



Valley Oaks Charter School 2010-2011 Parent Handbook Policies, Procedures, Parent Rights, and Curriculum

Welcome to the 2010-2011 school year! The staff at Valley Oaks hopes that you had a relaxing summer break and are ready to resume your homeschool endeavors. In this handbook, we have provided the revisions and updates to Valley Oaks Charter School policies, procedures and parent rights. Please take time to review the information and use it as a reference guide throughout the year. Many of these legal items may or may not directly relate to our charter school program but by law, parents must be informed each year. If you have any questions, please contact your resource teacher or your school administrator.

Background

Valley Oaks Charter School was established in 2000 by Kern County Superintendent of Schools to provide support for parents/families who choose to homeschool their children. Currently the program serves over 1,000 students, grades K-12, at five sites in Kern County. The school is fully accredited through Western Association of Schools and Colleges (WASC).

Since Valley Oaks Charter School is chartered by the Kern County Superintendent of Schools (KCSOS), all policies and regulations guiding that organization apply to Valley Oaks Charter School (VOCS). Copies of KCSOS Board policies and VOCS Board policies are available upon request. Any modification to the policies must be approved by the Charter Board. Procedures are guidelines developed by the school staff for consistent operation of the school. They are subject to change to best serve our programs.

Valley Oaks Charter Mission

The mission of the school is to support parents seeking assistance and accountability in their homeschooling endeavors. To provide high quality learning experiences, parents, working in partnership with credentialed teachers will access the vast and diverse resources of the school and community including the museums of Kern County.

Policies, Procedures and Rights

Acceptable Use Policy

Electronic information services (Internet) are available to students and teachers at school programs operated by Valley Oaks Charter School. Valley Oaks Charter School strongly believes in the educational value of such electronic services and recognizes their potential to support curriculum and learning. The goal in providing these services is to promote educational excellence by facilitating research, innovation, and communication. Student access at school will be for educational purposes and under staff supervision. Valley Oaks Charter School is currently making Internet services available through our school-based local area networks.

As a member of a school community and as representatives of their school in the global electronic community, students are expected to abide by a *Code of Conduct*. Access to the Valley Oaks Charter School Internet will be limited to students who have agreed to and signed the provided *Code of Conduct*.

Student Code of Conduct for Electronic Use

1. Personal Responsibility:

Students will accept personal responsibility for reporting any misuse of the network to the Internet teacher or system administrator. Students will understand that all the rules of conduct described in the Valley Oaks Charter School discipline code apply when on the network.

2. Acceptable Use:

The use of assigned accounts will be in support of education and research and will support the educational goals and objectives of Valley Oaks Charter School. Students are personally responsible for this provision at all times when using the electronic information service.

In addition students:

- May use Valley Oaks Charter School's Internet access for academic research and class projects.
- May use other organization's networks or computing resources, and will comply with rules that are appropriate to that network.
- Will understand that accessing or sending any material in violation of any law is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
- Will not use Valley Oaks Charter School Internet access for commercial activities.
- Will not use Valley Oaks Charter School Internet access for product advertisement.
- Will be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws that the student can be prosecuted for violating those laws.

3. Privileges:

Students understand that the use of Valley Oaks Charter School's information system is a privilege, not a right, and inappropriate use will result in restrictions or modifications of those privileges. The system administrator(s) may close an account at any time deemed necessary. The administration, staff, or faculty may request that the system administrator modify or suspend specific user accounts.

4. Network Etiquette and Privacy:

Students understand and will abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

BEING POLITE. Students will not send or encourage others to send abusive messages.

USING APPROPRIATE LANGUAGE. Students understand that they are representatives of our school and district on a non-private system and that what is said and done can be viewed globally.

GUARDING PRIVACY. Students will not reveal home addresses or personal phone numbers or the addresses or personal phone numbers of other students.

USING ELECTRONIC E-MAIL. Students understand that electronic mail (e-mail) sent through Valley Oaks Charter School's network is not guaranteed to be private. Valley Oaks Charter School reserves the right to monitor or review e-mail sent over the Valley Oaks Charter School's Internet access system. Inappropriate language or advocacy of illegal activity in e-mail messages may result in loss of system privileges and/or other disciplinary measures.

Students understand that e-mail via the Valley Oaks Charter School's Internet connection must be school related and must abide by the guidelines outlined here. Students will immediately report any threatening, obscene, or harassing e-mail to school staff.

5. Security

If students identify a security problem, they will notify the system administrator at once. Students will understand that all use of the Valley Oaks Charter School's system must be under their own accounts and that any user identified as a security risk will be denied access to the information system.

6. Vandalism

Vandalism in the electronic community is any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading, downloading, or creation of computer viruses. Students understand that any vandalism will result in the loss of computer services, disciplinary action, and legal referral.

Accreditation

Valley Oaks is fully accredited through 2012 by the Schools Commission of the Western Association of Schools and Colleges (WASC). If you have questions regarding VOCS status with WASC, you may contact:

Western Association of Schools and Colleges
Accrediting Commission for Schools
533 Airport Blvd., Suite 200, Burlingame, CA 94010
Phone (650) 696-1060

Admissions

Admission to VOCS will be given to students whose parents make a request to the charter school pursuant to E.C. 1981(b), who meet the established criteria, and who follow through on required admission procedures. To best serve you and your student, it is important that we follow California Ed Code law §51746, which requires full-time independent study to be the most appropriate educational alternative for the pupil.

Primary requirements of enrollment are 1) attendance at an orientation session, 2) an adult at home who is willing to work 5-6 hours per day instructing the student, 3) willingness to meet bi-monthly with a resource teacher to demonstrate attendance/student work, 4) student documentation: a birth certificate, an up-to-date immunization record, a social security number, and 5) other documentation that provides information regarding your student's educational needs.

Preference for year-to-year admission to VOCS is given to those students previously enrolled at Valley Oaks, children of the staff, siblings of students already enrolled, and students who have documented evidence of being previously homeschooled.

Upon acceptance in Valley Oaks Charter School, parent/guardian signs a Master Agreement contract agreeing to be full partners in the education of his/her students.

Agriculture

Participating in Hokit Farm at Valley Oaks teaches students about science and a positive work ethic. Students learn the basics of animal and plant production, plant propagation, composting, and animal care. Classes are conducted on the grounds during the enrichment class times and at other times arranged with the agriculture teachers. Parents of kindergartners and first graders should stay with their children at all times. Parents of 2nd through 8th graders are encouraged to assist their children in these activities so that they can reinforce the science being taught. A series of agricultural lessons that have been developed for parents to teach their children on Hokit Farm is available. Lessons plans and materials for hands-on projects can be used anytime that you visit the school during regular school hours.

Students should only be on the farm when an adult (parent or teacher) is actively supervising them. Students will be required to practice safe procedures at all times. Working on the farm involves some activities that carry larger responsibility for safety: working with tools, handling animals, walking on uneven ground, and working where insects and manure may be present. If parents have concerns about these factors they should discuss them with staff members.

Attendance

Students are required to work on assignments on a daily basis and complete 180 days of work. Anything less than 180 days indicates a less than adequate effort to give the student a quality education. Since VOCS follows Independent Study codes, attendance is defined by the quantity and quality of work. When you meet with your resource teacher you should have all assigned work completed. If there is a problem with what has been assigned, contact the resource teacher immediately. Lessons can be modified or tutoring options can be discussed.

When students do not complete and turn in an acceptable amount of quality work, the resource teacher cannot give full attendance credit. The Master Agreement and Attendance Work Record (AWR) define the learning expectations agreed to by the home teacher doing the daily instruction and the resource teacher. Failure to complete this work will put the student in jeopardy of being placed on probation.

According to law, your child may be excused for absence only when it was:

1. Due to illness.
2. Due to quarantine under the direction of a city or county health officer.
3. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
4. For the purpose of attending the funeral services of a member of your immediate family, so long as the absence is not more than one day if the service is conducted in California, and not more than three days if the service is conducted outside California.
5. For the purpose of jury duty in the manner provided by law. [E.C. § 46010, et seq.]
6. To attend certain student education conferences.
7. Absence for Religious Purposes: With your written permission, your child may be excused to attend religious services away from school. However, your child will be required to complete a certain number of minutes for that day. Such absences are limited to four days per month. [E.C. § 46014]
8. Absence for Justifiable Personal Reasons: Upon your written request and approval by the school principal, your child may be excused from school for justifiable personal reasons such as an appearance in court, observation of a religious holiday or ceremony, attendance at religious retreats, or an employment conference. [E.C. § 48205]

Algebra Requirement

Algebra I is on the California State Standards as an eighth grade expectation. All high school students graduating from Valley Oaks Charter School must pass Algebra I in order to earn a high school diploma. [Ed Code § 51224.5] If a student has taken and passed a complete Algebra I course or its equivalent in grades 7 or 8 from an accredited school, the Algebra I requirement will be met. If a student passes Algebra I in 7th or 8th grade, that student may retake the course in high school for unit credit or may take other courses in high school to meet the requirement of 3 years of mathematics.

CalWorks and SSI Forms

If forms need to be signed by the school to verify that a student is attending school, those papers will be signed after the student has successfully completed one attendance period (approximately 20 school days).

CAMP KEEP (Kern Environmental Education Program)

Each spring fifth and sixth grade students can attend the five-day Camp KEEP Ocean in Montana de Oro State Park (south of Morro Bay). This activity is an optional program that requires a fee paid by the family. Resource teachers can provide additional information for enrollment.

Closed Campus

Since student safety is our top priority, Valley Oaks Charter School is a closed campus. Students may not leave campus at any time unless accompanied by parent or the parent has provided prior approval and the request has been approved by site administration. Neither the county office nor any officer or employee shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to Education Code § 44808.5.

Conferences with Parents and Students

Valley Oaks Charter school is dedicated to a high level of communication among parents, students, and teachers. Parents/guardians and students, kindergarten thru eighth grade, should meet with their resource teacher every two weeks. Students must accompany the parent/guardian to meet with their resource teacher a minimum of one time per reporting period.

Constitution Test-Eighth Grade

Valley Oaks Charter provides a support course to assist parents in helping their 8th grade students meet the requirement to pass (by a 70% minimum) the VOCS United States Constitution Test to be administered on site. Students, with parent instruction, will be responsible for the following information:

1. Preamble
2. History of the development and signing of the Constitution
3. How the Constitution has been interpreted over time
4. Provisions of the Constitution
5. Bill of Rights and major amendments
6. Role of the citizen as it relates to the Constitution
7. Key people

Discipline

Learning self-discipline is an important part of a student's education. Parents are encouraged to teach their children the positive character traits of honesty, respect for others, self-reliance, independence, integrity, and kindness. While participating in school-sponsored events, all students of Valley Oaks must conduct themselves in a manner that demonstrates these qualities.

The staff of Valley Oaks Charter School wants to provide the best educational opportunities possible for all students. In order to have an environment that facilitates a safe and sound education for all students, a standard of behavior is expected from all students. When this standard of behavior is not met, the nature, seriousness, and frequency of the inappropriate behavior will determine the action taken.

The discipline procedure for Valley Oaks applies:

1. While students are on school grounds.
2. While students are going to and from school.
3. During nutritional breaks.
4. During or while going to or coming from a school sponsored activity.
5. While attending any activity sponsored by the Kern County Superintendent of Schools.

The following are unacceptable behaviors that may lead to suspension or expulsion:

1. Dress that does not meet school standards

2. Unauthorized use of electronic or mechanical devices including CB radios, cellular phones, laser pens, boom boxes, walkmans, game boys, portable DVD players, lighters, etc.
3. Disruptive behavior
4. Insubordination (i.e. not obeying directions, refusal to work)
5. Profanity/obscenities
6. Unauthorized use of computer technology
7. Gambling
8. Fighting, threatening, physical aggression, bullying
9. Defacing/destroying school or private property
10. Theft or attempted theft
11. Possession of weapons, firearms, look-alike weapons, explosives, fireworks
12. Sexual harassment or discrimination based on race, color, sex, disability, national origin, ethnicity, or religion
13. False alarms, bomb threats, 911 calls, threats against persons, hoaxes
14. Use or possession of tobacco, tobacco products, or drugs
15. Hazing

A comprehensive discussion of the rules and offenses related to student discipline can be obtained at the County Office of Education. [E.C. § 48915]

Release of Student to Peace Officer

If a school official releases your child from school to a peace officer for the purpose of removing him/her from the school premises, the school official shall take immediate steps to notify you or a responsible relative of your child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or guardian. [E.C. section 48906]

Electronic Communication Devices Policy

The following policy sets guidelines for limited use of electronic communication devices on school grounds and at school-sponsored activities.

Students may possess and use electronic communication devices on school district property and at school-sponsored activities subject to the following:

- Use of devices on school grounds: All electronic communication devices, Compact Disc Players, MP3 players, and Cellular Phones, must be turned off during the official instructional day, including lunch period. Electronic communication devices may be used before and after the official instructional day.
- Permission for other uses: If a student wishes to use an electric communication device at an unauthorized time for medical purposes, his/her parent or guardian must submit a written request for permission to the school principal or his/her designee to determine the validity of the request.
- Student Responsibility: It is the student's responsibility to ensure that their devices are turned off and secured at all times.

Any student who violates the above is subject to disciplinary action, including confiscation of the electronic communication device for the remainder of the official instructional day.

Valley Oaks Charter School is not responsible for lost, stolen, or damaged electronic communication devices or any charges incurred as a result.

Parent Liable Responsibility/Withholding Records

Parents are liable for all the damages caused by the willful misconduct of their minor children that result in death or injury to other students, school personnel, or school property. Parents are also liable for any

school property loaned to the student and willfully not returned. Parents' or guardians' liability may be as much as \$10,000 in damages and another maximum of \$15,693 for payment or reward, if any. [E.C. §48904]

The school may withhold grades, diplomas, or transcripts of the student responsible until such damages are paid or the property returned or until completion of a volunteer program in lieu of payment money. [E.C. 48904]

If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of the school day with your child. [E.C. §48900.01]

Student Search

The school principal or designee may search the person of a student (including backpack, purse, bag, etc.) or locker if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband. Evidence gathered from video surveillance tape systems in posted areas is specifically admissible in discipline hearings, as no one has a reasonable expectation of privacy in those circumstances.

Suspensions and Expulsions

Students may be suspended from school activities by the principal for up to 10 days of activity for infractions of the discipline code and Grounds for Suspension listed in State Education Code §48900. For more serious offenses as defined State Education Code 48915, the administration will ask the Governing Board to expel a student from Valley Oaks.

Due Process Protections and Complaints

Uniform Complaint Procedures

The district has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs. It is unlawful to discriminate on the basis of ethnic group identification, religion, age, sex, color, or physical or mental disability.

If there is a problem that a parent or student wants to have solved, the correct procedure is to:

- Discuss the problem with the resource teacher and try to resolve the situation.
- File a written complaint with the administration. Be specific about details – time, place, people involved, and what the resolution attempts have been up to that point. The administration will investigate and verify the details of the situation described in the report.
- Meet with administration to discuss resolution of the problem.
- If a resolution is not agreed on, the written complaint along with a report from the administration will be forwarded to the chair of the Governing Board. The decision made by the chair in consultation with other members of the board will be final.

In all dealings, the tone of all parties must be respectful. All procedures will be handled as confidentially as possible. Complainants will be protected against retaliation as a result of the filing of any complaint or participation in any complaint process.

You may contact the site principal, Valley Oaks Charter School, 661-852-6700 to obtain a copy of the formal complaint procedures.

In addition to the above procedure you have a right to:

- (1) Direct your complaint to the Kern County Superintendent of Schools Compliance Office.

- (2) Direct your complaint to the State Superintendent of Public Instruction.
- (2) Appeal to the State Superintendent of Public Instruction a complaint that has not been resolved to your satisfaction by the school district.

In addition to this procedure, you may wish to:

- (1) Direct a complaint to appropriate agencies for investigation.
- (2) Consult with an attorney to determine if you have legal rights that may be pursued through available civil law remedies. You may wish to contact the following low-cost or free legal service:

Greater Bakersfield Legal Assistance
615 California Avenue
Bakersfield, CA 93304
(661) 325-5943

Complaints Regarding Discrimination and the Education of Disabled Students

Valley Oaks Charter is committed to equal opportunity for all individuals in education.

Our programs and activities shall be free from discrimination based on sex, race, color, religion, national origin, lack of English skills, ethnic group, marital or parental status, physical or mental disability or any other unlawful consideration. We promote programs that ensure that these discriminatory practices are eliminated in all district activities. [E.C. § 56501]

You have certain rights under the law, including Title VI of the Civil Rights Act of 1974, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act (IDEA, formerly known as EHA). The California Department of Education and the Office for Civil Rights of the U. S. Department of Education have authority to enforce these laws and all programs and activities that receive Federal funds. [E.C. § 260, et seq., and the above cited federal statutes]

If you wish further details in this regard, or wish to file a complaint, please contact Division Administrator or other appropriate agency.

Student Sexual Harassment

Students in grades 4 through 12 may be suspended or expelled for sexual harassment. The Board of Trustees prohibits sexual harassment in the educational environment by any person in any form. Sexual harassment is in violation of federal and state laws, including Title VII of the Civil Rights act of 1964 and Title IX of the Education Amendments of 1982.

Within the educational environment sexual harassment is prohibited between students, employees and students, and supervisors and students. Repeated or unwarranted verbal or physical sexual advances, sexually explicit derogatory statements, or sexually discriminatory remarks made by someone in the educational environment which are offensive or objectionable to the student or which cause the student discomfort or humiliation, or which interfere with the student's performance, are prohibited. Action will be taken when necessary to eliminate such practices or remedy their effects.

Students who engage in such harassment may be subject to disciplinary action up to and including expulsion (Education Code sections 212.5; 230; 48900.2). The principal or designee shall discuss the district's sexual harassment policy with his/her students and employees and assure them that they are not required to endure sexually insulting, degrading or exploitative treatment or any other form of sexual harassment. The principal or designee shall provide staff in-service or student instruction and counseling as needed (Title VIII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972).

Students and staff are encouraged to immediately report incidents of sexual harassment to the principal or designee. The principal or designee shall promptly investigate each complaint of sexual harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person.

Dress Code Policy K-8

Valley Oaks is a parent choice homeschooling program. Students who choose to attend campus classes and school related activities are expected to abide by the following dress code. The dress code is provided as a means to best support student learning and safety. It is our desire to have parents be full partners in encouraging and enforcing appropriate dress. VOCS students will wear clothing that is appropriate in nature while on school grounds and/or involved in school activities. The school staff will make the final determination of what is or is not appropriate to enforce this policy.

Valley Oaks defines “appropriate” dress as:

- Pants (not showing skin and /or undergarments, no sagging)
- Shorts-mid-thigh or longer (no inappropriate graphics or words)
- Skirt / Dress-mid-knee or longer
- Top/Shirt/Dress bodice (not revealing, collared style, tucked into pants)
- T-shirt (VOCS or school-related, appropriate words/logos)

Dress that may NOT be appropriate:

- Any type of clothing with inappropriate or vulgar graphics or words.
- Hats or beanies worn indoors - students may wear hats or protective covering during school activities that are held outdoors.
- Any type of clothing that is revealing. No skin should be showing at the waistline. No part of any undergarment should be showing. This includes see-through materials, bare midriffs, spaghetti or no straps, tank or tube tops, low-cut tops, and sagged pants.
- Any clothing that is inappropriately sized.
- Any clothing related to gang activity.
- Any clothing that is dangerous with spikes, studs, chains, etc.
- Anything that may draw attention to the style or student and away from learning such as body-piercings (small conservative ear piercing are acceptable), visible tattoos, unnatural-colored hairstyles.
- No flip-flops, beach-style, high-heels, spike-heel, or stiletto-heel shoes allowed.

If a student arrives for an activity inappropriately dressed, the staff member will have the option of the following:

- 1) Giving the student the opportunity to modify his/her appearance
- 2) Calling the parent to bring a change of clothes or sending the student home to change

Enrichment Classes (Elementary)

Enrichment sessions are offered by Valley Oaks Charter School to provide some classroom instruction and group activities for students. **Younger siblings who accompany a student must be supervised by the parent.** In order to provide the best possible experience for all participants, follow these procedures:

Signing up for Enrichment Classes

Bakersfield

- Class schedules will be posted prior to an enrichment session. Check the monthly newsletter, website, and/or at the front desk. Some classes have specific requirements including age, dress, and parental involvement. Material fees may be requested for some classes. The materials fees must be paid at sign up for the class or the student will not be enrolled. Scholarships may be available based on need.
- Students signed up for a class will be expected to participate in the class, including any additional homework, group discussions, and activities. Parents are encouraged to volunteer in assisting the teachers when the class content or structure is enhanced by the extra help.
- **Parent(s) may enroll only their OWN student for enrichment (unless they have received**
- Sign up for classes begins at 8:00 a.m., one week prior to the beginning of each enrichment session. Parents who appear in person to sign up will be given priority. Space is awarded on a first come, first served basis. However, registration may be delayed for students who have a history of poor attendance or habitual tardiness at previous enrichment classes.
- For each enrichment session there will be a one-day advance priority sign-up based on the parent/guardian's surname. The priority sign-up will be on a rotational basis. For the year 2010-2011 advance sign up is scheduled as follows:
 - First session: Parents whose last names begin with A thru F
 - Second session: Parents whose last names begin with G thru M
 - Third session: Parents whose last names begin with N thru S
 - Fourth session: Parents whose last names begin with T thru Z

Tehachapi/Frazier/Taft/Kern River Valley

Resource teachers at the remote sites will give parents the information they need to have their children attend site enrichment classes in these areas. Based on space available, parents and students from Frazier Park, Kern River Valley, and Taft sites are welcome to attend Bakersfield enrichment sessions with prior approval and will be placed after all Bakersfield students have registered. However, Bakersfield students may not attend remote site enrichment classes unless pre-approved by administration.

Arriving and Departing from Enrichment Classes

- In Bakersfield, all students participating in the first class of the morning need to report to the warehouse at **8:45 a.m.** in preparation for flag salute and announcements. Teachers will walk the students to class from that location. If a student is late, the parent must walk the student to the class.
- Parents must never leave their child/ren unattended.
- Absenteeism and tardiness interfere with the learning process. In the interest of safety, it is the parent's responsibility to let the front desk know if your student will be absent from one or more classes. Please call before the class starts.
- After classes students will be walked back to the warehouse and should be picked up there.
- Parents should always turn supervision of their children over to the teacher on duty. Never leave a child to wait for a teacher to arrive.
- Students who are enrolled in a fourth period enrichment class after lunch will be supervised by staff during the lunch break. All other student must be supervised by parents during lunch if they choose to remain on campus for lunch.
- Pick up your child as soon as a class or activity is done. If, for some reason you are unavoidably late, call and we will have your children wait in the office until you arrive. Children cannot be left at the school to play outside. **The parent is the teacher and is responsible for the student's instructional time when not scheduled in an enrichment class.**

Before, During, and After Class

- Dress code is enforced. Students out of compliance have the options of changing clothing or appearance, wearing school provided clothing items, or going home.
- If a snack break is indicated on your child's schedule, then send a finger-food/snack with him/her and a bottle of water. Avoid sugary snacks and do not send soda pop.
- Students should use the restroom before or after class. Primary students who need to use the restroom during class will only be allowed to leave the classroom with a supervising adult escort.
- All students on campus are expected to either be in a class or in a meeting with their resource teacher, and always under the direct supervision of their parent or teacher. **Remember the parent is the teacher and is responsible for the student's instructional time when not scheduled in an enrichment class.**
- Students will not be allowed to leave campus without a parent.
- Good behavior is always a requirement.
- The facilities used for classes are public property. Please respect this property by cleaning up after yourself and taking care not to damage property.

Students who do not comply with VOCS regulations may be placed on probation and excluded from enrichment classes, field trips, and other activities.

Field Trips

Field trips are an important part of the education of each child. These trips are aligned to the state standards and grade level content. Parents should investigate the community resources and arrange experiences for their children that support the learning.

School sponsored field trips will be scheduled each month. In most cases, field trips will have pre- and post-trip educational materials for parents to integrate learning with the trips. Parents need to accompany their children on the short-term field trips not only for supervision, but for knowing how to review and reinforce the learning at home. For field trips that extend over a period of days, school chaperones will be selected at the discretion of the trip leader in conjunction with the administration.

The following guidelines will help to make your field trips positive learning experiences:

1. Due to safety, insurance, and space availability issues, parents and students may NOT attend a school-sponsored field trip without signing up.
2. Review the field trip possibilities in the newsletter, webpage and/or information posted in the office.
3. Some trips may have a non-refundable fee.
4. Field trip sign up can be made in person at the office, by calling, or by e-mail janighbert@kern.org. **Sign ups for field trips requiring a fee must be made in person at the office.**
5. Review any educational materials that were given out. Do some additional research on your own.
6. Supervising teachers may assign a required follow-up activity to be turned in to your resource teacher. These activities can be integrated into your learning plans.
7. If, for any reason, you cannot attend a trip for which you have registered, you **MUST** notify the school office **PRIOR** to the trip (phone call-leave message or email janighbert@kern.org).
8. **In the past we have had many parents who have reserved a place and not attended the field trip thus not allowing others to attend. For this reason, after two "no-shows" without notification prior to the trip, your school-related field trip privileges will be revoked for the remainder of the school year.**

Fog Days/School Closure

The school will operate on a normal schedule regardless of weather conditions. VOCS does not close the office on days when other schools declare fog delays. In the event that the entire

school staff cannot travel to the office because of safety issues, the school office will close. However, instruction in the home is expected to continue. When spotty fog conditions exist, parents should use their best judgment in determining whether they will attend classes or meetings. If the decision to stay home is made, the parent and student need to contact the office and the teachers, in order to obtain assignments that may have been missed.

Grade Advancement

If a student is performing well above his/her grade level, the school encourages parents to seek out assistance in understanding the best course of action for their child. Parents should understand that a large percent of all students score above grade level and that any standardized test score is not accurate when it places a student two years or more above his/her grade level. A truly gifted child needs to have in-depth enrichment learning experiences. That means extra research, projects, competitions, etc. That usually does not mean acceleration into the next grade. Skill areas (reading, math, writing, etc.) need to be presented at their instructional level but content (i.e. 4th grade California History) should remain at the chronologically appropriate grade or age. However, upon request from a parent to advance a student to a higher grade level, the following factors are considered:

1. Academic Achievement: (in the top 1-2% as determined by standardized testing)
 - Standardized testing to determine current ability level of student in the areas of reading, spelling, mathematics, and others as determined necessary
 - Teacher evaluation of ability, interest, and motivation
 - Student support issues such as special education or LEP
2. Social and Emotional Maturity
 - Ability to communicate
 - Social adaptability
 - Emotional stability
3. Physical maturity
 - Age
 - Size
 - General health
4. Educational history
 - Strengths and weaknesses
 - Grades

The process followed for placement includes:

1. The resource teacher discusses the advantages and disadvantages of accelerated placement and how they apply to the child.
2. The principal makes a determination based on the four stated factors. Special consideration will be given to what is in the best educational interest of the student.
3. The principal prepares and presents a written recommendation for grade advancement to the Governing Board for action.
4. The parent is notified of the board decision. Parents may appeal the board decision by presenting new data and/or information at the next regularly scheduled board meeting.
5. If approved, the decision for grade advancement will be reviewed every four months by the principal to determine if the new placement is still in the student's best educational interest.
6. If not approved or appealed, the parent may make another formal request in the next school year or after nine months (whichever is longer).

Grade Placement

Kindergarten: Students will be admitted to kindergarten at the beginning of a school year or any time later in the same year if the child will have his or her fifth birthday on or before December 2nd of that school year. [E.C. § 48000a]

Continuation in Kindergarten: Students who have completed one year of kindergarten shall be admitted to first grade unless the parent/guardian and the district agree that the student shall continue in kindergarten for not more than one additional year. [E.C. § 488011]

Acceleration from Kindergarten to First Grade: A student enrolled in kindergarten may be admitted to the first grade at the discretion of the Governing Board and with the consent of the parent/guardian, upon determination that the child is ready for first grade work. [E.C. § 4888011]

Admission shall be subject to the following minimum criteria:

1. The student is at least five years of age.
2. The child has attended a public school kindergarten long enough to enable school personnel to evaluate his/her ability.
3. The student is in the upper five percent of his/her age group in terms of general mental ability.
4. The physical development and social maturity of the student are consistent with his/her advanced mental ability.
5. The parent/guardian of the student has filed a written statement with the school district approving the placement in first grade.

Grade Retention

Students shall progress through the grade levels by demonstrating growth in learning and meeting grade level standards of expected student achievement. If these conditions do not occur, retention procedures will be followed. What is in the best interest of the student will always be the determining factor. The final decision of whether to retain or not will be made by the resource teacher in consultation with the parent and principal.

When a resource teacher suspects that a student may not be ready to advance to the next grade, he/she shall form a Student Study Team to assess the needs of the student. A *Retention Considerations Form A: Findings of Student Study Team* report that documents standardized testing scores and analyzes academic, social, and emotional performance of the student will be completed. The resource teacher then develops an action plan to avert retention. The action plan will be discussed with the parent and actions recommended will be incorporated into the lesson plans for the student. If the action plan is successful, grade retention will be averted. If not, the student will be retained.

Grading Instruction

Kindergarten – Eighth Grade

A parent may select from a variety of grading options. Samples include:

- Checklist of skills mastered
- Complete/Incomplete
- Satisfactory/Unsatisfactory
- Number grading (5 high, 1 low)
- Traditional grades (A, B, etc.)

Valley Oaks Charter School strongly suggests that parents of 7th and/or 8th graders implement a grading system in order to support the transition from jr. high to high school. Each parent should discuss grading options with the resource teacher. The Governing Board believes that grades serve a valuable instructional purpose by helping students and parents/guardians identify the student's areas of strength and those areas needing improvement.

Health Issues

Immunizations

You may find it convenient to have your child immunized at the same time that the physical examination is conducted. You may wish to investigate the pros and cons and options of immunizing your child. The school strongly recommends that you discuss these with your doctor prior to embarking on an immunization plan. Immunization services may be available to you at no cost through the Child Health and Disability Prevention Program. Immunizations must be up-to-date before admission to any K-12 school program is granted. To enter or transfer into any public or private K-12 school, children under the age of 18 must have immunizations as outlined below.

VACCINE	REQUIRED DOSES
Polio	4 doses at any age, but...3 doses meet requirements for ages 4-6 if at least one was given on or after the 4th birthday; 3 doses meet requirements for ages 7-17 years if at least one was given on or after the 2nd birthday
Diphtheria, Tetanus, and Pertussis Age 6 years and under (Pertussis is required) DTP, DtaP or any combination of DTP or DtaP with DT (tetanus and diphtheria)	5 doses at any age, but...4 doses meets the requirements for ages 4-6 if at least one was on or after the 4th birthday
Age 7 years and older (Pertussis is not required) Td, DT, or DTP, DtaP or any combination of these	4 doses at any age, but...3 doses meet requirements for ages 7-17 years if at least one was on or after the 2nd birthday. If last dose was given before the 2nd birthday, one more (Td) dose is required
7th grade Td booster	1 dose not required but recommended if more than 5 years have passed since last DTP, DTaP, DT, or Td dose
Measles, Mumps, Rubella (MMR) Kindergarten 7th grade Grades 1-6 and 8-12	2 doses* both on or after 1st birthday 2 doses* both on or after 2nd birthday 1 dose must be on or after 1st birthday
Hepatitis B Kindergarten 7th grade	3 doses 3 doses**
Varicella (effective date 7.01.01) Kindergarten	1 dose on or after 1st birthday or health care provider documented varicella disease or immunity

*Two doses of measles-containing vaccine required. One dose of mumps and rubella-containing vaccine required; mumps vaccine is not required for children 7 years of age and older.

** Two doses of the 2-dose formulation given at age 11-15 years along with provider documentation that the 2-dose formulation was used for both doses will also fulfill this requirement.

Diabetes Screening

Beginning with the 2010-2011 school year, every district shall provide an information sheet regarding Type 2 Diabetes to the parent or guardian of every incoming 7th grade student. (E.C. §49.452.7). The

information letter developed by the California Department of Education can be found on the Valley Oaks website www.valleyoakscharterschool.org or at the CDE website www.cde.ca.gov/ls/he/hn/type2diabetes.asp

Information for Use in Emergencies

For the protection of your child's health and welfare, we ask that each year you fill out and return the provided Emergency Information Card. [E.C. §49408] Should your emergency information change at any time during the school year, please immediately contact the office with the revised information so that we may update our records.

The law allows (a) parents/guardians to choose exemptions from immunization requirements based on their personal beliefs, and (b) physicians of children to elect medical exemptions. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct a problem). See the back of the blue California School Immunization Record (PM286) for instructions and the affidavit to be signed by parent/guardians electing the personal beliefs exemption. For children with medical exemptions, the physicians written statement will be stapled to the CSIR form. If an outbreak of communicable disease occurs, the non-immunized student will be excluded from activities for his/her own safety until health officials give a clear signal.

K-1st Physical Examinations

Good health is important in your child's academic success. State law requires that for each child enrolling in the first grade, the parent must present a certificate, signed by a physician, verifying that the child has received a physical exam within the last 18 months. You may file with the school a written objection or waiver stating the reasons if you are unable to obtain such services. Your child may be sent home if you fail to provide the certificate or waiver, or if your child is suspected to be suffering from a contagious disease. Your child will also be required to have a dental exam. The school will supply reporting forms.

Medical and Hospital Services

Valley Oaks Charter School does not provide insurance on individual students. However, you may purchase accident insurance through the district for medical and hospital services covering your child. The insurance provides coverage for your child while on school grounds or in school buildings during the time your child is required to be there because of his/her attendance during a regular school day of the district; or while being transported by the district to and from school or other place of instruction; or while at any other place as an incident to school-sponsored activities and while being transported to, from and between such places. [E.C. §49472] If interested in purchasing supplemental insurance, please contact Carol Ray at the SISC office 661-636-4871.

Medications; Epinephrine; Use of Sunscreen Permitted

If your child must take medication during the course of school activities the school must receive a written statement from the physician detailing the method, amount, and time schedules by which the medication is to be taken; and the parent must submit a written statement indicating his/her desire that the school assist his/her child in taking the medication; and parents must sign a release statement. If your child is on a continuing medication regimen for a non-episodic condition, you are required to notify the school of the medication being taken, the current dosage, and the name of the supervising physician. Please contact the office for appropriate forms if any of the above apply to your student. [E.C. 49480]

State law now allows students with doctor authorization to carry and self-administer auto-injectible epinephrine or inhaled asthma medication only if the school district receives a written statement of instructions from the physician detailing the name of the medication, the method, amount, and the time

schedules by which such medication is to be taken. A copy of that authorization should be given to the school for placement in your student's file. Students may also carry and use sunscreen without a doctor's note or prescription, and may also wear sun-protective clothing. [E.C. §35183.5]

Scoliosis Screening (Curvature of the Spine)

If your child is enrolled in grades 7 through 12, and is suspected of having curvature of the spine, please notify the school office. If your child is identified at school as having this condition, you will be notified. [E.C. §49452.5]

Vision Appraisal

Your child's vision will be checked by an authorized person between grades kindergarten through 8, unless you present to the school a certificate from a physician or optometrist verifying prior testing or that it violates your faith in a recognized religious belief. [E.C. §49455]

Sight and Hearing Test

The school district is required to provide for the testing of the sight and hearing of each student enrolled in the schools unless you submit a written denial of consent. [E.C. §49452]

Identification Cards

Each student is issued a student identification card for Valley Oaks Charter school use. It will include a photo ID and a bar code. The card has the following uses:

1. Checking in and out library books, textbooks, and other instructional materials
2. Identification to purchase discounted Bakersfield Symphony tickets
3. Admission to other activities throughout the year

Special admission cards will be provided for families for entrance into CALM and Kern County Museum. See *Museum* for additional information.

Instructional Time-K-8

Homeschooling offers some unique challenges and opportunities for learning. Experience indicates that the best way to handle schooling at home is to set up a structure that is a predictable routine for the family. The routine teaches students discipline and gives them a secure environment from which to proceed. However, almost everything a family does can be an inspiration for great learning. Educators call these "teachable moments" when there is a real-world reason to learn something. Don't "do school" and then give your children the rest of the time off. Integrate learning with everything you do.

The number of hours spent on formal instruction in the home is grade level and developmentally specific and, therefore, will not be absolute or identical in all circumstances. However, VOCS recommends the following guidelines:

For core subjects (math, language arts, social studies, science,) formal instruction should be:

- Kindergarten – second grade daily minimum of 4 hours
- Third – eighth grade daily minimum of 5 hours

In addition to the above core subjects Physical Education must be taught 100 minutes per week for 1-6 grades and 200 minutes per week for 7-8 graders.

This time can include field trips or other extra curricular activities. However, every day every student should be reading a significant amount, doing math, and writing. If students are finishing work in much less time, the difficulty level and/or amount of work given should be reassessed.

Parents/guardians must provide personalized instruction and sit down and work with their children daily Monday through Friday for the 180 days of school attendance. Presenting lessons, overseeing homework, checking answers, adding supplemental assignments and projects, and being supportive of the educational process is mandatory. Going over the work completed, correcting mistakes, and giving immediate feedback needs to happen daily.

Learning Center Use

Teaching parents/guardians may use the Learning Center at 2020 K Street to make instructional materials for use in their home learning situations. At that facility, they can use die cuts, make board games and learning boards, copy instructional packets, preview computer software, and create other helpful hands-on materials. You can use the lab for materials for scout groups, church activities, etc. but those will be at your own expense. The lab can be used during regular operating hours. However, children under 12 are not permitted in the lab for safety and supervision reasons. To use the lab for your children's lessons, pick up a payment card from the front desk or from your resource teacher. The card should be returned immediately after use to the Learning Center Staff upon check out. Please remember that these are shared cards and need to be available for use by all families. Plan your visit to the Learning Center accordingly and do not keep the card in your possession for more than a few days. The card may not be used for laminating purposes, however, you may laminate at the lab if you choose to pay for it yourself.

Management Plan for Asbestos-Containing Material

A complete, updated management plan for asbestos-containing material in school buildings is available at the Kern County Superintendent of School Office.

Mandated Reporters

All staff members of Valley Oaks Charter School are mandated reporters. If staff members have any suspicions about possible abuse or neglect of a child, they are required by law to report their suspicions to Child Protective Services.

Materials and Resources

All materials are the property of Valley Oaks Charter School and must be returned at the end of each school year, when leaving the program during the school year, or upon termination following the probation process. Per the Master Agreement, parents agree to pay for any lost, damaged, or unreturned materials. Continuing families who do not have a cleared account will not be issued materials for the new school year until all checked out materials have been returned and/or paid for and the account is cleared.

Media Release

During the course of the school year, you or your student may be photographed, video taped, or interviewed for productions, performances, staff development, newspaper, website, etc. Use of your student's name, image, voice, photograph, videotape, sound recording, and/or other audio-visual electronic materials for school related purposes (school newspaper, talent show, plays, musical performances, etc.) are permissible with your consent. Parents of all new and re-enrolled students should have indicated on the enrollment form to either give or deny permission for their student's image reproduction. These release forms have been placed in the students' files and are not updated unless request is made by the parent. Please contact the office to amend your form should you change your decision at any time during the school year.

Museum/CALM Memberships

Valley Oaks families have special membership at Kern County Museum and CALM. Parents are encouraged to take full educational advantage of CALM and the Kern County Museum. When you register you should sign a museum registration form so that the museum has a record of our families.

Students can be admitted along with accompanying adults when they present a special membership card and their photo ID cards at the ticket booth. Be aware that some special events are not included in your free admission and some events will have a discounted admission required. If you are not sure, contact the school or the museum ticket booth.

No Child Left Behind (NCLB) Act of 2001

Valley Oaks complies with all federal, state, and district regulations and guidelines pertaining to the No Child Left Behind Act. For information on No Child Left Behind go to <http://www.ed.gov/nclb/overview/intro/> or www.cde.ca.gov

Parent Club (VOPAC/VOPACT)

Valley Oaks Charter School welcomes all parents who are interested in joining either VOPAC (Valley Oaks Parent Advisory Committee) or VOPACT (Valley Oaks Parent Advisory Committee – Tehachapi) to support their students. There will be many activities throughout the year that will be enhanced by the support and guidance from VOCS parents. Please inquire with your resource teacher, or at the front desk, if you're interested in participating.

Parent Participation and Rights

Since parents are the primary providers of educational experiences, they have full access to all materials and activities that pertain to their children. In addition, parents are encouraged to observe and participate in enrichment classes and field experiences. The learning that takes place at these times can then be effectively integrated into the learning at home.

McKinney-Vento Homeless Assistance Act

This act covers the educational rights of children and youth in homeless situations. The school has a responsibility to identify children who are experiencing homelessness and to offer appropriate services to the family, child, or youth. If a child is defined by law as "homeless" the school will inform that child about educational/enrollment provisions of the law. If you are aware of a child who is homeless, please let the school know immediately. Contact VOCS administration for further information.

Williams Uniform Complaint Act

The Education Code 35186 requires that schools provide sufficient textbooks and instructional materials to use in the class and to take home to complete work. It also requires facilities to be clean, safe, and maintained in good repair. If you have a complaint about the school regarding these issues, you can file a complaint on forms obtained in the Human Resources Department of the Kern County Superintendent of Schools Office or it can be downloaded from the Kern County Superintendent of Schools Office's website at www.kern.org or the California Department of Education's web sit at www.cde.ca.gov.

Parental Rights: Education Empowerment Act of 1998

The Education Empowerment Act of 1998 establishes various rights for parents, in addition to other rights identified in this Annual Notice. Your rights, as a parent or guardian, include the following:

Inspection of Instructional Materials

All primary supplemental instructional materials and assessments, including textbooks, teacher's manuals, films, tapes, and software shall be compiled and stored by the classroom instructor and made available promptly for your inspection in a reasonable time frame or in accordance with procedures determined by the governing board of the school district.

Observation of School Activities

You have the right to observe instruction and other school activities that involve your child in accordance

with procedures determined by the governing board of the school district to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel. Reasonable accommodation of parents and guardians shall be considered by the governing board of this school district. Upon written request by you, school officials shall arrange for your observation of the requested class or classes or activities in a reasonable time frame and in accordance with procedures determined by the governing board of this school district.

Consent for Evaluations

Your child may not be tested for a behavioral, mental, or emotional evaluation without your informed written consent. Unless you give written permission, your child will not be given any test, questionnaire, survey, or examination containing any questions about your child's, or your personal beliefs or practices in sex, family life, morality, or religion.

Affirmation or Disavowal of Beliefs

A pupil may not be compelled to affirm or disavow any particular personally or privately held world view, religious doctrine, or political opinion. This law does not relieve pupils of any obligation to complete regular classroom assignments.

Health Component of Any Program or Class

Parents may exempt students from the health component of any course or class if that instruction conflicts with a parent or guardian's religious training or beliefs.

Dissection of Animals

If your child chooses not to participate in the dissection of animals, and if the teacher believes that an adequate alternative education project is possible, then the teacher may work with him/her to develop and agree upon an alternative education project for the purpose of providing your child an alternate avenue for obtaining the information required by the class. The school will need a signed note from you indicating your child's objection. [E.C. section 32255]

Excused from Instruction Due to Religious Belief

Whenever any part of the instruction in health or family life education conflicts with your religious training and beliefs or personal moral conviction, or those of your child, your child shall be excused from such instruction upon your written request. [E.C. section 51240]

Other rights of parents and guardians

These rights include your right:

1. To observe in your child's classroom (upon reasonable notice).
2. To meet with your child's teacher and the school principal (upon reasonable notice).
3. To volunteer your time and resources at the school.
4. To be notified on a timely basis if your child is absent from school without permission.
5. To be notified concerning your child's classroom and standardized test performance.
6. To request a specific school and teacher and to receive a response from the school district. (This does not obligate the school district to grant the request.)
7. To have a safe learning environment for your child.
8. To examine curriculum materials of your child's class.
9. To be informed of your child's progress and appropriate school personnel to contact in the event of problems.
10. To access student records for your child.
11. To receive information concerning expectations for student learning.
12. To be informed in advance about school rules, policies, dress codes, and procedures for visiting the school.

13. To receive information about any psychological testing of your child and to deny permission for such testing.
14. To participate as a member of any school site councils or parental advisory councils at the school, in accordance with governing membership.
15. To question, and receive an answer regarding, items in your child's record that appear inaccurate, misleading, or that invade privacy.

Personal Development

K – 8th Students

Students, grades K – 8th are encouraged to integrate the Personal Development goals into their yearly course of study. These goals are listed in the Curriculum Handbook. Also given with the Personal Development goals are grade level projects that are thematically correlated to each level's course of study.

Pesticide Warnings

The district has implemented an integrated pest management (IPM) program designed to effectively control pests using a combination of techniques. Pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment may be used according to established regulations and treatment thresholds.

Pursuant to the Healthy Schools Act of 2000, the district is required to notify staff, parents, or guardians of the name of all pesticide products expected to be applied at the school facility during the upcoming year. These warnings will be visibly posted onsite. Should you choose to receive an individualized notification, please contact the office to register for pesticide application notification.

If you wish to receive notification of individual pesticide applications at the school facility, please contact the front desk for the proper form. You will receive notification at least 72 hours prior to the application. Further information regarding pesticide application may be obtained at the website for the California Department of Pesticide Regulation at www.cdpr.ca.gov.

Plagiarism and Academic Dishonesty Policy

The Governing Board believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Governing Board expects that students, parents, and school staff will not cheat, lie, plagiarize or commit other acts of academic dishonesty.

Students, parents/guardians, staff and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. The school will not accept work submitted that is not the original work of the student. When a resource is being cited, care must be given to give credit to the originator of the work. That credit should be stated in a format that is appropriate to the developmental age of the student.

When parents are given teachers editions, they are to use them to plan lessons, assist students with concepts, and evaluate lessons. Teacher Editions and supplemental answer documents shall not be misused.

Students found to have committed an act of academic dishonesty shall be subject to discipline, up to and including suspension or expulsion from school.

Probation Policy

Parents and students are responsible for keeping all appointments with the resource teacher and submitting completed original work on or before the date due. Maximum assignment period is 4 weeks.

If a student fails to meet the above criteria, the student will be put on probation. The probation guidelines are as follows:

1. If student/parent fails to meet scheduled appointments and/or turn in satisfactory work, during one assignment period, then the student will be put on probation. This probation period will be the next assignment period, or four (4) weeks.
2. During this probation period, the student will be required to have weekly meetings with the resource teacher and be turning in satisfactory work. Additional responsibilities may be designed by the designee/administrator.
3. Probation includes exclusion from all field trips, workshops, enrichment classes, lessons, extra-curricular programs, sports, or any other school-sponsored activities.
4. If the student attends all appointments and provides satisfactory work, during the probationary period, then the student shall be removed from probation.
5. If the student fails to attend appointments and/or turn in satisfactory work, during the probationary period, then the student will be dropped from the program and referred to their home school district.

New Enrollees

Students enrolling for the first time with Valley Oaks Charter School may be put on an initial probationary period, at the discretion of the designee/administrator. This probationary period will be approximately four (4) weeks. If the student is meeting scheduled appointments and turning in satisfactory work, then the student will be taken off probation.

If the student fails to meet these expectations, then the student will be dropped from the program and referred on to their home school district.

Re-enrollees

Students dropping from Valley Oaks Charter School due to lack of performance may not re-enroll until the beginning of the next semester. When re-enrolling, students will maintain their probationary status, attend weekly meetings, and provide satisfactory work.

Pupil Records

You have a right to inspect and review your child's school records; to challenge their contents; to have an administrator assist you in interpreting the records; request amendment to ensure that they are not inaccurate, misleading, or otherwise in violation of your child's privacy rights; to have a district-level hearing to appeal the decision not to change records; and to file a complaint with the state and/or United States Department of Education if the district fails to comply with state and federal law with regard to your child's records. Except for certain exceptions, pupil records are confidential and will not be disclosed without your consent. Please be aware, however, that when your child enrolls or intends to enroll in another district, we will send his or her records to that district. Your child's records may be shared with school officials and employees, and other persons connected with the school who have a legitimate educational interest and who may need them to perform his or her tasks. For example, pupil records may be used to identify and verify eligibility for certain services under the federal No Child Left Behind Act. For further information or assistance contact the Family Policy Compliance Office, U. S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605. [E.C. §49063 and §49070; Family Educational Rights and Privacy Act (FERPA) 34 CFR Part 99]

Release of Directory Information

The law allows schools to release 'directory information' to certain persons or organizations. Directory information may include a student's name, address, telephone information, e-mail, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student. If you wish that the district withhold any of this information, contact the school principal. [E.C. §49061(c), §49070]

School Accountability Report Card

The School Accountability Report Card is available on request and is accessible at the following internet site: www.valleyoakscharterschool.org . This contains information about the school regarding the quality of the district's programs and its progress toward achieving stated goals.

School Safety Plans

Each school site has established a Safety Plan. Notice of the plan details is available to the public through the district office on request, and copies are provided to local law enforcement.

Sex Offender Information: “Megan’s Law” (Penal Code §290.4)

The Sex Offender Identification Line is a telephone service for use by the public and organizations to identify serious sex offenders. This district does not disseminate this information; however, anyone at least 18 years of age may call 900.463.0400. You will need the following information on the person you are checking on: address, birth date, driver’s license number or Social Security number. You will be charged a flat rate of \$10.00 for information on up to two individuals. You may also receive information from you local law enforcement agency or view the Attorney General’s home page at 222.caag.state.ca.us.

Smoking

All smoking or use of tobacco products by anyone on school premises is prohibited.

Special Education

VOCS is a member of the Special Education Local Plan Agency (SELPA) operated by the Kern County Superintendent of Schools Office. All policies and procedures of that SELPA are followed. To best serve students, it is important that we follow California Ed Code law §51746, which requires full-time independent study to be the most appropriate educational alternative for the pupil. In many instances, homeschooling is an appropriate way of delivering education for the needs of special education students. Additional one-on-one instruction, breaking up learning into smaller time blocks, removing distractions, and tailoring learning to the unique needs of the child can be done by a parent/guardian in the home. Speech therapy services are provided. If a child requires other specialized instruction that cannot be delivered by a parent/guardian at home, enrollment at Valley Oaks may not appropriate.

Supervision of Students

Whenever possible, parents should accompany their children to classes, field trips, and activities. The activity and lesson should be reviewed and learning reinforced at home.

The campus is closed. Therefore, students are not permitted to leave without a parent or designee. There should never be VOCS pedestrian traffic on Chester Avenue.

Parents are responsible for turning over supervision of their children to a staff member. If a teacher has not arrived at an activity or class site, the parent must remain with the student until a staff member arrives. Parents also need to instruct their children to be within view of a staff member at all times.

Textbooks and Instructional Grant for Core Materials

The core textbooks and educational materials to educate your student are provided by the school, based on the curriculum “grid”. For parents who have ideas about other materials they want to use, the school may be able to accommodate reasonable requests through a materials school grant program. The guidelines for selection and distribution of textbooks and educational materials are:

1. There is a recommended course of study and materials are available to any family who does not have a preferred curriculum.
2. There is no set amount of money per student allotted.
3. Being a public school, materials purchased by the school may not be religious. If parents elect to use religious materials for home instruction, they must purchase those materials. The resource teacher can provide support in learning sequence using those materials.

Core Subject Instructional Grants Parent Guidelines:

1. A budgeted amount will be allotted for special order grants each year. This amount is subject to change pending budget allocations.
2. There will be one comprehensive order per year per family.
3. Special order grants are for CORE (language arts, math, science, social studies) curriculum only.
4. The Core Subject Instructional Grants (CSIG) form must accompany each order. Parents should fill this out prior to meeting with resource teacher, but it must be reviewed, approved, and submitted by the resource teacher.
5. In addition to the CSIG Request Form, all special order grants must include an itemized list of requested materials. These may be submitted on the CSIG order form, and/or photocopied from a catalog with the requested information highlighted (catalog vendor name, item name or title of book, item/title description, item/title number, item/title price, quantity), and/or as a printed check out cart page from website. All orders must be on standard 8 ½” x 11” paper.
6. All orders must include:
 - clearly stated vendor name
 - item name/title of book
 - item number
 - item description
 - item price
 - quantity desired
7. Parents must attend a mandatory special order meeting prior to submitting an order for the following year.
8. Orders must be submitted through your resource teacher.
9. Orders will be placed first come, first served and only after all borrowed materials from the prior year have been returned to the school, checked in through the library system, and a statement showing your cleared account is attached to your CSIG order forms. Please realize that incomplete orders (missing information per #5 and/or not submitted with the CSIG Request Form, a catalog photocopy, or a website cart check out sheet) will be returned to the parent for completion and will lose submission order status.
 - Deadline for July 1 order is June 15
 - Deadline for August 1 order is July 15
 - Deadline for September 1 order is August 15
 - Deadline for October 1 order is September 15
 - Deadline for January 15 order is January 14 (This deadline is for continuation of already ordered curriculum i.e. Book 2 of a previously ordered series)
10. Special orders will be placed only on the above listed schedule, so please do not ask for exceptions. Items ordered are subject to back-order, discontinuation, shipping and mailing schedules, and/or

“busy” season. Your resource teacher will contact you when your order arrives. If there is a problem with your order you will be contacted by Becky Brown or your resource teacher and will be given the opportunity to select a replacement for any items that are unavailable. (You may want to contact vendors personally as to availability prior to placing your order with VOCS.)

11. Please first check the below listed comprehensive resources for your curriculum orders. These are vendors from whom Valley Oaks regularly purchases materials and which carry a wide variety of publishers and materials.
 - Sonlight (please remember that we cannot order religious materials from this company)
 - Rainbow Resource
 - Math U See
 - Excel
 - Starline Press
 - Institute for Excellence in Writing
12. The school reserves the right to refuse to purchase any materials that it deems to be excessive in price, ineffective educationally, or materials that would ordinarily be purchased by a family for home educational use. Examples of items that have been requested but denied include:
 - Religious materials
 - Furniture including chalk /white boards
 - Computers including parts or wiring for computers
 - Recreation equipment (trampolines, dart boards...)
 - Games/books that are more fun than educational
 - Private lessons
 - Any materials that can be checked out of the library
 - Any materials that are of poor quality
 - Vendors: Oak Meadow, Timberdoodle, Beautiful Feet, K-12, and other curriculum as determined by the Governing Board

This list is not inclusive. Other items not listed may be denied by the school. Please note that should a book(s) with religious content inadvertently be ordered by the school, the parent will be required to purchase that book(s). Additionally, no special orders will be processed until all materials from the prior year have been returned and your account is clear. In order to expedite the special order process, parents requesting special order materials must attend a **mandatory CSIG meeting** which will outline in detail the ordering process and guidelines. **Those who do not attend the meeting will not be allowed to make special orders.** Please watch the newsletter and website for notification of meeting dates, times, and locations.

Tutoring

The Valley Oaks Charter School staff is committed to the education of each student we enroll. We have a tutoring system that facilitates that process. When students require extra attention on a key concept, or are having trouble with a particular assignment, our staff is available to meet that need. Tutoring in reading, math, and writing will be offered.

Vendor Services

Instruction at community facilities is offered through VOCS to supplement home instruction especially in the areas of fine arts and physical education. The school strives to provide top quality programs within its own structure and continues to seek out school-conducted activities to meet these needs internally. However, the following guidelines are given for those who desire to participate in community-based instruction.

1. Students must be in good standing with the school and be receiving at least 95% attendance credit.
2. Students may participate in group lessons (minimum of 5 students) at pre-approved locations. Locations can only be changed at the semester. If a class at a location ends, the student may continue

- taking other classes at the same location throughout the semester.
3. Before participating, each student must inform the registrar. She will give the parent a letter to take to one of the approved locations. That letter authorizes billing for services.
 4. VOCS will pay for one activity up to \$40.00 per month during September through May. Failure to attend without informing the school may result in a bill for the expense of the class. The billing for the class or activity is periodic and final billing is in by June 15th. The school cannot pay for any bills turned in after this date.
 5. The parent must make sure that:
 - The correct paperwork has been filed.
 - The family has received approval from the front desk before beginning a class.
 - Activities are approved prior to the class or activity.
 - He/She checks paperwork to note the level of security clearance of the instructors.
 - Take responsibility for enrolling their children, making sure they attend, and getting their children to and from the classes
 6. Students participating in vendor classes must agree to demonstrate their acquired skills at a school spring event.
 7. New enrollees at Valley Oaks will be required to wait two reporting periods, demonstrate 95% or better attendance credit, and be in good standing with the resource teacher before they may sign up for Vendor Services.

The school does not have a suggested list of vendors. Parents must seek out a vendor and make sure the vendor goes through the approval process before classes can be taken. All vendors agree to:

1. Provide instruction in a class setting (minimum of 5 students per session)
2. Have a proven track record of good service to students
3. Do a background check on instructors.
4. Accept a purchase order as part of the payment process.
5. Fill out the required agreement which includes listing Valley Oaks as “also insured” on their insurance policy.
6. Inform the school about attendance of students in the class.
7. Agree not to bill when the student is absent.

Work Permits

Students who wish to be employed while they attend school may do so under the conditions established by the State of California Department of Labor and Valley Oaks Charter School. The employment should never interfere with enough quality time to complete required studies. Conditions of issuing work permits include:

1. A student must be enrolled in good standing with the school and passing all classes.
2. The number of employed hours shall not exceed statutory limits nor interfere with the student’s education.
3. New students may receive a work permit as soon as a Master Agreement is signed and it is determined that they were in good standing with their previous school.
4. The student must be enrolled in a full schedule of coursework.

The principal or designee will call an employer and invalidate a work permit if any of the following conditions occur:

1. The student drops.
2. The student misses appointments and/or does not turn in sufficient work in a given period of time.
3. The resource teacher determines that schoolwork is unsatisfactory and requires additional study time.

Process of Getting a Work Permit

1. Student gets verbal agreement of employment from employer.
2. Student obtains a Request for Work Permit form from the school secretary.
3. Paperwork is signed by the student, parent, and employer and is turned into the secretary.
4. An official Work Permit is issued.