

Dress

2023-2024 Envision Academy Student & Family Handbook Grades 6-12

1515 Webster Street Oakland, CA 94612

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www.envisionacademy.org



Panther Community Vision Statement, Agreements and Core Values 2022-2023

VISION STATEMENT

We, the staff and students at Envision Academy of Arts & Technology strive for community and personal and collective growth and success by living in physical, emotional, and intellectual well-being and safety and owning our learning, and through joyful, innovative, and empowering learning experiences.

CORE VALUES

- **Community:** We work hard and in harmony to create and sustain a community that embraces diversity, equity and positive, lasting change.
- **Respect:** We treat each other, ourselves and this land with respect.
- **Discipline:** We discipline ourselves in order to own our decisions and their outcomes.
- **Justice:** We are agents of change for social and restorative justice.
- **Growth:** We are committed to lifelong learning and personal growth, whether through success or failure.

PARENTS/GUARDIANS AGREEMENT

I understand and can...

- Make sure my student is punctual, attends school regularly and follows the dress code policy.
- Schedule vacations around the school calendar to maximize my student's learning opportunities.
- Commit to check in with teachers and support my student's success by:
 - Supporting the school in its efforts to maintain school discipline.
 - Establishing a time for homework and checking 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 the EA Vision, Mission and what my student is learning.
- Voluntarily donate 15 hours to the school by attending parents/guardians conferences and exhibitions, and Panther Family Association Meetings, providing tutoring or mentoring to students, and/or supporting students in the Wellness Center. Tutoring, Mentoring or supporting in the Wellness Center will require a one hour professional development training. Families completing this over the course of the year will be entered into an annual drawing for a \$500 gift card

STUDENT AGREEMENT

I understand and can...

- Follow all school rules, be on time, and adhere to the dress code and electronics policy.
- Complete and return assignments in a timely manner.

- As a High School student, I only use my cell phone/electronics before school, during lunch, and after school, or with teacher permission but not at any time during a class period whether in or out of a class.
- As a Middle Grades student, I **refrain** from using my cell phone from when I enter school and until I leave school without teacher permission.
- Attend office hours when needed/assigned.
- 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/guardians so they can check on assignments.
- Grade assignments within a two-week time frame and provide actionable feedback to students and families about their progress in my class.
- Encourage students and parents/guardians by providing information about student progress, growth areas and success.
- Provide timely, reasonably and equitable academic intervention strategies and opportunities for students experiencing difficulty.
- Establishing a time for regular check-ins and communication with students and families.
- Be my student's point person and advocate if they are in my advisory.
- Provide high quality and equitable grade-level instruction and curriculum.

ADMINISTRATOR AGREEMENT

I understand and can...

- Work with the community to provide a safe environment that allows for positive communication between the teachers, parents/guardians and student
- Encourage teachers to regularly provide academic intervention strategies and homework assignments that will reinforce instruction
- Provide resources to support the academic program and a college going culture
- Provide opportunities for parents/guardians to volunteer and participate

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WELCOME!

Welcome! We are a Community that is based in respect, discipline, and justice for the growth and success of each student. Students graduating from Envision Academy graduate with the ability to choose their options going forward whether that be college, career and technical education, or directly into the workforce. As such, we are tenacious in ensuring that students' experiences are based in a Pro-Black stance that prepares all students to face and be successful on their terms in a society that is frequently antagonistic toward or, at least, not designed for their success.

At Envision Academy we are unapologetic about our mission and thrilled to engage our students in the best education for them.

How do we do this? First, we believe that each individual should develop a set of values and competencies that guide their lives. For us, these are found in our values: Community, Respect, Discipline, Justice, and Growth. However, we like to say it as, "EA Panthers: In Community lived with Respect Discipline & Justice for Growth and Success!" And the competencies we focus on from 6th to 12th grades, are in our Envision Schools Graduate Profile, which is demonstrated at the 8th, 10th, and 12th grades.

At Envision Academy, we build a community where we love learning, crave excellence, and access our agency. Upon graduation, our students possess:

- the knowledge and academic skills necessary for success in college;
- a mastery of leadership skills necessary for responsible, active citizenship;
- the artistic and technological skills necessary for success in the 21st century workplace

The hope is this handbook not only serves to inform you and your family of our policies, procedures and expectations but also creates a bridge of communication and belief that we want the best for everyone in our community and will work together to produce just that: the best.

Please review and discuss this handbook closely with your child(ren). Once that is done, please sign the Acknowledgement and Commitment Form and **return them to your child's advisor by the end of the first week of school.**

If you have questions, concerns or comments, please do not hesitate to contact us! We can be reached at 510-596-8901. We look forward to working, learning and growing with you this year!

In Community,

Thomas J. Kadelbach,
Principal

Kevin Hoffman,
Vice Principal

Sarata Sesay
Dean of Students

Vision

Envision Academy

We, the staff and students at Envision Academy of Arts & Technology strive for community and personal and collective growth and success by living in physical, emotional, and intellectual well-being and safety and owning our learning, and through joyful, innovative, and empowering learning experiences.

Community Agreements

Rather than a long list of rules to govern our interactions, members of the Envision Academy Learning Community, students, staff, parents/guardians, and members of our broader adult community (e.g., volunteers, mentors, guests, etc.) agree to the following guidelines:

Community Agreements

PANTHER CODE

When we are in **COMMUNITY**

We show **RESPECT** to ourselves, others, and the land

Through **SELF-DISCIPLINE**

In service to learning and **GROWTH**

So that we can all work toward **JUSTICE**

SCHOOL CONTACT AND SCHEDULE

1515 Webster Street Oakland, CA 94612

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Bell Schedule

ENVISION of ARTS & TECHNOLOGY **ACADEMY**

2023-2024 Bell Schedule
Middle Grades & High School



Middle Grades - 6-8						High School - 9-12					
Time of Day	Monday	Tuesday	Wednesday	Thursday	Friday	Time of Day	Monday	Tuesday	Wednesday	Thursday	Friday
Period Length	55 min classes	85 min classes	85 min classes	55 min classes	55 min classes	Period Length	55 min classes	90 min classes	90 min classes	55 min classes	55 min classes
8:00	Breakfast (8:00-8:25)	Breakfast (8:00-8:25)	Breakfast (8:00-8:25)	Breakfast (8:00-8:25)	Breakfast (8:00-8:25)	8:00	Breakfast (8:00-8:25)	Breakfast (8:00-8:25)	Breakfast (8:00-8:25)	Breakfast (8:00-8:25)	Breakfast (8:00-8:25)
8:30	Period 1 (8:30-9:25)	Period 6 (8:30-9:55)	Period 2 (8:30-9:55)	Period 1 (8:30-9:25)	Period 6 (8:30-9:25)	8:30	Period 1 (8:30-9:30)	Period 6 (8:30-10:00)	Period 2 (8:30-10:00)	Period 1 (8:30-9:30)	Period 6 (8:30-9:30)
9:00				Period 2 (9:30-10:25)	Period 5 (9:30-10:25)	9:00				Period 2 (9:35-10:30)	Period 2 (9:35-10:30)
9:30	Period 2 (9:30-10:25)	Period 5 (10:00-11:25)	Period 1 (10:00-11:25)	Period 2 (9:30-10:25)	Period 5 (9:30-10:25)	9:30	Period 3 (10:35-11:30)	Period 5 (10:05-11:35)	Period 1 (10:05-11:35)	Period 2 (9:35-10:30)	Period 5 (9:35-10:30)
10:00				Period 3 (10:30-11:25)	Period 4 (10:30-11:25)	10:00				Period 3 (10:35-11:30)	Period 3 (10:35-11:30)
10:30	Period 3 (10:30-11:25)	Period 5 (10:00-11:25)	Period 1 (10:00-11:25)	Period 3 (10:30-11:25)	Period 4 (10:30-11:25)	10:30	Advisory (11:35-12:15)	Advisory (11:40-12:15)	Advisory (11:40-12:20)	Period 3 (10:35-11:30)	Period 4 (10:35-11:30)
11:00				Lunch (11:25-11:55)	Lunch (11:25-11:55)	11:00				Lunch (12:15-12:45)	Lunch (12:15-12:45)
11:30	Lunch (11:25-11:55)	Lunch (11:25-11:55)	Advisory (11:30-12:10)	Lunch (11:25-11:55)	Lunch (11:25-11:55)	11:30	Period 4 (12:50-1:45)	Advisory (11:40-12:15)	Advisory (11:40-12:20)	Advisory (11:35-12:15)	Advisory (11:35-12:15)
12:00	Advisory (12:00-12:40)	Advisory (12:00-12:40)	Office Hours (12:10-12:55)	Advisory (12:00-12:40)	Advisory (12:00-12:40)	12:00				Period 5 (1:50-2:45)	Lunch (12:20-1:00)
12:30	Period 4 (12:45-1:40)	Period 4 (12:45-2:10)		Lunch (12:55-1:30)	Period 4 (12:45-1:40)	Period 3 (12:45-1:40)	12:30	Period 6 (2:50-3:45)	Period 3 (2:20-3:45)		
1:00			Period 5 (1:45-2:40)	Period 3 (2:15-3:40)	Period 4 (12:45-1:40)	Period 5 (1:45-2:40)	Period 2 (1:45-2:40)			1:00	Period 6 (2:50-3:45)
1:30	Period 6 (2:45-3:40)	Period 3 (2:15-3:40)				Period 4 (12:45-1:40)	Period 6 (2:45-3:40)	Period 1 (2:45-3:40)	1:30	Period 6 (2:50-3:45)	
2:00			Period 6 (2:45-3:40)	Period 3 (2:15-3:40)	Period 4 (12:45-1:40)		Period 6 (2:45-3:40)	Period 1 (2:45-3:40)	2:00		Period 6 (2:50-3:45)
2:30	Period 6 (2:45-3:40)	Period 3 (2:15-3:40)				Period 4 (12:45-1:40)	Period 6 (2:45-3:40)	Period 1 (2:45-3:40)	2:30	Period 6 (2:50-3:45)	
3:00			Period 6 (2:45-3:40)	Period 3 (2:15-3:40)	Period 4 (12:45-1:40)		Period 6 (2:45-3:40)	Period 1 (2:45-3:40)	3:00		Period 6 (2:50-3:45)
3:30	Period 6 (2:45-3:40)	Period 3 (2:15-3:40)				Period 4 (12:45-1:40)	Period 6 (2:45-3:40)	Period 1 (2:45-3:40)	3:30	Period 6 (2:50-3:45)	
4:00			Period 6 (2:45-3:40)	Period 3 (2:15-3:40)	Period 4 (12:45-1:40)		Period 6 (2:45-3:40)	Period 1 (2:45-3:40)	4:00		Period 6 (2:50-3:45)

*See www.envisionacademy.org for the annual calendar and additional information

School to Home Communication

At Envision Academy we do everything we can to see that the families of our students are well informed of all events and activities at the school. We regularly send emails with announcements, activities, reminders, volunteer requests, and more. It is imperative that parents/guardians not only provide a working email address but also check it regularly. This helps us build a community of safety, transparency and support.

In addition, we have a call fire system used to inform parents/guardians of upcoming events, as well as

occasional emergency messages. For access to our communication, it is imperative to keep the school informed of changes regarding student information, including mailing address, email address, and telephone numbers.

Drop-Off / Pick-Up

Drop-off and Pick-Up is at Webster Street entrance.

Drop-Off and Pick-up

Our **students** may arrive anytime after 8:00 am, which is when supervision and breakfast begins.

START OF THE DAY: All students start their day in their 1st period class, which begins promptly at 8:30 AM.

PICK-UP: All students who are not in a sport/club, performing restorative work, or working with a teacher have 15 minutes to leave the campus, be picked-up, or take public transportation home. This is by 4:00 PM on Monday, Tuesday, Thursday and Friday. On Wednesdays, students should be out of the building by 1:10 PM.

Student Drivers

All students who are 16 years of age and have a valid California Driver’s License are allowed to drive to school as a matter of privilege, not a right.

Students should arrive at school no earlier than 8:00 AM and must leave school within 15 minutes after school ends, unless accompanied by an adult, attending office hours, or attending a school sanctioned event. The school currently does not have a student parking lot, and street parking surrounding the school is largely metered by the hour and regularly patrolled by parking enforcement. Students are encouraged to refill parking meters in between classes, making sure to inform the front office before leaving campus.

California Law states that a student who has had their license for **less than 12 months** may not give anyone under 20 years old (friend, sibling, cousin, etc.) a ride unless they have a licensed parents/guardians or other adult 25 years old or older in the car with them. School administration will discuss driver responsibility as needed with any student misusing the privilege and freedoms mentioned in this section.

Closed Campus

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). Grade 11-12 students have access to “off campus lunch,” subject to parent permission and adherence to school community rules and Oakland community laws. In addition, delivered lunches such as second party companies like DoorDash etc are prohibited in order to ensure campus safety. **Grade 6-10 students are required to remain on campus for lunch unless they have earned an off-campus lunch opportunity through the school’s incentive program AND have parental permission to exercise that earned privilege.** Beginning in the 2023-24 school year, only students in grades 11 and 12 will be permitted to leave campus for lunch on a regular basis provided they are a student in good standing. Good standing is defined as 95%+ attendance and on-time to class, passing all classes, and not significant discipline issues.

Visitors

Guest-students, siblings, friends and other relatives may not attend class if they are not enrolled. Parents and guardians are always welcome! Approved visitors must check in at the front office and receive a visitor's pass prior to entering the school. Visitors who do not comply with school policies will be asked, respectfully, to leave.

Contacting Students at School

PARENT/GUARDIANS SHOULD NOT EXPECT STUDENTS TO ANSWER THEIR CELL PHONES OR RETURN TEXT MESSAGES DURING SCHOOL HOURS!

If you have an emergency that requires your child's immediate attention, please call the office at 510-569-8901 and we will get your child out of class. Please be mindful that aside from wanting to limit interruptions to the learning environment, we do not have the resources to serve as a message center for students. For this reason, we request that you limit student messages to emergencies only.

If students need to make a phone call home during school hours and outside of lunchtime, the student is expected to sign out of their current classroom, go to the main office and use the phone there.

Parent and Family Involvement

The **Family, Student, and Community Association** serves as an organization for all family involvement in the school, and functions as a forum for parents/guardians and community members of the Envision Academy community. Monthly Family, Student, and Community Association (FSCA) meetings will take place during the 3rd Thursday of each month. The purpose of FSCA meetings is to provide an opportunity for the school community to give input on instructional and non-instructional issues as they pertain to the site, including: curriculum, budget, schedule, student health and welfare, programs, procedures, and other issues, as deemed valuable to the community.

Family participation is an important part of creating a successful learning community at Envision Academy, and necessary to fulfilling our vision. If you're interested in getting involved, please contact the Main Office for details about the next meeting. Spanish translation is available and Arabic via Google translate.

GENERAL INFORMATION

Mascot and Colors

The Envision Academy mascot is the Black Panther. Our school colors are purple and black. White and gray will often appear on t-Shirts and jerseys as complementary or alternative colors.

Props

Positive feedback motivates all of us to succeed. Giving props is a school-wide practice intended to encourage all members of the Panther community to recognize each other's positive actions throughout the week. Giving someone "props" means giving them their proper respect.

Students receive various additional types of positive reinforcement, including recognition of achievement /leadership, positive phone calls, and classroom rewards. Some school wide positive incentives include but are not limited to:

- Panther of the Month/ Semester: teachers reward students in Community Meetings
- EA gear and accessories as the community members reach goals set by the EA community.

Field Trips

Envision Academy always strives to make learning relevant. This entails frequent interaction with resources outside of our school. Therefore, parents/guardians will sign a Day (Walking) 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.

Smoking and Vaping

Smoking and vaping (including using vapor products or electronic cigarettes) are not permitted by anyone on or around school grounds. This pertains to students, staff, family members, friends, community members, and the general public and is a federal mandate. Any student who violates this rule will be subject to appropriate disciplinary action, including restorative consequences or suspension. Visitors who violate this rule will be asked to leave campus immediately.

Food and Drink

To maintain and promote a professional atmosphere, and protect our equipment and facilities, food and drinks will be allowed only in designated eating locations. As a general rule, all drinks must have a cap and classrooms DO NOT allow drinking in class at all (drinking regular, unflavored water will be allowed). We highly encourage a permanent water bottle to protect the environment.

When students need to take a drink or snack break, they should discretely inform their teacher and then step right outside of the classroom door to take a quick drink, returning immediately to the classroom once done. Teachers and staff will follow up with students if lengthy drink and snack breaks are interrupting instructional time. **Drinking is never acceptable when working with digital technology.**

Skateboards/Skates/Rollerblades/Scooters

Riding or wearing anything with wheels is not permitted while on campus. Students caught will be given a warning. If it happens again, the item(s) will be confiscated and taken to the office, where a parent must come in to pick it up. If students need to find a place to store these types of items, they should speak to an administrator.

Public Display of Affection

Out of respect for the school community students are not to engage in public displays of affection (PDA) inappropriate for a school campus. This includes piggyback rides, sitting on another's lap, making-out, and/or excessive body-to-body contact. Students displaying excessive PDA will be reminded of the community expectation. If the behavior continues, students face consequences that include, but are not limited to, a reflection or restorative conversation.

Cell Phones and Electronics

Cell Phone Policy - In order to ensure a more safe and engaging learning environment, we have established the following policy:

Middle Grades students will have a cell phone free learning environment from when they pass through the front door until they leave the front door.

High School students may use cell phones prior to school, during passing periods, at lunch, and after school. However, we have a cell phone free learning environment from when they pass the threshold of a classroom until the period ends unless expressly given permission each time by the teacher. If a student leaves class during the period, the cell phone must be left on the teacher's desk and picked up when they return.

Logical Consequences:

- **1st Time:** Cell phone is given to the teacher, who will give it to the Dean or Principal. The student can pick it up at the end of the day after reviewing the policy and signing an agreement that they have reviewed the policy.
- **2nd Time:** Cell phone is given to the teacher, who will give it to the Dean or Principal. For a week, the student will drop off the phone with the Dean or Principal at the beginning of the day and be given it at the end of the day. The Dean or Principal will also communicate with the parent and student to sign a contract about appropriate cell phone use.
- **3rd Time:** Cell phone is given to the teacher, who will give it to the Dean or Principal. For the remainder of the semester (Semester 1 - January 12 & Semester 2 - June 6), the student will drop off the phone with the Dean or Principal at the beginning of the day and be given it at the end of the day. The Dean or Principal will also communicate with the parent and student to sign a contract about appropriate cell phone use.
- **4th Time:** Cell phone is given to the teacher, who will give it to the Dean or Principal. For the remainder of the school year (June 6), the student will drop off the phone with the Dean or Principal at the beginning of the day and be given it at the end of the day. The Dean or Principal will also communicate with the parent and student to sign a contract about appropriate cell phone use.

Electronics of any kind (including but not limited to Mp3 players, cameras, Bluetooth speakers, earphones/earbuds, etc) are not permitted during any class periods, including Advisory, or during passing periods. Electronics may be used during breakfast, lunch, and after school. Electronics may be used during class only if/when a teacher explicitly allows it for a classroom-related assignment.

If families need to reach their children because of an emergency during class time, they can call the main office at **510-596-8901**.

Security of Belongings

Envision Academy is not responsible for personal items that are stolen at 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. If anything is stolen from your student, advise them to report it to a staff member, the Main Office, or the Principal immediately. Please note the admin team may not have the capacity to investigate theft of personal items brought from home.

ATTENDANCE

Attendance Expectations

Students are expected to attend school daily. Consistent daily attendance is critical for a student's academic success and social-emotional development. The State of California considers ten days of absences for one school year, for any reason, excessive. Absent students not only jeopardize their own personal success and future, but also cause financial harm to all interested parties in our learning community.

Excessive absences will result in a parent conference at which point an attendance contract will be signed. Parents are asked to make appointments for their students outside the school day whenever possible. California Education Code 48205 states that a student may be excused legally from school when the absence is due to:

- Personal illness or injury.
- Quarantine under the direction of a county or city health office.
- Medical, dental, or chiropractic services.
- Attendance at funeral services for a member of the immediate family.
- Jury duty.
- Pupil is the custodial parent of a child who is ill or has a medical appointment during school hours.
- Justifiable personal reasons, including, but not limited to, an appearance in court, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, when the pupil's absence has been requested in writing by the parent and approved by the principal or designated representative.
- For the purpose of serving as a member of a precinct board for an election.
- Exclusion for failure to present evidence of immunization.
- Exclusion from school because the student is either the carrier of a contagious disease or not immunized for a contagious disease.

Reporting Absences

Attendance will be taken electronically during the first ten minutes of every period. If a student is not in class and the office cannot determine a reason for the absence, the student's parent or guardian will be notified through email, phone call or text.

REPORTING AN ABSENCE: When a student will not be in school, the office must be notified before 9:00 AM. Please contact the main office at 510-596-8901 to report the absence.

Parents/Guardians must clear absences within 24 hours immediately following an absence or it will remain unexcused.

Students who are absent 5 days in one quarter, without an excuse, will receive a truancy letter. Each 5 days generates a new letter. Multiple truancy letters can include but not be limited to not attending school culture events (i.e. spirit week, dances, prom, etc.) or administration taking steps to disenroll a student, as outlined in the [Envision Education Attendance Policy](#).

Parents will be contacted in the event there is an excused or unexcused absence. All absences will be indicated on the semester report cards.

Grade levels who meet stated attendance goals will be recognized at Community Celebrations throughout the school year!

Tardy Policy

Tardy Policy

Morning Tardies

All students who are late in the morning must check in at the front office by entering the Webster Street doors to receive a tardy pass. Morning tardies are only excused with a doctor's note on medical office stationery. If a student is tardy in the morning, the student's parent/guardian will be contacted. Students must be in class by 8:30 AM. Students who are consistently more than thirty minutes late will receive a Tardy Truant and begin the SARB process.

Tardies Between Classes

Students who are late for other periods of the day will be marked tardy by their teacher. Tardies between classes are only excused with a note from a staff member. All unexcused tardies will result in an unexcused tardy entered in attendance.

Tardy Consequences (between classes - does not include morning tardies)

Step 1: 5 tardies (excluding morning tardies) in a week = Reflection/Check-in with Dean + parent/guardian conversation

Step 2: Another 3-5 tardies in a week = *Resolution Request* for Justice Circle

Step 3: Another 3-5 tardies in a week = SART

Late from off campus lunch or leaving to lunch without permission*

Step 1: First time = Reflection/Check-in with Dean

Step 2: If a student is late a second time = loss of off campus lunch the next day + Late Lunch Reflection + parent/guardian conversation

Step 3: If a student is late a third time = loss of off campus lunch for next 3 days + Late Lunch Reflection + Resolution Request for Justice Council

Step 4: If a student is late a fourth time = Off-campus Lunch privilege revoked for the remainder of the quarter.

**based on quarterly tardies from lunch*

Support/Consequences for Impacts of Tardiness

If a student is late, their teacher may request that they attend office hours to make up for missed learning time. Parent/guardian contact may also be made, in addition to other attendance-related consequences as outlined in the handbook.

Skipping Class

A student is considered "skipping" if they miss more than 20 minutes of class without a verified reason. In PowerSchool, if a student never appears to class, or if they arrive to class over 20 minutes late, without a verified reason, it will be marked as an unexcused absence. Extended bathroom breaks will be considered skipping. Repeated

offenses (3rd Infraction) for skipping will result in *Resolution Request* for Justice Circle.

SART to SARB Attendance Review Procedures

Students who are absent for more than 5 days in any one class, in any quarter, and/or who are Tardy Truant (late to school by 30 minutes or more) will be entered into Envision Academy's SART (School Attendance Review Team) and SARB (School Attendance Review Board) process, described below:

1. Letter 1 Notification
2. Letter 2 Notification and mandatory SART Meeting attendance at Envision Academy
3. Letter 3 Notification and mandatory SARB Meeting attendance at Envision Education

For any students who do not meet the attendance goals agreed upon during SART and/or SARB meetings, Envision Academy and Envision Education may make a report to the Truancy Officers with Alameda County.

Medical / Dental Appointments for Early Release

To ensure the safety of our students, please follow our system for pick-up during the school day:

- 1) Students are expected to make routine medical or other appointments before or after school hours. Since Wednesday is a minimum day, Wednesday afternoons may be the best times to make medical appointments. In the event that this is not possible, parents or guardians must phone, email, or 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 is considered skipping and cannot be excused.
- 2) Have your child submit a note about the appointment to the Main Office so a copy can be made and entered into PowerSchool attendance. Your child can then take the note with them to give to their teacher as to limit classroom interruptions. Your child must wait in the office at your agreed upon meeting time for us to release them. **NOTE:** You must come to the office to sign out your child.
- 3) When students are returning from such appointments, they must sign back into the office before going to class. In order to excuse the absence, a doctor's note must be provided.

STUDENT HEALTH AND WELFARE

Meal Service

Envision Academy provides free breakfast and lunch daily for all students.

Meal Services
<p>Breakfast - 8:00 AM - 8:25 AM Daily</p> <p>Middle Grade Lunch - 11:25 PM - 11:55 PM (Monday, Tuesday, Thursday, Friday)</p> <p>High School Lunch - 12:15 PM - 12:45 PM (Monday, Tuesday, Thursday, Friday)</p> <p>Lunch - 1:00 PM (Wednesday)</p>

While all students will have free breakfast and lunch available to them each day, it is still important for all families to complete and return the **Mandatory Family Information Form**, which is available online at tinyurl.com/EnvisionMFIF. If you did not receive an application in the mail, please contact the front office. Enter Envision Education as the district.



FAMILY BENEFITS GUIDE

ONE FORM = MULTIPLE BENEFITS

Complete the Mandatory Family Information Form (MFIF) online:

- tinyurl.com/EnvisionMFIF
- tinyurl.com/ImpactMFIF
- tinyurl.com/SFCALMFIF



Use your MFIF results letter to also receive these benefits and discounts:

Pandemic-EBT (California PEBT)
Funds for food during school closure
<https://capandemic-ebt.org/>

SAT Exam
Fee Waiver for high school students
collegereadiness.collegeboard.org/sat/register/fees/fee-waivers

Low cost internet services
internetessentials.com/apply
t-mobile.com/brand/project-10-million
att.com/internet/access/

California Life Line
Discounted home & cell phone services
californialifeline.com

Pacific Gas & Electric
Service discounts (CARE/FERA Program)
pge.com/care

Families who qualify can apply for:
CalFresh - www.alamedacountysocialservices.org
Earned Income Tax Credit - irs.gov/EITC



Emergency Contact Forms

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

- 1) Parents/guardians complete name(s), address, and updated/accurate cell, telephone, and work number(s).
- 2) The name, address, and updated/accurate telephone numbers of another adult who can be called in an emergency when a parent cannot be reached.
- 3) Medical alert information.

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.

Emergency Preparedness

An Emergency Action Plan for all Envision Schools governs what happens at Envision Academy in the event of an emergency. The objective of the plan is to provide effective action to minimize injuries among students and school personnel in case of disaster 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.

We understand the need parents/guardians may feel to rush to the school in the case of an emergency situation. However, we strongly encourage all parents/guardians/siblings to refrain from coming to the school if an emergency has been declared. This helps to ensure the safety of not only you but of the students and the staff dedicated to protecting them. The school will be in constant communication with all parents/guardians in the case of an emergency.

Emergency Procedures:

All students are to remain on campus. Based on the nature of the emergency, students will be instructed to do one or more of the following:

1. Stand by (stay where they are)
2. Take cover
3. Evacuate buildings and assemble, with instructors, in prearranged areas. Evacuation routes are posted in each classroom. Under no circumstances will teachers release their students unless given directions to do so by the Principal. Any adult calling for a student will be required to identify themselves to an assigned staff member before being allowed to take a student out of school.

Medications and First Aid at School

Whenever possible, guardians will be notified if a student requests an ice pack or has another health related request.

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) Parents/Guardians must have the Medication Form completed by the Health Care Provider. This form must be filled out each year.
- 2) The parents/guardians 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) **Students may not keep medication in their backpacks, desks or clothing, with the exception of students needing an Epi-pen for allergic reactions, inhalers for the treatment of asthma, or insulin for students with diabetes. For those students, there must be a completed and signed Medication Form in their file.**
- 4) **Students may not share medication with or obtain medication for other students.**

It is also advised that the parents/guardians 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.

Counseling Services

Envision Academy has partnered with the PMC to implement an expanded mental health program. We have five part time Wellness Counselors to provide counseling, consultation, professional development, parent support and crisis intervention for all students on site.

Our Wellness team provides support services to improve students' social-emotional well-being and academic success.

Services Provided:

- Short-term Individual counseling
- Short-term Group counseling
- Crisis counseling
- Brief Intervention Program (Drugs & Alcohol)
- Student presentations
- Parent presentations

ACADEMICS

Graduate Profile

Vision of an Envision Graduate: Graduates from Envision are lifelong learners who eagerly take on society’s greatest challenges by exercising our competencies of **Critical Thinking, Leadership, Criticality, Knowledge and Love of Self and Land, Collectivism, and Self-Determination** so that the generations to come benefit from equitable, environmentally, and culturally sustaining practices.

Grading

Envision Education Practices

- (All grade levels) If a student engages in End-of-Unit task revisions, a combination of those scores can replace the semester grade because End-of-Unit tasks should measure competency.
- (All grade levels) Summer school opportunities can include End-of-Unit Task revisions for semester grade.

Envision Education Policy

- (All grade levels) Students will not be retained to repeat a grade-level unless it is approved by the Principal and Superintendent of Schools. [Research](#) shows little to no evidence of repeating grade-levels having a benefit.

All of the required courses at Envision Academy, grades 6-12, result in multiple evaluations that will be reported as a Letter Grade as follows:

- A = the grade point equivalent to 4.0 in the course
- B = the grade point equivalent to 3.0 in the course
- C = the grade point equivalent to 2.0 in the course
- NC = Insufficient Evidence or Growth Towards Standard to Earn Credit. Any mark in any course that dips below the level of “C-” is considered NC and no credit towards graduation will be awarded

Standards-Based Grading Scale:

Rubric Score	Letters	Grade Pts (non-UC GPA)	UC/CSU Grade Pts
High Advanced (4+)	A+	4.33	4
Advanced (4)	A	4	4
Low Advanced (4-)	A-	3.67	4
High Proficient (3+)	B+	3.33	3
Proficient (3)	B	3	3
Low Proficient (3-)	B-	2.67	3
High Developing (2+)	C+	2.33	2
Developing (2)	C	2	2
Low Developing (2-)	C-(N.C)	1.67	2
Non-Passing	M	0	0

These grading scales are based upon the levels of proficiency described for California standardized testing. As such, we strive for grades to reflect:

- A score of **4, or an A**, represents that the student has **exceeded** the understanding expected in their grade level or course.
- A score of **3, or a B**, represents that the student has **met** the understanding expected in their grade level or course.
- A score of **2, or a C**, represents that the student has **nearly met** the understanding expected in their grade level or course.
- A score of **1, or a non-passing score**, represents that the student has **not met** the understanding expected in their grade level or course.

Please note that Envision Academy does not assign grades of “D” or “F”.

Course grades are calculated using a weighted average of assignments based on their category. All assignments fall under these categories:

- **Mastery of Knowledge** (45% of final grade) - This is where tests, projects, and other major assignments are categorized. There are typically relatively few Mastery of Knowledge (often referred to as “MK”) assignments, so each one is particularly important to student grades.
- **Application of Knowledge** (45% of final grade) - Smaller assignments and checkpoints - often those used in the learning of the unit leading up to the final test or project - are in this category (often referred to as “AK”). There are usually more Application of Knowledge Assignments in a semester, and these can be good checks to see if a student on track to master the content.
- **College Work Habits** (10% of final grade) - This category is where any completion-, effort-, or participation-based grades are categorized. At Envision, we value learning and believe grades should generally reflect what was learned. As a result, this category (in which there are grades that may not be centered on learning) is a relatively small part of the final grade.

High School Graduation Requirements

1. Create, present, and pass a College Success Portfolio at the end of 12th grade.

2. Successfully complete University of California and California State University minimum A-G subject requirements with a minimum grade of C- or higher:

- English – 4 years
- Mathematics – 3 years (4 years recommended)
- Laboratory Science – 2 years (3 years recommended)
- History/Social Science – 3 years
- World Language – 2 years (3 recommended, or through second level)
- Visual Arts and Technology – 1 year
- College Prep Elective – 1 year

3. Demonstrate college and workplace readiness:

- Successful completion of hour requirement in 11th grade Work Learning Experience
- Pass the WLE presentation in 11th grade
- Accepted to at least 1 college, university, or post-secondary program

Exhibitions, Benchmarks and Capstone Portfolio

Students will participate in a major exhibition each year. While Student-Led Conferences are held in each grade, they will serve as a particular opportunity for 9th graders to begin to chart their course to a Capstone Portfolio. Benchmark Portfolio in the 10th grade, Work Learning Experience (WLE) in the 11th grade, and Capstone Portfolio in the 12th grade are considered “exhibitions.” Student attendance is mandatory at all of these exhibition events.

In order to be promoted to the Upper Division/11th grade, each 10th grade student (regardless of transfer status) must successfully complete and pass a Benchmark Portfolio defense at the end of the year. In order to graduate from Envision Academy, each 12th grade student must successfully complete and pass the Capstone Portfolio Defense.

Based on the high stakes nature of these portfolios, it is important that families become community members and participate by attending and supporting the exhibition process. Information on opportunities to support the exhibition process will be communicated later in the school year.

Academic Progress Reports and Transcripts

Envision Academy informs students and parents/guardians of their or their student’s academic progress during a quarter and officially at the end of each quarter. The primary way we do this is through parents and students being able to check PowerSchool to see grades at any time. In addition, progress reports will be emailed and/or mailed home on “**Panther Progress Days**”, which are at the 4th week of each quarter. Students will review and reflect on their academic progress in “**Panther Progress Days**” two times each quarter in advisory and develop plans to celebrate and maintain excellent progress or improve progress in classes not being passed. They also review their progress with parents/guardians more formally during Student-Led Conferences held mid-semester. During the conference, copies of mid-term grade reports are distributed.

Panther Progress Days 2023-2024

“Panther Progress Days” are important moments in the year when students have an opportunity to think about how they are progressing in the school year and make plans for their future growth and success. The ability to identify one's strengths and areas for growth is an essential part of students demonstrating Envision Academy’s values of Discipline and Growth and strongly supports students in their development of the Competencies in the Envision Graduate Profile. Students will reflect on academic grades, attendance, behavior, and belongingness on the following dates during the school year.

- Quarter 1 on Thursday, September 8 and 25
- Quarter 2 on Thursday, November 9 and December 7
- Quarter 3 on Thursday, February 8 and 29
- Quarter 4 on Thursday, April 25 and May 16

Grades at the end of each semester are the official grade of the student in each subject and together form their overall grade point average (GPA). Official grades are issued at the end of each semester and mailed home to parents. The official transcript includes the academic semester grades and grade point averages, and upon successful graduation, the graduation date.

Homework, Make-up Work, Revisions, and Late Work

Our goal is to prepare students to be productive and responsible human beings and part of that process is accountability for their school work, whether it be in-class work, homework, make-up work, revisions or late work. Students are encouraged to build the habit of completing work on time and communicating frequently with their teachers about their progress or if they need additional time before the deadline has arrived. Not turning in work results in a lack of evidence to determine student academic growth and may adversely impact their grades. While teachers share the responsibility of student success and follow-through, it is also up to students to actively communicate with their teachers when it comes to completing, making up, or revising assignments.

Teachers may give assignments that will need to be completed at home; please feel free to communicate with your child(ren)'s teacher(s) to give feedback on the amount or type of homework that is assigned. The schools will also ask teachers to be as communicative as possible with parents, guardians, and families about homework assignments and policies via the course syllabus for each subject.

Schoolwide Late Work Policy

Students are expected to complete work by the date that teachers set. Teachers are expected to clearly and explicitly communicate the due date verbally and in writing in the printed assignment, on the whiteboard, or in Google Classroom. In addition, the teacher is expected to communicate with a student when they have not turned in an assignment. In addition, we also have official "Panther Progress Days" (See the dates for 2023-2024 in the previous section "Academic Progress Reports and Transcripts) in which students will review all grades and assignments. **As a final opportunity for a student**, they may turn in late assignments, which may receive **reduced credit**, from that "Panther Progress Day" period up to one week after. Late work after the final quarter "Panther Progress Day" will be accepted *and which may receive **reduced credit*** until the last day of the quarter.

Final Dates to Receive Late Work for 2023-2024:

Assignments from Period	Panther Progress Day	Last Date for Late Work
Q1 - August 14 to September 5	September 7 14	September 14 21 by 3:45 pm
Q1 - September 6 to 26	September 28	October 3 by 3:45 pm
Q1 - September 27 to October 13, 2023		October 13 by 3:45 pm
Q2 - October 16 to November 7	November 9	November 16 by 3:45 pm
Q2 - November 8 to December 5	December 7	December 14 by 3:45 pm
Q2 - December 6 to January 12		January 12 by 3:45 pm
Q3 - January 16 to February 6	February 8, 2023	February 15 by 3:45 pm
Q3 - February 7 to February 27	February 29	March 5 by 3:45 pm
Q3 - February 28 to March 21		March 21 by 3:45 pm
Q4 - March 25 to April 23	April 25	May 2 by 3:45 pm

Assignments from Period	Panther Progress Day	Last Date for Late Work
Q4 - April 24 to May 14	May 16	May 23 by 3:45 pm
Q4 - May 15 to June 6		June 6 by 1:00 pm

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 a student’s grades, attendance, and assignments.

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. One session per week (Wednesdays towards the end of the day) is dedicated to office hours. Students may also speak with their teachers to schedule time before or after school to get additional help, depending on teacher availability. If a teacher requests that your student(s) attend office hours with them, it is strongly recommended that they do so! The request is rooted in care and a desire to support your student(s) to reach their full academic potential.

Technology and Network Acceptable Use

Envision Education provides students access to its schools’ electronic network, computer systems, peripherals, and related technology equipment for educational purposes. The network includes Internet access, computer services, videoconferencing, and electronic communication. The purpose of the network is to allow students to complete academic work, conduct research, create projects, share, and communicate while preparing them for success in college and work in the 21st century. The network provides students with electronic access to a wide range of information and the ability to communicate with people throughout the world. The full policy is included in Appendix A and must be reviewed in addition to completing and returning the Envision Education Technology and Network Student Acceptable Use Agreement in the forms section of the Student Handbook.

High School Workplace Learning Experience (WLE)

In 11th grade, all students participate in the Workplace Learning Experience, or WLE. For one full week during the spring semester (Mon-Fri), instead of coming to school, they go to an internship site for the entire day. To secure the internship, students write resumes and cover letters and practice interview skills. We encourage them to seek an internship in a field of interest, and the WLE helps many students identify their ideal career (or one they don’t want!). During the internship, students work with a mentor and complete a project with measurable outcomes. Afterwards, they present their experience in a public exhibition. It’s a powerful experience that equips students with job search practice, self-confidence and first-hand exposure to a career field.

High School College and Career Counseling

Envision Academy has a full time College Counselor, and a full time Career Advisor who assists students with high school academic choices and post-high school planning. Students and/or parents/guardians may request an appointment to discuss graduation status, college entrance and placement tests, college and financial aid applications, work-based learning, internships, and career planning.

Academic Integrity Policy

Envision Academy takes academic integrity seriously. 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 or tool. This includes attempts to improperly pass off work done by an Artificial Intelligence tool like ChatGPT as one's own. Neither are they to let anyone look at and/or copy from their own test, assignment, or digital work. Students may not offer verbal help or pass notes to other students regarding a test or complete the work of another student. It is the responsibility of the EA community to uphold the EA community norms regarding plagiarism. By signing the handbook, EA students make a commitment to completing their own work and maintaining high standards of integrity for the good of the community.

Procedures:

1. Students will sign the handbook at the beginning of each school year
2. All test papers, quizzes, or assignments will be taken from students violating the policy. This includes students who are suspected of copying, as well as any student whose work was potentially copied.
3. Students involved in cheating or plagiarizing will receive a grade of "NC" or zero for the test, quiz, or assignment.
4. Students who believe they have been accused in error may request a meeting with the Justice Council or administration team.

Envision Academy, in coordination with Envision Schools, is working on a policy for the appropriate use of systems using Artificial Intelligence such as ChatGPT, Bing, etc. This policy, once completed, will be shared with students and families and serve as an addendum to the Handbook.

High School Work Permits

By California State Law, all students under the age of 18 are required to have a work permit for afterschool and weekend jobs. Permits may be obtained from the California Department of Education website. During the school year, students may work a limited number of hours, determined by their age. A parent's signature is required on the application for a work permit before the permit is issued. Students should check in with the Career Advisor for more information. Please allow at least 2-5 business days for the processing of work permits. **California Department of Education:** [Frequently Asked Questions - Work Permits](#)

STUDENT SUPPORT AND DISCIPLINE

Please note that a community member may receive a restorative consequence as a result of a Justice Circle. All restorative consequences are required to be served, and will be managed by the Dean of Students. See Page 29 for more information about our Restorative Justice program.

Classroom Management

Envision Academy knows that consistency is key in developing positive student behavior. Therefore, every classroom will have some form of this classroom management plan before intervention by Administration at Step 3.

Classroom Management Plan (See [Behavior Matrix: Level I](#))

- Step 1:** Verbal/Non-verbal Reminder
- Step 2:** Reflection Conversation
- Step 3:** Parent/Guardian Contact
- Step 4:** SST/Intervention

Classroom Expectations

Students are expected to enter classrooms prepared to follow all classroom procedures. **Teachers will clearly articulate their expectations and particular classroom procedures in the first two weeks of school.** Generally, an EA expectation is that students will be attentive and respectful while a teacher or student is speaking; this is also a way we can live our core value of Community. Students are not permitted to leave the classroom during the first or last ten minutes of class.

Classroom Break

Students are expected to be mindful of the best times to take a restroom or personal urgency break. If a student needs to step out of the classroom, they must:

1. Discretely inform the teacher
2. Sign out of the class
3. Take the pass and go to the restroom or office
4. Return to class and sign back in
5. Return pass to where it belongs

Students are expected to return to class within 3-5 minutes.

Code of Conduct for All Community Members

To create a school environment where our students feel valued, safer, and are actively moving towards being their best scholars and selves, the Students and Staff of Envision Academy make the following commitments.

Respect

- **We treat one another with dignity and respect – with our words, actions, bodies and social media activity.**
- **We respect each other’s learning and the learning environment.**
- **We give respect to all of the people on our campus. If we disagree, we resolve the conflict in a timely conversation.**
- **We actively listen to one another with an open mind.**
- **We respect our learning time and our belief in creating strong relationships by:**
 - High Schoolers - Keeping all electronics silent and out of view during class hours.
 - Middle Schoolers - Keeping cell phones in a Yondr pouch from entering the building to leaving the building and keeping all other electronics silent and out of view during class hours.
- **We consume food and drinks at appropriate times and in appropriate places.**
- **We use language that demonstrates academic identity and promotes safety, learning, and growth.**
- **We respect each other’s personal space by not engaging in play fighting or public displays of affection.**

Growth

- **We know, model, and exceed expectations. When we know better, we do better.**
- **We take chances, embrace failure, own our mistakes and use them as opportunities to grow.**
- **We create original work and cite sources when referencing the work of others.**
- **We strive to show growth as empathetic members of our community.**
- **We welcome feedback and revise our work, beliefs, attitudes, and actions.**
- **We participate in restorative conversations to build our relationships and contribute to making our school a safe, loving, supportive place for all.**

Justice

- **We celebrate each other’s wins and growths.**
- **We take responsibility for our actions, correct our mistakes, and make amends.**
- **We refrain from copying or plagiarizing others’ academic work.**
- **We call out, in appropriate ways, injustice when we see it.**

Community

- **We look for and create moments of joy and joyful rituals in classrooms and community.**
- **We lift up and support each other by building positive relationships.**
- **We act as upstanders, not bystanders.**
- **We take proactive steps to keep our community safe.**
- **We peacefully resolve conflicts and keep our community safe and free from harassment, violence, and bullying- online and in person.**
- **We take care of our community environment by respecting personal and school property, and putting all trash in the appropriate bins.**
- **We keep our community members safe by walking on campus and storing skateboards, bikes,**

scooters, etc. in designated spaces.

- We remove earphones from our ears in common spaces, in order to remain aware of our surroundings and any potential safety situations.
- We wear clothing that keeps us all emotionally and physically safe.
- We actively contribute to making our community better than we found it.
- We look for opportunities to help others.
- We refrain from using profanity in or around our school building.

Self-Discipline

- We make choices that provide access and opportunity.
- We keep ourselves focused on the learning we are here to do, and on the relationships we are here to build.
- We follow through on our commitments.
- We take initiative. We ask for what we need. We do what needs to be done.
- We invest in our futures by refraining from drugs and alcohol
- We show up ready to learn, on time, and prepared.

Dress Code Expectations

It is the policy of Envision Academy that the student and their parent/guardian hold the primary responsibility in ensuring the student's personal attire, hairstyle, jewelry, and personal items (e.g. backpacks, book bags) are aligned with appropriate school dress code. Envision Academy is responsible for ensuring that student attire, hairstyle, jewelry, and personal items do not interfere with the health or safety of any student and do not contribute to a hostile or intimidating environment for any student. Our dress code expectations are used to reinforce the importance of our Core Values, along with keeping our school community safe, inclusive, and welcoming.

Core Values

In relation to student dress, we believe:

- Students should be able to dress and style their hair for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming; students have the right to be treated equitably.
- Dress code enforcement should not and will not create disparities, reinforce or increase marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size/type, or body maturity.
- Students and staff are responsible for managing their personal distractions.
- Students should not face unnecessary barriers to school attendance.

Universal Dress Code

Students must wear:

- Top (shirt, blouse, sweater, sweatshirt, tank, etc.)
- Bottom (pants, shorts, skirt, dress, etc.)
- Footwear

This policy permits additional student attire requirements when necessary to ensure safety in certain academic

settings (e.g. physical activity, science or CTE courses).

Students may **NOT** wear clothing, jewelry, or personal items that:

- Are pornographic, contain threats, or that promote illegal or violent conduct such as the unlawful use or promotion of weapons, drugs, alcohol, tobacco, or drug paraphernalia
- Demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups
- Intentionally show private parts (nipples, genitals, buttocks); clothing must cover private parts in opaque (not able to be seen-through) material
- Cover the student’s face to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose)
- Demonstrate gang association/affiliation

Attire worn in observance of a student’s religion is not subject to this policy.

Enforcement

Principals are required to ensure that all staff are aware of and understand the guidelines of this policy. Staff will use reasonable efforts to avoid dress-coding students in front of other students. Students shall not be disciplined or removed from class as a consequence for wearing attire in violation of this policy unless the attire creates a substantial disruption to the educational environment, poses a hazard to the health or safety of others, or factors into a student behavior rule violation such as malicious harassment or the prohibition on harassment, intimidation, and bullying. Further, no student shall be referred to as “a distraction” due to their appearance or attire.

Typical consequences for a violation of this policy include parent/guardian contact or conference and the directive to cover, change, or remove the non-complying attire. A student may also be instructed to leave their classroom briefly to change clothes. The Principal or their designee will notify a student’s parent/guardian of the school’s response to violations of the student dress policy.

Vandalism of Computers, School Property, or School Furniture

- **1st Offense** = *Resolution Request* for Justice Circle or Restoration (depending on the severity)
- **All Subsequent Offenses** = Mitigation by Admin, Advisor, parents/guardians, Student, Conference with creation of a Behavior Plan

Restorative Practices

Restorative Practices is 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 affect 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.

Envision Academy strives to use restorative practices whenever appropriate and feasible. We believe that students can learn from mistakes and that the goal of the adults on campus should be to focus on **restoring harm caused between community members rather than to dole out punishments.**

Circles in Advisory

One of the key aims of our restorative justice program at EA is to build a sense of community among our

students, and between our students and the adults in our school. For cooperative and trusting relationships to best develop, our students need to feel a high level of pride in membership and a high level of respect within our school. At our core, advisory serves as the place where students participate in circles to begin developing these types of relationships that drive a successful restorative community. To belong, each student has to be seen and heard. The circle process we use in advisory provides the means for everyone to belong and to feel significant under any circumstances. We believe that the routine use of Circles first in advisory, and then in other settings, such as classrooms and meetings, can ensure a healthy, restorative community at EA.

Guided Discipline

Adapted from our workbook: "Circle Forward" by Carolyn Boyes-Watson & Kay Pranis and "Getting Classroom Management Right" by Carol Miller Lieber.

A trauma-sensitive learning environment is one in which each student can feel appreciated and cared for by adults in the school, while being held to clearly articulated high standards for behavior that are reinforced through positive interventions and relationships. Our goal is to help all students become more self-disciplined both in and outside of class. Instead of focusing on punishing students, we aim to model, teach, and practice desired behaviors with students.

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 their behavior
2. Acknowledging how their behavior affects others
3. Carrying out an accountable consequence
4. Practicing how to change their behavior next time

Repairing Harm

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

If a member of our community causes 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 harm done or experienced, and learn valuable skills necessary for handling conflict in a more peaceful and productive manner in the future.

Restorative Consequences

A request for a Restorative Justice Circle can be a result of not following the Code of Conduct, for receiving multiple reminders for inappropriate behavior in class, or for other unsafe or inappropriate actions at school. Envision Academy administration will be working with students and staff to establish a routine should the need for Justice Circle arise; see more information about the Restorative Justice Circle process in the Appendix.

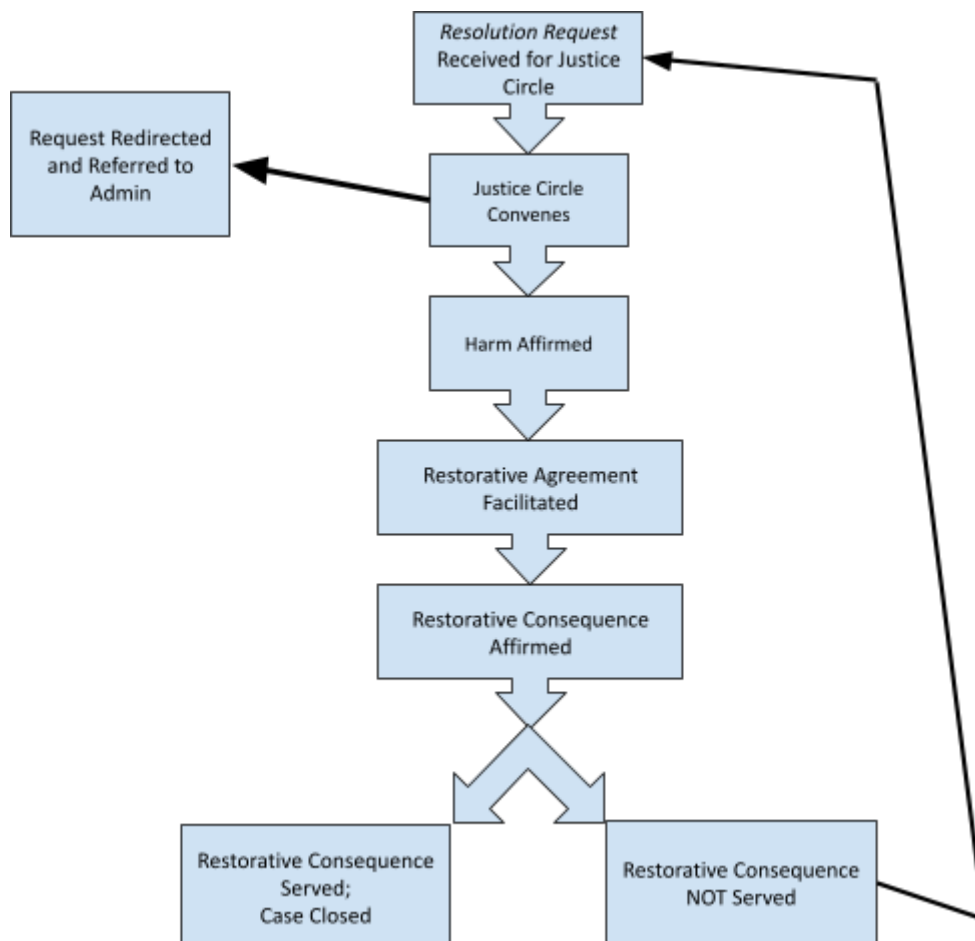
When a student receives a restoration, it means that they will be required to meet with those affected by their behavior to work on repairing whatever harm was caused. Restorations may consist of, for example: practicing the desired behavior, completing an assignment, cleaning or giving back to the campus community in some way, apologizing, participating in a circle, or mediation.

Justice Circle (JC) Process

At Envision Academy we use a Justice Circle Process to address transgression from the Community Code of Conduct (Community Norms). The Justice Circle (JC) is convened by a teacher- or administrative-facilitator, and an elected representative from each grade, 9 - 12, with the 11th and 12th grade representatives serving as clerks. Clerks duties include:

- Preparing and issuing requests of JC (summons, consequences, other official documentation)
- Preparing dockets of cases
- Examine referral documents submitted to the Dean of Students
- Searching schedules and contracting parties to the referral to obtain information for JC
- Swearing in JC members, interpreters, witnesses or respondents
- Instructing parties about the timing of JC appearances

If a community member does something illegal, harmful, or dangerous on school grounds, or coming/going from school or school related activities, the community member will skip Justice Circle and be referred directly to the administration.



EXCEPTIONS

- Students may skip steps depending on the severity of their behavior and CA Ed. Code.
- Students may be expelled, even if they do not proceed through all the steps.
- The Administration may use discretion based on CA Ed. Code to disregard any of these steps.

Behavior Matrix

Level I - Educator Managed	
<p>Behaviors: The following behaviors should be handled by the teacher in class. Repeated behaviors can be referred to the Restorative Justice Council or Dean of Students.*</p>	<p>Interventions: The following is a list of possible interventions and responses to Level I behaviors.</p>
<ul style="list-style-type: none">- Talking out of turn- Off-task behavior- Disruptive to class- Talking during Strong Start- Talking to other students- Not doing work- Sleeping- Cursing*- Out of seat without permission- Low-level defiance (i.e. Talking back when given directions)- Disrespectful comments*- Inappropriate use of computer	<p>STEP 1: Verbal and non/verbal redirections:</p> <ul style="list-style-type: none">- Proximity- Nonverbal reminders.- Positive narration of those meeting expectations.- Lightning-quick redirection.- Positive practice.- Change seats <p>STEP 2: Reflective Conversation: A student who continues inappropriate behaviors during a class, may be asked to complete a Reflection Conversation to get their behavior back on track.</p> <p>STEP 3: Parent/Guardian, Student, & Teacher Contact: A student who continues to engage in inappropriate behaviors during class, may participate in a Parent/Guardian/Teacher/Student phone conference. The conversation will include:</p> <ul style="list-style-type: none">● What happened?● Opportunities the student was given to correct their behavior?● Parent collaboration on at home consequences, and positive incentives if the behavior improves for a period of time for at least two weeks and in school. <p>STEP 4: Student Success Team/Intervention: When inappropriate behaviors continue or a serious violation occurs. The Grade Level Lead, Dean, or Principal will support the teacher to conduct these with a family.</p>

Level II - Dean + Restorative Justice Council Managed

<p>Behaviors: The following behaviors can result in an immediate referral to the Restorative Justice Circle.</p>	<p>Interventions: The following is a list of possible interventions and responses to Level II behaviors via the Restorative Justice Circle.</p>
<ul style="list-style-type: none"> - Cursing directly at the teacher or at a student - Leaving class without permission - Refusing to put away electronics/phone during learning time - Excessive horseplay, dangerous physical activity 	<ul style="list-style-type: none"> - Public presentation of restorative action - Conversation with, or letter written by student to support persons (family, etc) - Family affirmation of behavior expectations communicated with grade-level team, etc.

Level III - Principal/Dean Managed

<p>Behaviors: The following behaviors may result in an in-school or out-of-school suspension: <i>(Note: Days of suspension vary by offense.)</i></p>	<p>Interventions: The following is a list of possible interventions and responses to Level III behaviors.</p>
<ul style="list-style-type: none"> - Threats of physical violence or physical violence - Bullying (physical or digital, as noted in bullying policy) - Drug, alcohol, and tobacco related offenses - Possession of any type of weapon - Stealing/Theft - Refusing to participate in school protocols (mediations, referral process, etc.) - Any other suspendable offense listed in CA Ed Code. 	<ul style="list-style-type: none"> - SST Meeting - Meeting with a Counselor - Wrap-around Services Referral - Suspension - Combination of the above

Level IV - Principal/Network Managed

<p>Behaviors: The following behaviors may result in expulsion: <i>(Note: This may be through Pupil Services or Envision protocols.)</i></p>	<p>Interventions: The following is a list of possible interventions and responses to Level IV behaviors.</p>
<ul style="list-style-type: none"> - Repeated physical altercations - Repeated drug offenses - Possession of weapons on campus - Violation of contracts related to the above behaviors 	<ul style="list-style-type: none"> - Pupil Services Referral - Expulsion Hearing - Stipulated Expulsion

Bullying

We know bullying is a major concern for students and families nationally and here within the EA community. As a school team, we will do all we can to address the issue to ensure all students are protected and have a safe learning experience. This includes not only proactively working to create a communal and caring atmosphere and culture, but also responding quickly should incidents of bullying arise.

LEVEL ONE (warning/mediation/restoration/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)	
<i>Verbal</i>	<i>Nonverbal</i>	<i>Verbal</i>	<i>Nonverbal</i>	<i>Verbal</i>	<i>Nonverbal</i>
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 or texts 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, text messages, social media, etc. Posting slander in public places (including private social media) (such as writing derogatory comments about someone in the school)	Playing mean tricks to embarrass someone

				bathroom or online)	
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)	
<i>Verbal</i>	<i>Nonverbal</i>	<i>Verbal</i>	<i>Nonverbal</i>	<i>Verbal</i>	<i>Nonverbal</i>
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!”	Destroying property Setting fires Physical cruelty Repeatedly acting in a violent, threatening manner Assaulting with a weapon	Harassing you because of bias against your race, color, religion, ethnicity, gender, disability, or sexual orientation	Destroying personal property, such as clothing, books, jewelry Writing graffiti with bias against someone’s race, color, religion, ethnicity, gender, disability, or sexual orientation	Enforcing total group exclusion against someone by threatening others if they don’t comply	Arranging public humiliation

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

Suspension and Expulsion Policy

When student behavior moves far beyond the Envision Academy Code of Conduct, Envision Schools Suspension and Expulsion Policy will be followed. The following pages spell out the general consequences in line with Envision Schools Suspension and Expulsion Policies and Procedures. For more detailed information, contact the Dean of Students or Principal.

When dealing with behavior violations, the principal or designee may use their discretion to provide alternatives to suspension or expulsion.

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/or 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. "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:
 - a. 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.
 - b. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
 - c. Causing a reasonable student to experience substantial interference with his or her academic performance.
 - d. 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.
 - e. "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.
 - ii. A post on a social network Internet Web site including, but not limited to:
 - 1. 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.
 - 2. 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 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. 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.
5. 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.

Alcohol and Drug Policy

The following applies from the moment a student leaves home for school, is at school, and travels home from school.

Possession, sale, distribution or use of any alcoholic beverage, controlled substance, imitation controlled substance, marijuana, or tobacco on school property, at your internship, or any school-related event is cause for immediate removal from the class or activity and referral to the administration.

If a student appears or smells as if they are under the influence of alcohol or drugs:

1st incident: Parents are contacted, and the student must be sent home immediately. This may include changing clothes and returning to school. Student/family receives a copy of this policy.

2nd incident: Parents are contacted, the student receives a referral, and the student is sent home for the rest of the day. A student may be required to attend counseling. A family meeting and a contract will be developed.

3rd incident: Parents are contacted and the student is sent home for the day. The student will receive a Saturday Detention, and they will be required to attend counseling with our onsite psychologist. A family meeting and an updated contract will specify suspension and/or expulsion if the pattern continues.

4th incident: Parents contacted, the student is immediately suspended with a possible recommendation to expel, and the incident is logged in the CALPADS reporting system.

If a student is in possession of drugs/alcohol/paraphernalia, including large amounts for consumption, packaging and/or distributing, the student may be suspended or recommended for expulsion, per ed code.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ATHLETICS

Extracurricular Activities and Clubs

Envision Academy has many extracurricular activities and clubs. Students are highly encouraged to participate in extracurricular activities and clubs and even to form new clubs that align with and promote their healthy interests.

Rules and Regulations for Participation Panther Athletics Program

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 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. Equipment and Supplies
4. Agreements

Any violation of rules will result in the athlete’s eligibility suspended pending a review and final determination from the Dean of Students and/or Principal. The student-athlete will be ineligible to practice with the team. Student-athlete is unable to travel with the team or to participate in any games or scrimmages. Student-athlete 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 parents/guardians who exhibits poor citizenship.

Athletics PART 1: CODE OF ETHICS

It is the duty of all concerned with athletics to emphasize the proper ideals of sportsmanship, ethical conduct and fair play. Athletes and parents/guardians 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 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 respect to my coach, who is the sole instructional authority for my team. I will discourage fans, fellow students, and parents/guardians from undercutting my coach's authority.
8. I will not criticize my teammates.
9. I will refrain from any activity that may incite spectators.

Athlete's 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 teams and officials.
4. I will not address playing time nor dictate playing time to the coaching staff.
5. I will not criticize 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. 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, stand on the sidelines, or yell from the bleachers to the coach or provide instructions for my child 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 the student provides a doctor's note).
- Come to school every day and on time.

Academic ELIGIBILITY TO TRY-OUT:

Fall Sports and Clubs

- 2.0 from Semester 2 of the previous year

Winter Sports and Clubs

- 2.0 from Semester 2 of the previous year and a 2.3 from Quarter 1

Spring Sports and Clubs

- 2.0 from Semester 1

Academic ELIGIBILITY TO BE ON THE TEAM:

- No NCs
- Overall GPA should be maintained at a 2.0 or higher
- While a team is in season or a club is active, students who receive an NC on a report card or Panther Progress Day are ineligible until the student improves the grade to a C- or better, as reflected in the gradebook. Teachers can provide written notification to the Athletics Director 1 day prior to game day, for determination of eligibility.

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
- Students who have at least a 2.0 GPA, but do not meet the Eligibility Policy requirements to play sports, may still try-out per the following requirements
 - Students must write a letter explaining why they should be reinstated to the team despite not meeting the Eligibility Requirements. This letter needs to include why the exception should be made for them to be reinstated.
 - The letter has to be endorsed (signed) by the AD, coach/club supervisor, advisor, VP of Student Support, Dean and Principal.

Athletics Part 3: Equipment and Supplies

Each student is responsible for returning all equipment and uniforms issued to them 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.

FORMS TO REVIEW, SIGN, AND RETURN

In the following pages, you will find various forms to review, sign, and return if they are applicable to your student. Printed copies will be provided to all students.

- **Handbook Acknowledgement Form** (all must sign)
- **Envision Education Media Release Form** (all must sign)
- **Envision Education Mandatory Family Information Form** (all must complete and return)
- **Envision Education Technology and Network Student Accept Use Agreement** (all must complete and return)
- **Off-Campus Lunch Opt-Out Form** (sign and return if you **do not** want your child to leave campus during lunch)
- **Day Field Trip and Transportation Form** (sign and return if you give permission for your child to take short walking field trips during the school day)
- **Envision Education Medication Authorization Form** (sign and return if your child takes prescription or over-the-counter medication at school)
- **Envision Education Medical Statement to Request Special Meals and/or Accommodations** (sign and return if your child requires medical meal accommodations)

Return by Thursday, August 17, 2023 to your child’s advisor.

Student’s Name _____

Grade: _____

Advisor’s Name: _____

**Envision Academy Panther Handbook
Acknowledgement Form
2023-2024**

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

“We agree to follow the policies and agreements, and the Panther Community Agreements, outlined in the Envision Academy Panther Handbook 2023-2024.”

PRINT Student Name

Student Signature

PRINT Parent/Legal Guardian

Parent/Legal Guardian Signature

Date _____

Grade _____

The Handbook and Agreements are available on the website, available in hardcopy and in translation upon request.



Envision Education Media Release

Media Information

From time to time, the media (newspaper, radio, television) may visit your campus to photograph, tape record, videotape or write stories of general public interest. Envision Education also regularly takes pictures and video of students involved in various school activities and publish these images in its own newsletters, public relations and professional development materials. You have the right to withhold consent. Therefore, we request you sign and return this form to the school office.

Parental/Guardian Consent

I consent to the use of my child’s name, photograph, video, audio, or other recordings, school work, and interview comments, for the educational and promotional purposes of Envision Education. I understand this consent includes but is not limited to use of such materials in press releases, publicity materials, newsletters, web sites, computer software, slide shows, and audio/video presentations. I understand that a likeness of my child may be reproduced or created digitally or transformed into an electronic format to which the general public may have access. I further understand that Envision Education is unable to exercise control over the persons who may view and copy (“download”) my child’s likeness and the uses to which such persons may put such information.

It is understood that photographs or recordings may be taken at any time during the school year while my child is enrolled and may be taken in the classroom or during any school-related activity. It is agreed that I may inspect or view these materials upon request while they are in the possession of Envision Education.

It is further agreed that neither my child nor I shall have any right, title or interest in the photographs, recordings, or other materials that may include my child’s name or likeness which are created by Envision Education and Envision Education’s employees or agents. I on behalf of myself, my child, our heirs, executors, and assigns agree to release and hold harmless Envision Education, its officers, employees, and agents for any and all liabilities, including but not limited to personal injuries, arising out of the creation or use of my child’s likeness in such materials.

I understand that my consent and signature on this release are NOT a condition of enrolling my child at Envision Education.

_____ I do give consent for media release as stated above.

_____ I do NOT give consent for media release as stated above.

Parent/Guardian Signature

Date

Student Name: _____

Grade (SY23/24): _____



Permiso de medios de comunicación de Envision Education

Información de medios de comunicación

De vez en cuando, los medios (Periódicos, radio, televisión) pueden visitar nuestro campo escolar para tomar fotos, grabar, tomar video o escribir historias de interés público. Envision Education también regularmente toma fotos, video, de estudiantes que están envueltos en varias actividades escolares y publican estas fotos en o imágenes en nuestros medios diarios, relaciones personales o materiales de desarrollo. Usted tiene el derecho de no dar su permiso. Por lo tanto, nosotros le pedimos que regrese de esta forma a la oficina si usted está de acuerdo con que nosotros utilizamos tales imágenes de su hijo como mencioné anteriormente.

Consentimiento de Padre/Tutor Legal

Doy mi consentimiento para el uso del nombre, la fotografía, el video, el audio u otras grabaciones de mi hijo/a, el trabajo escolar y los comentarios de las entrevistas para fines educativos y promocionales de Envision Schools. Entiendo que este consentimiento incluye, entre otros, el uso de dichos materiales en comunicados de prensa, materiales publicitarios, boletines, sitios web, software de computadora, presentaciones de diapositivas y presentaciones de audio/video. Entiendo que una imagen de mi hijo/a puede reproducirse o crearse digitalmente o transformarse en un formato electrónico al que el público en general pueda tener acceso. Además, entiendo que Envision Schools no puede ejercer control sobre las personas que pueden ver y copiar ("descargar") la imagen de mi hijo/a y los usos que dichas personas pueden dar a dicha información.

Se entiende que se pueden tomar fotografías o grabaciones en cualquier momento durante el año escolar mientras mi hijo/a esté inscrito y se pueden tomar en el salón de clases o durante cualquier actividad relacionada con la escuela. Se acuerda que puedo inspeccionar o ver estos materiales a pedido mientras estén en posesión de Envision Education.

Además, se acuerda que ni mi hijo/a ni yo tendremos ningún derecho, título o interés en las fotografías, grabaciones u otros materiales que puedan incluir el nombre o la imagen de mi hijo creados por Envision Schools y los empleados o agentes de Envision Schools. Yo, en nombre mío, de mi hijo/a, de nuestros herederos, albaceas y cesionarios, aceptó liberar y eximir de responsabilidad a Envision Schools, sus funcionarios, empleados y agentes por todas y cada una de las responsabilidades, incluidas, entre otras, lesiones personales, que surjan de la creación o uso de la imagen de mi hijo/a en dichos materiales.

Yo entiendo y mi consentimiento y firma NO son una condición para inscribir a m hijo(a) en Envision Education.

_____ **Doy mi consentimiento para los medios como se indicó anteriormente.**

_____ **NO doy mi consentimiento para los medios como se indicó anteriormente.**

Firma de los padres/tutores

Fecha

Nombre del estudiante: _____

Grado (SY23/24): _____

Mandatory Family Information Form

All families must complete the **Mandatory Family Information Form (MFIF)**. It is available online at tinyurl.com/EnvisionMFIF or a paper form can be obtained from the Main Office. Enter Envision Education as the District.



FAMILY BENEFITS GUIDE ONE FORM = MULTIPLE BENEFITS

Complete the Mandatory Family Information Form (MFIF) online:

- tinyurl.com/EnvisionMFIF
- tinyurl.com/ImpactMFIF
- tinyurl.com/SFCALMFIF



Use your MFIF results letter to also receive these benefits and discounts:

Pandemic-EBT (California PEBT)
Funds for food during school closure
<https://capandemic-ebt.org/>



SAT Exam
Fee Waiver for high school students
collegereadiness.collegeboard.org/sat/register/fees/fee-waivers



Low cost internet services
internetessentials.com/apply
t-mobile.com/brand/project-10-million
att.com/internet/access/



California Life Line
Discounted home & cell phone services
californialifeline.com



Pacific Gas & Electric
Service discounts (CARE/FERA Program)
pge.com/care



Families who qualify can apply for:
CalFresh - www.alamedacountysocialservices.org
Earned Income Tax Credit - irs.gov/EITC





Envision Education Technology and Network Student Acceptable Use Agreement

Envision Education provides students access to its schools’ electronic network, computer systems, peripherals, and related technology equipment for educational purposes. The network includes Internet access, computer services, videoconferencing, and electronic communication. The purpose of the network is to allow students to complete academic work, conduct research, create projects, share, and communicate while preparing them for success in college and work in the 21st century. The full policy is included in Appendix A and must be reviewed in addition to completing and returning this form.

Please complete **ALL** of the information below and return this form. It **MUST** be completed, signed and returned regardless of whether or not you will allow your child to use Envision Education’s technology resources based on the Technology and Network Student Acceptable Use Policy. Envision Education supports and respects each family's right to decide whether or not your child has access to these resources.

We, child and parent/guardian, have read Envision Education Acceptable Use Policy for Technology and Network Use. We have discussed this policy and understand that our child is required to follow the rules for acceptable use of technology. We understand that we will be liable for any violations of these rules and that the aforementioned student will be subject to potential disciplinary action for violating these rules and/or the policy as well as loss of access and user privileges.

- We, child and parent/guardian, **accept this policy** and agree to abide by its rules and mandates; our acceptance will allow him or her to use Envision Education’s technology resources, computer hardware/software, equipment, network, and the Internet (e.g., electronic mail and the World Wide Web). We hold Envision Education and its officers, board members, employees and agents harmless from and against any and all liability; loss, expense or claim for injury or damages students may have arising out of the use of Envision Education technology resources.
- We, child and parent/guardian, **do not accept this policy**; we understand that our child will not be allowed to use Envision Education technology resources—computer hardware/software, networks, servers, or the Internet (e.g. electronic mail, and the World Wide Web).

Student Name

Student Signature

Parent/Guardian Name

Parent Guardian Signature

Date _____

SY _____

Off-Campus Lunch Opt-Out Form
Formulario de exclusión por almuerzo fuera del campus

At Envision Academy in the 2023-2024 school year, all students in grades 11-12, who are in good standing, will be permitted to leave campus during lunch on Mondays, Tuesdays, Thursdays, and Fridays. A student in good standing is defined as one who maintains: 2.0 or higher GPA with, 95% attendance at school, 98% on-time to class, and no major incidents of disciplinary behavior.

En la Academia Envision en el año escolar 2023-2024, todos los estudiantes en los grados 11-12, que están en buen estado, se les permitirá salir del campus durante el almuerzo los lunes, martes, jueves y viernes. Un estudiante en buen estado se define como uno que mantiene: 2.0 o superior GPA con, 95% de asistencia a la escuela, 98% de puntualidad a clase, y sin incidentes graves de comportamiento disciplinario.

If you prefer that your student in grades 11-12 STAY on campus during lunch, please indicate this by checking the box below. **If you do not return this form, your student in grades 11-12 will be permitted to leave campus for lunch.**

*Si prefiere Usted que su estudiante en grados 11-12 QUEDAR en campus durante almuerzo, por favor marque el cuadro abajo. **Si no regresa Usted este formulario, su estudiante en grados 11-12 será permitido salir el campus durante almuerzo.***

I do not give permission for my student to leave campus during lunch. / *No permito a mi estudiante salir el campus durante almuerzo.*

Student name(s) / *nombre(s) de estudiante(s)*: _____

Student grade level(s) / *grado(s) de estudiante(s)*: _____

Signature / *firma*: _____

Date / *fecha*: _____



Day Field Trip and Transportation - Permission Form and Waiver

Permission to Attend Day Field Trips

Keeping learning relevant is an important teaching strategy at Envision Education. This entails frequent field trips to take advantage of resources outside of the school. Such trips are always taken under the supervision of at least one credentialed teacher and/or school administrator, and all precautions are taken to ensure each student’s welfare. When traveling away from school, the School will make every effort to transport students to and from scheduled field trips in a chartered bus or van, or by public transportation. However, circumstances may necessitate alternate modes of transportation. In all cases, Envisions School administration will actively screen all potential drivers and ensure that all students are transported in properly insured vehicles. As a parent/guardian, by signing this permission slip, you are giving permission for your student(s) to participate in all field trips scheduled during the school year. Parents/guardians will be notified in advance when students will be taking a field trip and will be provided with information about the trip along with final field trip authorization forms.

Waiver of Claim

I understand that all day school field trips are optional, participation is not required, and an alternate activity will be offered at the school for students who choose not to attend. I understand that all field trips begin and end at the school and that all students are required to go and return from the event on the transportation provided by Envision Education unless prior arrangements have been made with the Principal and the Non-School Sponsored Driver Waiver and Release form is on file.

Further, I understand that pursuant to Education Code Section 35330, all persons participating in a field trip or excursion shall be deemed to have waived all claims against Envision Education, its Board of Directors, Officers, Employees, Agents, volunteers, and contractors for injury, illness or death occurring during or by reason of the field trip or excursion. I therefore acknowledge that as a condition of my student’s participation in said activity, I hold harmless and waive any and all claims against Envision Education, its Board of Directors, Officers, Employees, Agents, volunteers, and contractors and the CCSA JPA and their officers, employees, and agents, including, but not limited to, claims arising out of any actions or omission of any officers or employees of Envision Education, for any injury, accident, illness, or death, or any loss or damage to personal property occurring during or by reason of the participation in said activity. By signing this agreement, I acknowledge that I have carefully read this document and understand the information therein. I agree to each of the terms and acknowledgments above, and agree to permit my child to participate in school field trips.

Parent/Guardian Signature

Date

Día de paseo y permiso de transporte - Forma de permiso y renuncia

Permiso de asistir a un paseo

Mantener la enseñanza interesante es una estrategia de enseñanza importante en Envision Education. Esto puede significar tomar ventaja de los recursos fuera de la escuela. Como viajes o paseos bajo la supervisión directa de un maestro y/o directivo escolar, y todas las precauciones son tomadas para asegurar el bienestar de los alumnos. Como padre/tutor legal, al firmar esta forma usted está dando permiso a su estudiante(s) que participe(n) en todos los paseos programados en el año escolar. Padres/tutores legales serán informados con anticipación cuando el estudiante tenga un paseo, y se le proveerá información sobre el paseo.

Información de Renuncia

Yo entiendo que todos los paseos son opcionales, la asistencia no es requerida, y que una actividad alterna se les ofrecerá a los estudiantes que opten por no asistir. Yo también entiendo que los estudiantes que asisten a los paseos son responsabilidad de un adulto, profesores, personal escolar, y, si aplicable, responsables de su conducta todo el tiempo. Yo entiendo que todos los paseos empiezan y termina en la escuela y que todos los estudiantes son requeridos ir y regresar en el transporte brindado por Envision Education almenos que arreglos hayan sido hechos con anterioridad y aprobados por escrito por el director, el administrador escolar o el profesor encargado del paseo. Los estudiantes pueden ser requeridos de irse temprano del paseo con mi consentimiento por escrito. Aun así yo entiendo que Envision Education no será responsable por el estudiante después que se retire del cuidado inmediato y la supervisión de Envision Education y no haré responsables y libraré de cualquier culpa o responsabilidad y cargo hecho a Envision Education, junta directiva, oficiales, empleados, agentes, voluntarios, and contratistas y a los CCSA JPA y sus oficiales, empleados, y agentes, incluyendo, pero no limitado a, reclamos que resulten por alguna acción u omisión de cualquier oficial o empleado de Envision Education, por cualquier accidente o lesión, enfermedad, o muerte, o cualquier pérdida o daño a propiedad personal que ocurra inmediatamente después que el estudiante no esté bajo la supervisión de Envision Education.

Adicionalmente, yo entiendo que siguiendo el Código de Educación Sección 35330, todas las personas que participen en los paseos o excursiones han renunciado a cualquier reclamo en contra de Envision Education, de su junta directiva, oficiales, Empleados, Agentes, voluntarios, y contratistas por cualquier lesión, enfermedad o muerte que ocurra por cualquier razón durante el paseo o excursión. Yo reconozco que como condición para que mi estudiante participe activamente en estas actividades yo libro de cualquier culpa a Envision Education, su junta directiva, Oficiales, Empleados, Agentes, voluntarios, y contratistas y CCSA JPA y sus oficiales, empleados, y agentes, incluyendo, pero no limitado a, reclamos por alguna acción u omisión por oficiales o empleados de Envision Education, por lesión, accidente, enfermedad, o muerte, o perdida o daño a propiedad personal que ocurra en la participación por dicha actividad. Al firmar este acuerdo , yo reconozco que he leído cuidadosamente y entiendo la información proveída. Yo estoy de acuerdo con todos los términos y los reconozco y estoy desacuerdo con darle permiso a mi hijo(a) que participe en los paseos de la escuela.

Firma de los padres/tutores

Fecha

Medication Authorization Form

California Education Code 49423 provides that students required to take medication (prescription or over-the-counter) during the school day **MAY** be assisted by school personnel **ONLY** if the school district receives a written authorization from the health care provider **AND** the parent/guardian/caregiver of the student. **Please complete this entire form and return it to the school Office Manager.**

Student: _____

Date of Birth: _____

School: _____

Grade: _____

TO BE COMPLETED BY PHYSICIAN

1. Medication:		
Reason for Medication:		
Dose:	Time/Frequency:	Duration:
How is medication given (oral, inhalation, injection, topical):		
Observable adverse reactions/side effects:		
Check appropriate boxes below: <input type="checkbox"/> I authorize this student to self-administer the above medication. <input type="checkbox"/> I authorize designated school personnel to administer the above medication.		

PARENT INFORMATION

- Please provide medication in its original and properly labeled container to the Main Office. Prescription medication must be in the pharmacy-labeled container with the student's name clearly visible.
- Please inform the school of any changes in the medication plan along with new orders.
- Medication forms must be renewed annually.
- I agree to hold Envision Schools and its employees harmless from any and all liability for the results of taking the medication or the manner in which the medication is given.
- I give my consent for school authorities to take appropriate action for the safety and welfare of my child.

Printed Name Parent/Guardian/Caregiver

Signature

Date

SY _____

Formulario de autorización de medicamentos

El Código de Educación de California 49423 establece que los estudiantes que deben tomar medicamentos (recetados o de venta libre) durante el día escolar **PUEDEN** ser asistidos por personal escolar **SOLAMENTE** si el distrito escolar recibe una autorización por escrito del proveedor de atención médica Y el padre/tutor/ cuidador del alumno. **Complete todo este formulario y devuélvalo al Gerente de la Oficina de la escuela.**

Estudiante: _____

Fecha de nacimiento: _____

Escuela: _____

Grado: _____

PARA SER COMPLETADO POR EL MÉDICO

1. Medicamento:		
Motivo de la medicación:		
Dosis:	Tiempo/frecuencia:	Duración:
Cómo se administra el medicamento (oral, inhalación, inyección, tópico):		
Reacciones adversas/efectos secundarios observables:		
Marque las casillas correspondientes a continuación: <input type="checkbox"/> Autorizo a este estudiante a autoadministrarse el medicamento anterior. <input type="checkbox"/> Autorizo al personal escolar designado a administrar el medicamento anterior.		

INFORMACIÓN DE LOS PADRES

- Entregue el medicamento en su envase original y debidamente etiquetado a la oficina principal. Los medicamentos recetados deben estar en el envase con la etiqueta de la farmacia con el nombre del estudiante claramente visible.
- Informe a la escuela de cualquier cambio en el plan de medicamentos junto con las nuevas órdenes.
- Los formularios de medicamentos deben renovarse anualmente.
- Estoy de acuerdo en eximir a Envision Schools y sus empleados de toda responsabilidad por los resultados de tomar el medicamento o la forma en que se administra el medicamento.
- Doy mi consentimiento para que las autoridades escolares tomen las medidas adecuadas para la seguridad y el bienestar de mi hijo.

Nombre impreso Padre/Tutor/Cuidador

Firma

Fecha

Año Escolar

Medical Statement to Request Special Meals and/or Accommodations

1. School	2. Site Name		
3. Name of Child or Participant		4. Age or Date of Birth	
5. Name of Parent or Guardian		6. Phone Number	
7. Description of Child or Participant's Physical or Mental Impairment Affected:			
8. Explanation of Diet Prescription and/or Accommodation to Ensure Proper Implementation:			
9. Indicate Food Texture for Above Child or Participant:			
<input type="checkbox"/> Regular <input type="checkbox"/> Chopped <input type="checkbox"/> Ground <input type="checkbox"/> Pureed			
10. Foods to be Omitted and Appropriate Substitutions:			
Foods To Be Omitted		Suggested Substitutions	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
11. Adaptive Equipment to be Used:			
12. Signature of State Licensed Healthcare Professional*	13. Printed Name	14. Phone Number	15. Date

*For this purpose, a state licensed healthcare professional in California is a licensed physician, a physician assistant, or a nurse practitioner.

The information on this form should be updated to reflect the current medical and/or nutritional needs of the participant.

INSTRUCTIONS

1. **School or Agency:** Print the name of the school or agency that is providing the form to the parent.
2. **Site:** Print the name of the site where meals will be served.
3. **Name of Child or Participant:** Print the name of the child or participant to whom the information pertains.
4. **Age of Child or Participant:** Print the age of the child or participant. For infants, please use date of birth.
5. **Name of Parent or Guardian:** Print the name of the person requesting the child or participant's medical statement.
6. **Phone Number:** Print the phone number of parent or guardian.
7. **Description of Child or Participant's Physical or Mental Impairment Affected:** Describe how the physical or mental impairment restricts the child or participant's diet.
8. **Explanation of Diet Prescription and/or Accommodation to Ensure Proper Implementation:** Describe a specific diet or accommodation that has been prescribed by the state healthcare professional.
9. **Indicate Texture:** If the child or participant does not need any modification, check "Regular".
10. **Foods to be Omitted:** List specific foods that must be omitted (e.g., exclude fluid milk).
Suggested Substitutions: List specific foods to include in the diet (e.g., calcium-fortified juice).
11. **Adaptive Equipment to be Used:** Describe specific equipment required to assist the child or participant with dining (e.g., sippy cup, large handled spoon, wheel-chair accessible furniture, etc.).
12. **Signature of State Licensed Healthcare Professional:** Signature of state licensed healthcare professional requesting the special meal or accommodation.
13. **Printed Name:** Print name of state licensed healthcare professional.
14. **Phone Number:** Phone number of state licensed healthcare professional.
15. **Date:** Date state licensed healthcare professional signed form.

Declaración Médica a Solicitar Comidas y/o Alojamiento Especiales

1. Escuela	2. Nombre del sitio		
4. Nombre del estudiante		5. Edad	
6. Nombre del padre		7. Número de teléfono	
8. Descripción del impedimento físico o mental del niño o participante afectado:			
9. Explicación de la Prescripción de la Dieta y/o Alojamiento para Asegurar una Implementación Adecuada:			
10. Indicar la textura de los alimentos para el niño o participante de arriba:			
<input type="checkbox"/> Regular <input type="checkbox"/> Cortado <input type="checkbox"/> Molida <input type="checkbox"/> Hecho Puré			
11. Alimentos a omitir y sustituciones apropiadas:			
Alimentos a omitir		Sustituciones sugeridas	
_____		_____	
_____		_____	
_____		_____	
_____		_____	
_____		_____	
_____		_____	
12. Equipo adaptativo a utilizar:			
13. Firma del profesional de la salud autorizado por el estado *	14. Nombre impreso	15. Número de teléfono	16. Fecha

* Para este propósito, un profesional de la salud con licencia estatal en California es un médico con licencia, un asistente médico o una enfermera practicante.

La información en este formulario debe actualizarse para reflejar las necesidades médicas y/o nutricionales actuales del participante.

INSTRUCCIONES

- 1. Escuela o agencia:** Escriba el nombre de la escuela o agencia que proporciona el formulario a los padres.
- 2. Sitio:** Escriba el nombre del sitio donde se servirán las comidas.
- 3. Nombre del niño o participante:** Escriba el nombre del niño o participante a quien pertenece la información.
- 4. Edad del niño o participante:** escriba la edad del niño o participante. Para los bebés, utilice la fecha de nacimiento.
- 5. Nombre del padre o tutor:** Escriba en letra de imprenta el nombre de la persona que solicita la declaración médica del niño o participante.
- 6. Número de teléfono:** Escriba el número de teléfono del padre o tutor.
- 7. Descripción del impedimento físico o mental del niño o del participante afectado:** Describa cómo el impedimento físico o mental restringe la dieta del niño o del participante.
- 8. Explicación de la prescripción de la dieta y/o adaptaciones para garantizar una implementación adecuada:** Describa una dieta o adaptaciones específicas que haya prescrito el profesional de atención médica estatal.
- 9. Indicar Textura:** Si el niño o participante no necesita ninguna modificación, marque "Regular".
- 10. Alimentos que deben omitirse:** Enumere los alimentos específicos que deben omitirse (p. ej., excluya la leche líquida).
Sustituciones sugeridas: Haga una lista de alimentos específicos para incluir en la dieta (p. ej., jugo fortificado con calcio).
- 11. Equipo de adaptación que se usará:** Describa el equipo específico que se requiere para ayudar al niño o participante a comer (p. ej., taza para sorber, cuchara con mango grande, muebles accesibles para sillas de ruedas, etc.).
- 12. Firma del profesional de la salud autorizado por el estado:** Firma del profesional de la salud autorizado por el estado que solicita la comida o el alojamiento especiales.
- 13. Nombre en letra de imprenta:** Nombre en letra de imprenta del profesional de la salud autorizado por el estado.
- 14. Número de teléfono:** Número de teléfono del profesional de la salud autorizado por el estado.
- 15. Fecha:** Fecha en que el profesional de la salud autorizado por el estado firmó el formulario.