future reference.

You have the right to:

1. Have your child take part in and receive benefits from public education programs without discrimination because of his/her disabling condition.
2. Have Envision Academy Middle Grades advise you of your rights under federal law.
3. Receive notice with respect to Section 504 identification, evaluation and/or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have Envision Academy Middle Grades make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child educated in facilities and receive services comparable to those provided to non-disabled students.
6. Have your child receive exceptional education and/or related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (IDEA) [20 U.S.C. Chapter 33, P.L. 101-4761.
7. Have an evaluation, educational recommendation, and placement decision developed by a team of persons who are knowledgeable of the student, the assessment data, and any placement options.
8. Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by Envision Academy Middle Grades.
9. Examine all relevant records relating to decisions regarding your child's Section 504 identification, evaluation, educational program, and placement.
10. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records. Requests are to be submitted in writing.
11. Obtain a response from Envision Academy Middle Grades to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If Envision Academy Middle Grades refuses this request for amendment, Envision Academy

Middle Grades shall notify you within a reasonable time and advise you of your right to an impartial hearing.

13. Request mediation or file a grievance in accordance with Envision Academy Middle Grades's Section 504 mediation grievance and hearing procedures.
14. Request an impartial hearing regarding the Section 504 identification, evaluation, or placement of your child. You and the student may take part in the hearing and have an attorney represent you.
15. File a formal complaint with the U.S. Department of Education.

Office for Civil Rights, Region IX
50 United Nations Plaza - Room 322
San Francisco, CA 94102
(415) 437-8310

For information or concerns about Section 504 of the Rehabilitation Act of 1973 at Envision Academy Middle Grades contact the Vice Principal of Student Support



NOTICE OF NON-DISCRIMINATION

Envision Schools admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, athletics or other school- administered programs.

STUDENT AND CAMPUS SEARCH NOTICE

Overview

The occurrence of incidents that may include the possession of firearms, weapons, alcohol, controlled substances, or other items prohibited by law, or the breaking of school rules and regulations, jeopardizes the health, safety and welfare of students and may necessitate the search of students and their property, student use areas, student lockers (if used) and/or student automobiles and may necessitate the seizure of any illegal or unauthorized materials in the search.

A principal or designee may conduct a reasonable search of a student's person, property, school property under student's control, or vehicle when there is a reasonable suspicion that the search will uncover evidence that s/he is violating the law or school rules. This may include but is not limited to illegal substances, drug paraphernalia, weapons, or other objects or substances that may be injurious to the student or others. The scope of the search must be reasonably related to the objectives of the search and not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. Employees shall not conduct strip searches or body cavity searches of any student. The parent/guardian will be notified if the search of a student's person has taken place. This policy applies to field trips and other instances where students are not at the school site but participating in a school sponsored activity.

Seizure of Illegal, Unauthorized, or Contraband Materials

If the search yields illegal or unauthorized materials such materials shall be turned over to the proper legal authorities for ultimate disposition as appropriate. The student shall be given the opportunity to explain the presence of the removed item. Appropriate disciplinary action will be taken according to school policies.



SEARCH AND SEIZURE POLICY

Overview

The occurrence of incidents that may include the possession of firearms, weapons, alcohol, controlled substances, or other item of contraband prohibited by law, or Envision rules and regulations, jeopardizes the health, safety and welfare of students and may necessitate the search of students and their property, student use areas, student lockers and/or student automobiles and may necessitate the seizure of any illegal, unauthorized or contraband materials in the search.

Notice

Written notice of this policy shall be provided to students and their parents and/or guardians at the beginning of each school year and upon enrollment during the school year. This can be accomplished via a summary in the Student Handbook.

Student Searches

The principal or designee may search students and their personal belongings without their consent under the following conditions:

1. The principal had a reasonable suspicion that the search would turn up evidence of a crime or violation of school rules.
2. Articulable facts must support a reasonable suspicion that a search is justified. In no case shall a search be conducted based on mere curiosity, rumor or hunch. The facts should be well documented including time, date, and student(s) involved.
3. The scope of the search must be reasonable, based on what the administrator suspected when the search began; and may not be excessively intrusive in light of the student's age, sex, and nature of the infraction.
4. The need to maintain order in the school outweighs the student's legitimate right to personal privacy.

It is best to notify the student and have their consent before searching their personal belongings. If a student refuses to cooperate;

- ❖ Call the parents
- ❖ As a last resort, call the police. This is a judgment call based on the severity and/or danger of the situation.

If the student does not agree to a search other disciplinary measures that can be taken based on the situation.

Who may conduct a search?

A person of the same gender shall conduct any search of a student or their personal belongings and

must be conducted in the presence of another adult witness. At Envision this means:

A school administrator (Principal, Vice Principal) plus one additional staff person.

OR in situations that call for immediate action and an administrator is not present such as during field trips: 1) contact an administrator and 2) the Lead Teacher (of the same gender) in the presence of another staff member may conduct the search.

Written documentation of the search shall be kept and include the reasons for the search, the persons present, day and time of the search, and the objects found and the disposition made of them, and shall be kept in a secure location in an administrator's office.

The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search.

What can be searched?

- A student's person – a student can be asked to remove outer garments (sweaters/jackets, hats, shoes, empty their pockets, roll up pant legs, sleeves, etc).
- Personal effects (e.g. backpack, purse, bags, etc.) Ask the student to empty the contents in front you; you may examine the bag and feel for any non-empty pockets. You may also examine any of the contents. If the student refuses to empty the bag you may proceed with the inspection without their participation.
- Lockers/desks*
- Vehicles*

*Lockers and vehicles may be searched without prior consent of the student but the rule of "reasonable suspicion" applies.

In no case shall school administrators conduct a strip search. These types of searches are prohibited by law and require a student to remove or arrange their clothing to allow a visual inspection of the underclothes and the private parts of the student's body. If the situation is deemed to be of immediate threat to the students or staff, call the police.

A search of a group of students where no particular student within the group is suspected may be conducted only if there is reasonable suspicion of conduct imminently dangerous to students, others or school property.

Student use areas, including, but not limited to, instructional and recreational space, lockers, and parking lots are school property and remain at all times under the control of Envision. School administrators, for any reason, may conduct periodic general inspections of these areas of the school at any time without notice. Students should be present when a general inspection occurs. This policy shall also be in effect during school- sponsored field trips and other off-site school sponsored activities.

Seizure of Illegal, Unauthorized, or Contraband Materials

If the search yields illegal, unauthorized, or contraband materials, such materials shall be turned over to the proper legal authorities for ultimate disposition as appropriate. The student shall be given the opportunity to explain the presence of the removed item. Appropriate disciplinary action may be taken according to school policies.