



**San Diego Virtual School  
Student/Parent Handbook  
2018-2019**

# San Diego Virtual School

## Mountain Empire School District

3291 Buckman Springs Rd.  
Pine Valley, CA 91962  
(619) 472-9022

## San Diego Virtual School Administrative Office Location

296 H Street  
Chula Vista, CA 91910

### School Staff Hours:

Monday – Thursday  
8:00am – 3:00pm

Friday  
8:00am – 2:00pm

### School Board:

Steve Fraire, William Hall, Charlie Padilla

### Administration:

Executive Director: Brennan McLaughlin

Principal: Diahann Mathis

Academic Dean of Students: Heidi Bridges

Counselors: Jennifer Calderon-Mendenhall, Clinton McVay and Brittanni Powell

Data & Assessment: Tamara Caro Registrar: Gabriela Talamantes Exec. Admin. Asst: Alexandria Rosario

### Staff:

Teachers:	Subject:	Teachers:	Subject:
Abriani, Leah	English	Loughman, Jessica	English
Antenore, Olivia	Social Studies	McDonald, Julie	Mathematics
Commodore, MJ	English	Metzker, Ariana	English
Gardner, Andrea	Science	Minami, Tim	Social Studies
Goodson, Calvin	Mathematics	Perez, Ashton	Mathematics
Hitchcock, Michelle	Electives	Perez, Colleen	English
Kajanus, Michelle	Mathematics	Ramirez, Joseph	English
Idano, Adriana	Social Studies	Rolison, Madeline	Social Studies
Justeson, Debbie	Mathematics	Tsai, Cristine	Electives
Johnson, Rachael	Mathematics	Upczak, Randall	Social Studies
Laterza, Hawley	Spanish	Weller, Jenny	Social Studies

The policies, rules, regulations, directives, guidelines, and expectations of San Diego Virtual School are contained in, but not limited to, this Handbook; this Handbook is intended to serve as a reference for parents and students to assist them in participating in the school community. San Diego Virtual School reserves the right to make revisions to this Handbook; observance of any such change is expected by all as soon as the change is made known to the school community via appropriate means of communication. The registration of a student at San Diego Virtual School is deemed to be an agreement on his/her part, and on the part of his/her parents or guardians, to comply fully with all policies, rules, regulations, directives, guidelines and expectations of the school. Violations of the spirit, intent or letter of the philosophy and rules will be considered just cause for administrative action. The use of the term "parents" throughout this document is meant to include a single parent and/or legal guardian(s). All students are expected to participate in the educational experiences and activities of the school as directed by the administration and staff. Failure to participate in an appropriate fashion or to conform to the directions of the proper school authority is a breach of the condition of enrollment. Students are required to respect the principles explicitly and implicitly conveyed by the duly appointed authorities of the school. Under no circumstances may a parent excuse a student from observance of the policies, rules, regulations, directives, guidelines, and expectations of San Diego Virtual School if the parent expects the student to remain in good standing with the school. The policies, rules, regulations, directives, guidelines, and expectations in this Handbook apply when going to or coming from school; while on school grounds; during or while going to or coming from a school-sponsored activity or while at other schools.

# San Diego Virtual School

## 2018-2019 Student Calendar

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School Closed/ Holidays



Start/End of 2018-2019

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## **San Diego Virtual School** **General Information**

### **Mission**

San Diego Virtual School, a public charter school serving San Diego and adjoining counties, is a personalized and collaborative learning institution where dedicated staff and flexible educational programs ensure the facilitation of students' academic and personal growth.

### **Vision**

San Diego Virtual School is an educational institution where all students are valued and provided with an opportunity to attain an excellent education while developing life skills that will enable achievement of academic and personal goals.

### **Expected School-Wide Learner Results**

San Diego Virtual School students will exhibit the following qualities:

#### **Wide spread knowledge of academic content**

- Apply content knowledge and critical thinking skills to adapt to a rapidly changing environment
- Develop vocational knowledge and skills including resume and interview skills

#### **Adaptable information manager**

- Able to locate, access, organize, evaluate, and apply information for a complex and technological world
- Demonstrate proficiency in basic computer programs

#### **Valuable and responsible member of society**

- Able to demonstrate healthy responsible behavior and work collaboratively and respectfully in a diverse global community
- Gain knowledge in post-secondary opportunities that enhance students' abilities and desires

#### **Effective communicator**

- Able to read, write, speak, and listen for a variety of purposes
- Use the writing process to create, edit, and evaluate

#### **Self-directed learner**

- Exhibit good study and work habits that include effective time management and goal setting strategies to determine priorities and meet educational and personal goals and standards
- Able to transfer knowledge and experience to academic and business world

### **Funding**

As a California public charter school San Diego Virtual School receives educational funds dependent upon average daily attendance (ADA).

### **WASC Accreditation**

San Diego Virtual School is accredited through the Western Association of Schools and Colleges (WASC). This professional organization periodically reviews the accreditation of its member schools. The WASC accreditation process is designed to strengthen schools in the delivery of quality educational programs. Accreditation is important to students as it impacts access to future opportunities: colleges and universities consider a school's accreditation in the application process, military recruiters expect applicants to be from accredited schools, and potential employers are assured that graduates have received a quality education.

### **Parent Complaint Procedures**

The procedure for registering complaints is to work through the school staff before going to the School Board. At the school level complaints should be made first to the teacher, then to the Executive Director and finally to the Superintendent. Complaints about staff members that are referred to the administration must be in writing. Concerns that are not complaints need not be in writing.

Complaints addressed to the School Board must be written and signed and presented to the Executive Director five days prior to the Board meeting. No person shall present orally or discuss at any meeting of the School Board complaints against individual employees of the School District until after such charge(s) or complaint(s) have been presented to the School Board in writing, and signed by the person or persons making the charge or complaint, and the Board shall have had an opportunity to investigate. Any complaint concerning an employee must be made in closed session.

Whenever a complaint is made directly to the Board as a whole or to a School Board member as an individual, it shall be referred to the school administration for study and possible resolution. The individual employee shall be advised of the nature of the complaint at the earliest practical date, and shall be given the opportunity for explanation, comment, and presentation of the facts as he/she sees them. A closed session of the School Board for the purpose of hearing the complaint may be held.

## **Admissions and Enrollment**

### **Admission Requirements and Procedures**

Students must be a resident of one of the four counties SDVS serves: San Diego, Orange, Riverside, or Imperial County. To be enrolled at SDVS a student must interview with the Executive Director or Principal, complete the online registration, sign a Master Agreement/Acknowledgement of Responsibilities and bring in the following information:

- Birth Certificate (or other proof of birth)
- Immunization records (must include TDap)
- Verification of residency (utility bill)
- Withdrawal form from previous school as well as clearance of all fines
- Transcript, if applicable
- IEP/504 documents, if applicable

### **Enrollment**

Students may be enrolled in only one school at a time. Dates on the completed enrollment form must reflect accurate attendance facts. Parents/legal guardians must be certain they withdraw their son/daughter from any other school prior to attending San Diego Virtual School.

### **Fines from Previous Schools**

Any student coming from another school is encouraged to finalize all incurred fines from the previous school prior to enrollment. A student's final transcript will be held until all fines are paid at the previous school.

## Student Services

### **Academic Policy**

Our policy is to help all our students be successful along their educational journey. We require students to work diligently and make course progress in order to meet the requirements of their master agreement.

#### **Class and Schoolwork Policy**

- **Online course:** successful completion of any course which is provided solely online requires a student to meet the requirements of the course as outlined in the course syllabus, including all projects, writing assignments, and assessments.
- Students must actively engage in their classes Monday-Friday, excluding holidays, and complete a minimum of 1-3 assignments per day to be on track for course completion. The student and teacher will communicate daily, Monday – Friday, and work together to set up a personalized assignment completion plan that meets the needs of each student. If a student falls behind in assignment completion, the student will be required to complete more than the required 1-3 assignments per day.
- Educational Activity Logs are to be filled out and completed daily. Logs should be completed online and it is the student’s responsibility to fill them out completely. The logs must include at a minimum 1 activity the student worked on from a class. The teacher and student will review the Educational Activity Logs daily, Monday – Friday.

#### **Communication Policy**

- Regular communication is an integral part of a student’s success here at San Diego Virtual School. Students are required to communicate with their teacher daily, Monday – Friday, preferably by phone call.

#### **Academic Intervention Policy**

- If a student is not making the required daily academic progress, the student’s teacher will intervene. The interventions may include, but is not limited to:
  - Teacher activity:
    - A phone call to student and parents
    - Create and implement Student Individualized Intervention Plan
    - Academic coaching
  - Student activity:
    - Specific completion of specific daily and/or weekly goals determined by the teacher and accomplished by the student
    - Mandatory in-person meetings with the teacher, student and/or parent to monitor progress
    - Increased time spent on coursework
    - Remediation with a teacher to ensure success on assignments

If a student is not successful with the interventions set up by his/her teacher, he/she will be placed on academic probation. If a student is on academic probation, he/she may not participate in school activities.

#### **Academic Probation Policy**

- The purpose of academic probation is to impress upon the student the importance of proper study habits in order to improve academic performance, and to provide necessary support and encouragement to the student in his/her academic progress. Academic probation may include suspension from participation in certain co-curricular activities.

- If Teacher Interventions are ineffective, the student will be placed on academic probation. Specific goals and deadlines will be set up for the student by his/her teacher and an academic review board that consists of a School Principal and/or Executive Director. Failure to complete all assignments as designated on his/her academic probation letter will result in an evaluation to determine if student should remain in independent study.
- Probationary requirements may include, but are not limited to:
  - A letter of concern/phone call to student and parents, if appropriate
  - Mandatory in-person student/parent meetings with the teacher to monitor progress
  - Revocation of any work permit issued until school work is satisfactorily completed
  - Suspension from participation in certain school activities
  - Termination of the Master Agreement and return to the district school of residence or alternate educational program

If a lack of progress continues as demonstrated by 10 days of non-attendance, non-communication and/or non-engagement in their classes, students may be dis-enrolled from San Diego Virtual School.

### **Academic Integrity Policy**

San Diego Virtual School promotes three basic principles: respect, responsibility and integrity. Each student is expected to demonstrate these principles in his/her academic work. Academic misconduct is a denial of these three principles in that it is evidence of lack of respect for self and others, lack of individual responsibility, and lack of personal integrity. San Diego Virtual School will not tolerate misconduct of any type, including but not limited to:

- Cheating: copying work or homework, or lending the same to another student to be copied, knowingly or intentionally helping another student to perform any act of academic misconduct
- Communicating in any way with other students during a test, midterm or final
- Stealing or Forgery: having any unauthorized test-related material on or near one's desk during a test or gaining unauthorized access to exams or answers to an exam, altering computer or grade-book records or forging signatures for the purpose of academic advantage
- Plagiarism: taking ideas or writings knowingly from another person or source (including the work of other students) and presenting those ideas or writings as one's own original work
- Unauthorized use of electronics or any technology to assist in taking tests or quizzes in the classroom

### **Plagiarism**

Plagiarism applies to all printed materials, video/audio materials, or web pages. It makes no difference where the text came from, or who wrote it, or which organization published it. All work will be the student's own original work. Teachers utilize a third party program to check all written assignments and essays for plagiarism. All quotes, statistics, facts and sources will be appropriately cited, and any ideas or materials taken from another source for either written or oral use must be fully acknowledged whenever:

1. Directly quoting another person's actual words, whether oral or written;
2. Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;

3. Borrowing facts, statistics, or illustrative material.

### **Range of Possible Consequences**

A breach in academic integrity may result in the following possible consequences: receiving a zero on the assignment, opportunity to resubmit the assignment, parental notification, parent/student/teacher conference, referral to counselors, referral to administrators.

### **Community College Course Policy**

San Diego Virtual School partners with the local community colleges for students who would benefit from taking advanced classes. In order to be eligible to take classes at the community college, students must:

1. Meet with a Counselor or Academic Dean to discuss requirements and verify eligibility
2. Maintain an overall GPA of 3.0 or above
3. Enrolled at SDVS for at least one full semester
4. Maintain full SDVS attendance and acceptable progress in all classes
5. Enrolled in at least 20 credits (4 classes) at SDVS
6. On track for graduation
7. Be enrolled in the 11<sup>th</sup> or 12<sup>th</sup> grade (if you are taking a course for credit that is required for graduation, then you **cannot** take the course during the second semester of your senior year)

If it is a student's first time taking a community college course, we require that the student take one class to acclimate to the college environment. Students are responsible for any fees incurred at the Community College level. If you are interested in taking a community college course during your high school career, please notify the Counselors.

### **Community College Grades**

If students would like community college courses completed during high school entered on their high school transcripts, then the student is responsible for requesting that an official copy of their community college transcript be sent to San Diego Virtual School.

### **Early Graduation**

There are times that it is in the best interest of a student to allow the privilege of early graduation from San Diego Virtual School. In order to ensure that the student's best interests are met, it is important that the school determine a student's adequate preparation for post-high school plans and that the school also determines a student's readiness (academically, socially, and personally) to leave high school. It is recommended that a student has met the following requirements:

1. Completion of 6 semesters or 3 years of high school attendance
2. Completion of 2 consecutive semesters at San Diego Virtual School
3. Maintain a 3.5 or better Overall GPA
4. Complete the Early Graduation Request Form. Form can be requested from the Counselors.
5. Early Graduation will be granted for end-of-semester only
6. Parent/legal guardian and student must meet in-person with a School Counselor for final approval.

### **Email Policy**

All San Diego Virtual School students are provided with an individual school email account upon registration here at SDVS. Students are required to use this SDVS school email address to communicate with their teachers. School administrators reserve the right to monitor student and teacher emails, as well as conversations that occur within Google Hangouts. Students are responsible for messages sent from

their accounts. Students should not share passwords. Use of the school email system will align with the school's code of conduct, and misuse of the school's email system may result in the disciplinary actions outlined in this Parent/Student Handbook, including but not limited to suspension from the school email system and/or disenrollment from SDVS.

### **Enrollment Verification Policy**

San Diego Virtual School students and/or parents who need Administration to verify a student's enrollment must make an appointment with Student Services. Examples of forms that require an appointment include but are not limited to Social Security, CalWorks, disability, etc. Walk-in appointments are not guaranteed immediate enrollment verification by Student Services. There may be a 72 hour turnaround to have forms signed and/or approved.

### **Field Trips and Other School Sponsored Activities**

Students must have full attendance and be in good academic standing to attend school-sponsored activities. Students attending a field trip must also have submitted a completed permission slip (signed by the parent/guardian) on file with the designated teacher. Only SDVS students are allowed to attend field trips. Parent chaperones may be requested to attend field trips on an as needed basis. All SDVS students are expected to adhere to SDVS's Student Conduct before, during and after a school-sponsored field trip.

### **Grading Policy**

Teachers issue student grades based on a professional assessment of demonstrated mastery of course content, satisfactory application of required skills, and effective course participation. The teacher provides a course syllabus for each semester. Said course syllabus and enclosed grading policies must be in harmony with the established charter policies and guidelines and must be presented at the beginning of each course.

Progress reports are sent electronically (or can be mailed, by request) at mid-semester and reflect the student's cumulative effort for the courses in which he/she is enrolled in per the Master Agreement. Semester grades are issued at the end of the 1<sup>st</sup> and 2<sup>nd</sup> semesters and posted on the transcripts.

San Diego Virtual School provides a course of study that consists of the highly qualified teacher (HQT) supervising the use of a digital curriculum with other HQTs. San Diego Virtual teachers assign the grades for the courses in which the student has enrolled. Grades noted on the online curriculum are NOT the student's recorded final grade. For grades 9-12, grades become a part of the GPA for the semester in which the SDVS course is completed. **All students must take final exams in order to earn credit for their courses. Any student wishing to complete a college preparatory class must take the final exam under a proctored setting, as determined by the school.**

Determination of the letter grade for any SDVS course will take into account all course work (including on-line assignments and off-line class assignments, as applicable) and will be calculated according to the formula included in the course syllabus.

**Final letter grades for courses are established by the following percentages:**

<b>A</b>	<b>100-90</b>
<b>B</b>	<b>89-80</b>
<b>C</b>	<b>79-70</b>
<b>D</b>	<b>69-60</b>
<b>F</b>	<b>0-59</b>

### **Laptop Policy**

Students may check out a laptop to access their courses, and if so, the student must adhere to the following requirements:

1. It is the student's/parent's responsibility to maintain the laptop in good working order and undamaged.
2. If the laptop is not returned, lost, stolen or damaged, then the student/parent will owe SDVS \$150.
3. Official records may be withheld until the laptop equipment is returned, and a fine will be noted upon the student's transcript.
4. Laptop must be returned upon disenrollment from the school or upon graduation.
5. Upon loan, the student and parent are required to complete the Student Laptop Checkout Agreement. If there are any further questions, please see the signed Laptop Checkout Agreement.

### **NCAA**

San Diego Virtual School is an NCAA approved institution beginning in the 2015-2016 school year. Upon enrollment, the student and/or parent must notify SDVS if they desire for their student to be NCAA eligible. There are specific requirements in terms of courses that need to be completed, testing requirements, and communication requirements that the student must adhere to in order to be eligible. Please contact the Counselors with any questions.

### **Physical Education**

Physical Education credit is available when the student chooses to do an "organized physical activity" for a minimum of 400 minutes per each block of 10 school days for the semester (7-12) or a minimum of 200 minutes per each block of 10 school days for the semester (1-6). The activity is certified by the parent and physical education logs detailing the activity(ies) must be submitted online. Activities which fulfill the Physical Education requirement must be approved by the teacher. In order for students to be excused from physical activity required by their Physical Education course, a doctor's note is required.

### **Special Education/Special Needs**

Students with special needs (such as IEP or 504 plans) are provided appropriate assistance and personal monitoring. Highly trained professionals are available to review, evaluate, and advise on student educational plans.

### **Student Progress Reporting**

San Diego Virtual uses several methods of reporting to parents about a student's progress.

- Parent/student/teacher communication will occur no less than one time every month to interpret student progress and to plan and assign curriculum for the student's optimum development and to keep them on track for course completion.
- Progress reports are issued at the midpoint of the semester and reflect the student's cumulative

effort for the courses he/she is enrolled per the Master Agreement. Semester grades are issued at the end of the 1st and 2nd semesters.

### **Transcript Requests**

Official San Diego Virtual School transcripts may be requested by students and/or parents/legal guardians. Requests can be made to our Registrar via email or phone. There can be up to a 48 hour turnaround for official transcripts to be provided to students/parents/legal guardians. The transcripts can be mailed to the requested address or picked up by student/parent/legal guardian. There is no cost for an official transcript.

### **Valedictorian/Salutatorian**

San Diego Virtual School administrators will select 5 seniors to be considered as **candidates** for Valedictorian and Salutatorian. These students will be chosen based on the following criteria:

- 1.) Must be a current 4<sup>th</sup> year senior.
- 2.) Must have attended SDVS since the last semester of their junior year and during the first semester of their senior year, at a minimum. A top first year senior at SDVS can be Salutatorian, not Valedictorian.
- 3.) Have one of the top 5 (un-weighted) GPA's computed for the past 6 semesters of high school.

The top 5 seniors will be notified and given a candidacy form to fill out during the Fall Semester. In February, a selection committee chosen by the Director, will choose the Valedictorian and Salutatorian based on the school's Valedictorian and Salutatorian policy. Selection will be based on GPA, number of completed courses, types of completed courses, extracurricular activities, and level of dedication and participation in community service.

### **Work Permit**

SDVS will grant work permits to students who have a job and are in good academic standing. The following criteria must be met in order to be considered for a work permit.

1. GPA of 2.0 or above
2. Full attendance
3. Acceptable progress in all classes
4. On track for graduation

If a student meets the above criteria, he/she may request an application for a Work Permit from our Student Services Coordinator. To have the Work Permit completed, it is highly recommended that the student call our Student Services Coordinator to make an appointment. There may be a 48 hour turnaround time to have a Work Permit processed.

## **High School Graduation Requirements**

### **Credits**

A student receives 5 credits for each semester course passed. All courses at SDVS are worth 5 credits. Please see the course catalog for specific credits.

### **"NG" Grades**

An "NG" (No Grade) will be given for any course not completed during the first semester the course was assigned. If the course is completed and passed by the date established in the following semester, the teacher will ensure a grade change (substitution) for the "NG". If the course is not completed by the date established in the following semester, the student will receive an "F" for that course at the end of the year, and will need to take the complete course again, with a passing grade, to receive credit for

course completion.

### Withdrawal Policy

Withdrawal from a course made during the first twenty (20) school days of a semester will not appear on the transcript or course history. Exception to this procedure may occur only after review by an administrator.

### Repeating Courses

For each course a student may earn a maximum of 5 credits per semester. A student may wish to retake a class in order to improve a grade or gain a better foundation in the course. In either case, both courses will appear on the student's transcript. The higher grade and associated credits will be used in the calculation of the GPA.

### Required Courses

San Diego Virtual School students are required to take a certain number of courses per semester, based on their grade level. Middle school students in grades 6-8 are required to take 5 classes per semester. High school students in grades 9-12 are required to take 6 classes per semester. The only exception to the high school course load requirement is for seniors who may not need to take 6 classes each semester to meet our graduation requirements. In these instances, in order to be a full time student, a student will need to take 4 classes per semester, with a minimum of 8 classes per school year. The following courses and their credits are required to graduate from San Diego Virtual School. There are additional course requirements for a student to be eligible for college acceptance. Students must complete a minimum of 220 credits for graduation in order to receive a diploma.

English	40 Credits
Mathematics	30 Credits
Physical Education	20 Credits
Life Science	10 Credits
Physical Science	10 Credits
World History	10 Credits
US History	10 Credits
American Government	5 Credits
Economics	5 Credits
Visual/Performing Arts -or- LOTE	10 Credits
Elective Courses	70 Credits

Total Credits: 220 credits

### 5<sup>th</sup> Year Senior Requirements

Students who remain at San Diego Virtual School for an additional 5<sup>th</sup> year to earn credits towards graduation must maintain a full course load throughout the school year, which is a minimum of 4 classes per semester totaling 8 classes completed successfully per school year. Students must also maintain full attendance, missing no more than 10% of the school year, or 18 days. Students who do not meet this criteria will meet with the Principal at the end of the semester to discuss the student's enrollment here at SDVS.

### Credit Recovery

San Diego Virtual School offers credit recovery courses. The counselor, teacher, student and parent/guardian should discuss the option of credit recovery, if applicable. These courses are modified

and will be denoted on the student's transcript with a "CR". These courses are not to be used to improve a student's GPA. **Students wishing to enter the military should speak with their recruiter regarding credit recovery courses. Students wishing to apply directly to a four-year university upon graduation from SDVS should speak to their counselor before signing up for CR courses. The NCAA does not accept CR courses for collegiate sports eligibility; therefore completion of required courses through credit recovery may negatively affect a student's eligibility for collegiate sports.**

### **Mandatory Test Administration**

Please refer to the current school calendar for key testing dates and the CAASPP testing.

**CAASPP or district-mandated testing, will be administered once yearly.**

- CAASPP state tests or district-mandated testing will be administered to all students in grades 6–11.

**Physical Fitness Testing (PFT), will be administered once yearly**

- The PFT will be administered to all 7<sup>th</sup> and 9<sup>th</sup> graders, and attendance is mandatory.

## **Health and Safety**

### **Activities Requiring Written Permission from Parent or Guardian**

1. Releasing your student during the day to anyone other than the parent or guardian. This includes picking up a student unless such person(s) are identified on the student emergency card on file.
2. Participation in any activity not ordinarily connected with school, including field trips or excursions.
3. Student being transported to a school-related activity by anyone other than parent/guardian.
4. Taking/Administration of medication and medical treatment.
5. Physical Education exemption. (A doctor's note is required for non-participation that exceeds 5 days in any given month.)

### **Animals**

San Diego Virtual does not permit students, parents, guardians or any other persons to bring animals of any kind to Community Locations unless it is a documented service animal.

### **Electronic Surveillance**

In an on-going effort to improve the supervision of students and to provide a safe and secure environment, SDVS may use video cameras to monitor specific open and public areas of the Community Locations and therefore students and others have no reasonable expectation of privacy in those areas.

### **Emergency Information**

An enrollment form asking for vital emergency information is prepared for each student by his/her parents. It requests the names and numbers of persons to contact if the parent cannot be reached. Also, the card requests any other information the school should be aware of. **The parent or legal guardian, is responsible for providing this emergency information to the school, as well as keeping this information updated.** In the event of an emergency, the school will normally try to contact the parent first, and then other contacts listed. However, if none of the contacts are successful, it may be necessary to call 911 (emergency hotline). The family will be responsible for any costs incurred. Please complete

the card and notify the school of any changes throughout the year.

### **Emergency Policies and Procedures**

If an emergency or disaster should occur, do not attempt to come to the Community Location to pick up your son/daughter unless instructed to do so by a responsible school staff member or Civil Defense official. This plan has been designed to provide the greatest possible safety for students during an emergency.

- Earthquake, Fire, Explosion, Chemical Accident  
Students will take the best available cover within the Community Location and remain under cover until Civil Defense authorities advise other action, or unless the situation necessitates evacuation. Staff are trained semi-annually on these procedures. If specific instructions are received from Civil Defense officials, students may be sent home without prior notice to parents. If the situation necessitates evacuation of students, parents will be notified and informed of a Parent/Student Reunification plan. If you have any questions about our emergency procedures, please contact the Principal or Executive Director.
- Floods/Winds  
In the event of floods/wind, students will take the best available cover within the Community Location, or be escorted by staff to a safe area. Students may also be sent home depending on the circumstances, upon orders from Civil Defense officials. Staff members are trained on these procedures. If the situation necessitates evacuation of students, parents will be notified and informed of a Parent/Student Reunification plan. If you have any questions about our emergency procedures, please contact the Principal or Executive Director.
- Power Outage  
If the Community Location has no electrical power before 8am in the morning, and if there is little or no reason to expect restoration of power, the Community Location will not open that day. If the same happens during 8am – 2pm students will be sent home.
- Lockdown, all levels  
In a lockdown situation, staff will instruct students to take the best available cover within the Community Location or to evacuate the building, based on the level of lockdown and the surrounding circumstances. Staff will notify local authorities, and if specific instructions are received from Civil Defense officials, appropriate actions will be taken. Parents/guardians will be notified of reunification plan by staff. Staff members are trained on this procedure every year. If you have any questions about our emergency procedures, please contact the Principal or Executive Director.

### **Medications**

Students who need to take prescribed or “over-the-counter” medication on a continuing or episodic basis during school activities, or who must carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, must have a “Permission for Medication(s) in School” Form in their file. Student self-administration of medication is allowed only if the student has specific written permission from both parent and physician on file. Please note that parents may not send bottles of aspirin, Tylenol, decongestants, etc. to the Community Location with a note for the student to use them on an “as needed” basis. Medication may be administered only in accordance with the appropriately completed and signed “Permission for Medication(s) in School” Form. Any unauthorized medication found in a student’s possession will be confiscated and the situation will be dealt with by the school administration. “Permission for Medication(s) in School” forms are available from our Student Support Specialist.

### **Release of Students**

Parents picking up a student are to do so at the Community Location. Students will not be released to anyone other than the parents or guardians, or someone named on the registration card on file, without written permission from parent. Students can sign themselves out of the Community Location if parental consent is given during the enrollment process. Students who are 18 years of age or older may sign themselves out of the Community Location.

### **Science Laboratory Policy**

Students enrolled in science courses that have a lab component have the option to come to the Community Location to complete the laboratory activities. Students are required to adhere to the SDVS Student Code of Conduct and all Laboratory Safety Procedures as outlined in the course syllabus provided at the beginning of the course. Failure to do so may result in the loss of laboratory and Community Location privileges.

### **Transportation by Private Vehicle**

When transporting students to and from the Community Location by private vehicle or on any authorized trip, the following rules and regulations must always be obeyed:

1. The driver must observe all traffic regulations of the California Vehicle Code.
2. The number of occupants in any vehicle must conform to the number of seat belts.
3. Board policy requires proof of insurance and a driver's license for any private automobile/driver who will be part of a field trip. Volunteer drivers for field trips or any school activity must have on file with the Main Office the following:
  - a) A signed form acknowledging private transportation regulations
  - b) A copy of driver's license
  - c) A copy of insurance policy coverage statement verifying at least \$100,000 liability coverage, and preferably \$300,000. The insurance coverage page must state coverage amount, name of insured, the carrier company and the expiration date of coverage. Driving students to or from interscholastic competitive events is considered a field trip.
4. Any vehicle employed for student transportation must be in good working condition.
5. Special attention shall be given to the safety of the students.
6. The Administration must authorize any and all field trips.

Parents must give written permission for their son/daughter to be transported by any person to and from a Community Location or any school-sponsored event. A permission form will be provided by San Diego Virtual School.

### **Visitors, Parents**

Parents play an important role in their child's educational journey. Since parent participation is a required part of each student's schooling, parents are encouraged to contact their son's/daughter's teacher with any questions, concerns, or suggestions. Parents are welcome to visit the Community Location; however, it is suggested they make an appointment with the teacher prior to visiting.

### **Visitors, Siblings and Students**

Students may not bring siblings or other non-SDVS student visitors to any of the Community Locations.

## **Volunteers**

The successful operation of the school requires the time and effort of not only the paid staff, but also of many parent volunteers. Volunteers must have TB clearance and fingerprint clearance by SDCOE prior to volunteering and must check in with staff.

## **Absences**

It is expected that students will log into their digital curriculum daily and access their classes daily, Monday – Friday. In the event that attendance is not possible because of illness, family emergency, or personal necessity, the following procedures must be followed.

### **Absences**

Regular attendance is extremely valuable to every student. Days missed can never be replaced. When your son/daughter is unable to work on his/her assigned course work please call the teacher to report an absence. It is important to notify your student's teacher of the absence and the reason for it. Students with a history of excessive absences may be required to sign an Attendance Contract while enrolled as a student here at San Diego Virtual School. A student is considered to have excessive absences if they miss more than 10% of the school year, or 18 days.

### **Attendance, Board Policy**

According to the board policy for grades K through 12, the maximum length of time allowed between when the assignment was made and the date the assignment is due is 20 school days, unless an exception is made in accordance with the Board Policy. After 3 missed assignments, as per Board Policy, an evaluation will be made to determine whether independent study is an appropriate strategy for this student. Parents will be notified if a student is in danger of being classified as truant. Excessive unexcused absences from classes or failure to complete assignments is sufficient reason for a teacher to assign a failing grade. If attendance problems continue, students may be exited from the SDVS program. A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. This record shall be maintained for a period of three years from the date of the evaluation and if the pupil transfers to another California public school, the record shall be forwarded to that school.

## **Student Conduct Code**

The goal of our educational program is to provide a school climate and atmosphere that encourages and provides for academic achievement, independence, responsibility, and physical and emotional well-being for all of our students. An orderly and non-threatening atmosphere is essential if learning is to take place.

### **Philosophy**

San Diego Virtual students will be treated with dignity and respect. The school environment will be positive and supportive of the students allowing them to attend school without experiencing fear and undue anxiety. It is the goal of San Diego Virtual to provide an atmosphere where each student can develop the academic and social skills necessary for independence in a changing society. An appreciation for the value of learning and development of self-discipline and a positive self-image will be encouraged. All members of our school community have a responsibility to ensure a positive learning

environment. Trust, acceptance, and concern for each individual must be fostered and demonstrated in order to achieve and maintain a positive school climate. These basic rights are the joint responsibility for guidance and discipline on the part of parents, school staff, and students.

1. School Staff - The staff has the primary responsibility for providing a teaching/learning environment, which contributes to an atmosphere of trust and respect. The school staff is responsible for modeling and teaching their students the behavioral standards that exist in the classroom and throughout the school as a whole. The staff enforces the rules in the school and supports the Administration in carrying out San Diego Virtual School policy.
2. Parents/Guardians - Parents/Guardians are responsible for enforcing their son's/ daughter's behavior consistent with the Parent/Student Handbook, Conduct Code and SDVS policy. Parents/Guardians are in partnership with the school staff regarding decisions affecting their son/daughter and the well-being of the school as a whole.
3. Students - Students are responsible for following school rules and procedures established in the San Diego Virtual School Student Conduct Code, and elsewhere. Respecting the rights of others and demonstrating self-discipline are primary requirements for a positive school climate.

### **Plan For Teaching Appropriate Conduct**

1. The teacher will teach and review the Conduct Code and school rules. The necessity and purpose of the rules will be emphasized.
2. The Student/Parent Handbook will be available electronically on our school website. Parents will be required to sign, acknowledging that they have read and understand the Student/Parent Handbook.

## **Basic School Rules**

### **Cell Phones**

All cell phones are to be turned to silent while working in the Community Location. Cell phones are to be used in an emergency situation only.

### **Lost Items**

SDVS is not responsible for a student's personal property left, lost or stolen at a Community Location. Articles of personal value or which are expensive should not be brought to the Community Locations. Items found must be turned in to staff to be placed in the Lost & Found. Students should inform their teacher of personal items lost, misplaced, or stolen. The school will not take responsibility for recovering lost personal items. Students must realize that valuable items are brought to the Community Locations at the student's own risk.

### **Music**

All I-pods, phones with music and all other music appliances are banned from being used in the Community Locations. Using earphones while independently working in one of our Community Locations is at the discretion of the supervising teachers. At no time may the sound be heard by others.

### **Office Telephone**

The office telephone is a business telephone. It is available for students' use **only** in case of an emergency or to notify a parent/guardian of the need to stay or leave earlier than planned or to contact an SDVS teacher.

### **School Property**

Any student who defaces, destroys, damages, or loses equipment or instructional materials entrusted to him/her is responsible for those items. This includes, but is not limited to, books, science equipment, physical education equipment, computers, computer software, and camera/video equipment. Legal procedures may be taken for restitution.

### **Student Identification Cards**

All students will be issued Student Identification Cards (ID card). Students must carry their ID card at all times and are required to show it to any staff member when requested to do so. Students must show their ID card when signing in to use the Community Location. Students must present their ID card prior to taking a proctored test. If a student needs to replace their ID card, there is a \$5 charge.

## **Dress Code**

### **Condition, Wear and Safety of Clothing**

- Nothing that distracts or poses a safety hazard
- No holes, rips, or tears that reveal the body
- No tight-fitting or revealing clothing
- No gloves inside the building; no single glove at any time
- No hanging chains, spiked or studded accessories

### **Content**

- Clothing with drugs, alcohol, weapons or any other controlled substance on them.
- Clothing with explicit language or inappropriate content

### **Tops/Skirts/Dresses**

- Tops must cover the upper and middle torso at all times.
- Skirts must cover the lower torso with no skin showing between top and skirt
- Skirts and dresses must be at least mid-thigh in length; no mini-skirts
- No exposed undergarments
- No halter, tank or tube tops; no transparent, half, or muscle shirts
- No exposed shoulders, low cut necklines, exposed cleavage, or spaghetti straps
- No pajamas, lounge wear, or bath robes
- Inappropriate tops may not be covered with sheer shirts, sweatshirts or jackets

### **Pants/Shorts**

- Must cover lower torso with no skin showing between top and pants/shorts
- No exposed undergarments
- No sagging pants or shorts
- No single rolled up pant leg
- No "short-shorts" (ie, shorts must reach to the tips of fingers when arms are extended full length at the side)
- Belt buckle monograms must be appropriate
- No hanging or extended belt lengths
- No cut-offs; shorts must be hemmed and at least mid-thigh in length
- No mini-shorts; no spandex shorts

### **Head Coverings**

- No head coverings (including inappropriate hats and beanies) or sunglasses worn in the building during school hours; exceptions are made for religious or medical reasons
- No bandanas (all colors), do-rags (all colors), hairnets, surgical/shower caps, or hair picks at any time on campus or at any school-sponsored event

#### **Footwear**

- Proper footwear at all times
- No house slippers

#### **Language / Illustrations on Clothing**

- No obscene, vulgar, profane, or derogatory language or illustrations on clothing
- No sexual overtones, or anything that promotes alcohol, drugs, tobacco, gang membership, or violence or something deemed a safety issue

**Gang Attire: All items that have been identified as gang-related by local law enforcement agencies are prohibited at San Diego Virtual School. These may include but are not limited to:**

- No dangling belts or hanging belt lengths
- No chains
- No sagging pants/shorts
- No single rolled up pant leg
- No hairnets, bandanas, or do-rags (all colors)
- No colors resembling gang attire or other colors that may be deemed inappropriate as necessary to protect student safety on campus
- No altered insignias or graffiti
- No jewelry or belt buckles symbolizing any gangs
- No graffiti in or on personal belongings symbolizing any identified gang

#### **Dress Code Violation**

If a student violates the dress code s/he will be given a warning by school staff. School staff will notify school administrator with the student's name. School administrators will notify parent/legal guardian of the warning. The student must correct the clothing violation at that time, prior to returning to the Community Location. Refusal to change clothes will constitute insubordination.

### **Community Location Rules**

1. Only enrolled SDVS students with student ID's are allowed to meet with staff at the Community Locations.
2. Respect will be shown to teachers, staff and other students at all times. Any violations of the school policies will be immediately referred to the Principal for disciplinary action.
3. All students **MUST** sign in when entering the Community Location and sign out when exiting the Community Location.
  - Once a student signs in, the student must remain in the Community Location until he/she leaves. Once a student signs out and exits, he/she **may not return** that same day.
  - Students are required to make an appointment with staff in order to attend a Community Location. No drop-in appointments will be accepted.
  - There is a 1 hour maximum allowable time for student/staff appointments.
4. Leave work area clean and free of trash.
5. Students at the Community Location may work **only** on their class work. **No game playing, internet surfing, personal email or any other non-course related activity.**

6. Cell phone use is for emergency purposes only. Cell phone conversations are not allowed at the Community Locations.
7. Music players may only be used with headphones and are at the discretion of the Community Location supervising teacher.
8. Do not graffiti or deface any of the work areas.
9. Sunglasses may **NOT** be worn inside the building.
10. Foul language or gestures will result in removal from the Community Locations and possible disenrollment.
11. **All SDVS school rules and dress code are in effect at the Community Locations at all times. Failure to comply with the school rules will result in one or more of the following consequences:**
  - a. **Verbal Warning**
  - b. **Meeting with Principal**
  - c. **Dismissal from Community Location/Loss of access to school-sponsored activities**
  - d. **Parent contact and/or in person parent meeting regarding enrollment at SDVS.**

### **Student Guidelines for Good Order**

1. Students are to follow the directives of the faculty and staff at all times. Student behavior must contribute to and not hinder the learning process.
2. The school reserves the right to search students, their backpacks, cars, and their possessions when at the Community Locations or at school events without prior notice.
3. Students are to respect the property of the school and other students. This respect includes the proper use of and care for all equipment. Students are also expected to report malfunctioning or defective equipment. Theft and vandalism, including malicious pranks of any kind, will not be tolerated. It is the responsibility of each student to report thefts or any vandalism should such incidents be witnessed. The parents of students who are guilty of theft and/or vandalism will be held financially responsible for the restitution of property and the repair of damage.

Infractions of good order include but are not necessarily limited to the following:

- Alteration of records: a student who falsifies or alters a school record or any communication between home and school
- Bullying or sexual harassment (including, but not limited to, verbal, physical, visual, sexual, ethnic, racial, religious, physical disability, or sexual orientation)
- Dishonesty of any kind including cheating and plagiarism
- Disobedience, insubordination, or rudeness to a member of the administration, faculty, or staff
- Fighting, injury, threatening comments, or harm to persons or serious threat of same
- Language or behavior which is inappropriate
- Possessing, using, or threatening to use any weapon including all types of knives
- Theft or vandalism
- Violation of the dress code

### **Dismissal from Community Locations**

“Dismissal” means that a student is no longer allowed at the Community Location for adjustment purposes. It also means that the student is not to attend or participate in school activities for the duration of the dismissal. Only the Executive Director or Principal can dismiss a student from the Community Location. San Diego Virtual School student behavior policies provide for removal from the school program, with or without a period of probation, when a student’s behavior warrants such action. Generally,

students that are defiant or commit an offense that involves the health or safety of members of the student body will be dis-enrolled.

## **Student Behavior and Discipline**

San Diego Virtual School is a “safe” zone which respects all students. No student shall interfere with a teacher’s right and responsibility to teach, or with another student’s right to learn. To ensure that the above standard is followed throughout the school, there are seven basic rules:

1. Be a good caretaker of all things.
2. Be safety-conscious.
3. Keep all communications respectful to peers and teachers.
4. Keep your hands and feet to yourselves.
5. Obey both the letter and the intent of all school rules.
6. Respect and obey all supervising adults.
7. Use good judgment.

Students must be familiar with and follow school policies and the directions of school personnel. Students whose conduct while at school or in attendance at school activities violates school policies or directives of school personnel, is detrimental to the common good, causes or threatens to cause injury to others, or impugns the reputation of the school are subject to disciplinary action, including, but not limited to, suspension and disenrollment. Guidelines for equitable and just disciplinary consequences will be followed by school personnel in dealing with student misconduct

### **Alcohol and Drugs – Use/Possession**

San Diego Virtual School has a zero tolerance policy in regards to students using any drugs or consuming any alcohol or being under the influence of any drugs or alcohol or intoxicant of any kind during school-sponsored activities and under school jurisdiction. Possession of drugs and/or alcohol or intoxicant of any kind, either actual or constructive, by students at the Community Locations, during school-sponsored activities, or under school jurisdiction is also expressly prohibited. Possession of drugs, alcohol or intoxicant of any kind includes, but is not limited to, actual physical possession or control of such substances, possession of such substances in a student’s car, backpack or other container, or being in close proximity to such substances with the intent to use or possess such substances.

### **Anti-Bullying Policy**

1. A safe and respectful environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.
2. "Harassment or bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – e.g. internet, cell phone, personal digital assistant (pda), or wireless hand-held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered

harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

3. "Harassment" is conduct that meets all of the following criteria:
  - is directed at one or more pupils;
  - substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
  - adversely affects the ability of a pupil to participate in or benefit from the school's educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect; and,
  - is based on a pupil's actual or perceived distinguishing characteristic (cf. above), or is based on an association with another person who has or is perceived to have any of these characteristics.
4. "Bullying" is conduct that meets all of the following criteria:
  - is directed at one or more pupils;
  - substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
  - adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities by placing the
  - pupil in reasonable fear of physical harm or by causing emotional distress; and,
  - is based on a pupil's actual or perceived distinguishing characteristic (cf. above), or is based on an association with another person who has or is perceived to have any of these characteristics.
5. Students are expected to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and visitors.
6. The best discipline is self-imposed; it is the responsibility of staff to use disciplinary situations as opportunities for helping students learn to assume responsibility and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students' abilities to develop self-discipline. Since bystander support of harassment or bullying can support these behaviors, both active and passive support for acts of harassment or bullying is prohibited. The staff should encourage students to support students who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority.
7. Reprisal or retaliation against any person who reports an act of harassment or bullying is prohibited. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.
8. False accusation of another as a means of harassment or bullying is prohibited.
9. Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act.
10. Reports may be made anonymously, but formal disciplinary action *may not* be based solely on the basis of an anonymous report.

## **Driving**

All drivers of motorized vehicles are to observe all existing vehicle code provisions, school regulations,

and common sense while operating their vehicles. Any driver who endangers the lives of others in the parking lot or road adjacent to the school by speeding or reckless driving is subject to citation by local police as well as disciplinary action.

### **Restitution for Damaged, Defaced, Destroyed or Lost School Property**

Any student, who defaces, destroys, damages, or loses equipment or instructional materials entrusted to him/her is responsible for those items. This includes, but is not limited to, books, science equipment, computers, computer software, and camera/video equipment. Legal procedures may be taken for restitution.

### **Sexual Harassment**

Students who engage in any form of sexual harassment will be prohibited from attending school activities for a period from one to five days or more, or dis-enrolled from the school, whichever is appropriate. Sexual harassment includes unwanted touching, or verbal remarks/physical gestures of a sexual nature, which are unwanted and/or unwelcome. The District Sexual Harassment Policy is attached to this Handbook.

### **Smoking or Tobacco Use**

Students and/or parents may not smoke or use tobacco at the Community Locations or on adjacent areas at any time, as well as at school-sponsored activities.

## **Disciplinary Measures**

All students shall be held accountable for respecting and obeying all school policies, rules, regulations, directives, guidelines, and expectations regardless of whether or not they are specifically enumerated in the Parent/Student Handbook. These have been developed for the personal welfare of each student as well as for the common good of the entire school. Disciplinary measures for inappropriate behavior may include, but are not necessarily limited to, one or more of the following without preferential order:

- 1. Verbal Warning**
- 2. Meeting with Principal**
- 3. Meeting with the Executive Director**
- 4. Implementation of a Behavior or Attendance Contract**
- 5. Exclusion from laboratory activity and/or access to Community Locations**
- 6. Loss of access to school sponsored activities, events, and field trips**
- 7. Parent meeting with Principal/Executive Director**
- 8. Disenrollment from San Diego Virtual School**

### **Due Process**

All San Diego Virtual staff members will treat all students in a fair equal and consistent manner.

## **Discipline Review Board**

The Discipline Review Board consists of the student's teacher, Principal or Designee, and/or the Executive Director. Students with consistent and repeated violations of school policies may be required along with their parents to meet with the Discipline Review Board to determine appropriate disciplinary measures,

up to and including recommendation for dis-enrollment. Students and their parents shall be provided with documentation of disciplinary interventions for violations of school policies.

## **Loitering Law Compliance**

### **Daytime Loitering of Students in Public Places on School Days**

Students who are subject to compulsory education must comply with the daytime loitering laws of their community. General guidelines are below, however, may differ slightly among communities.

- On days and times when the school is open (generally between 8:00am and 3:00pm) students are not permitted to be in a public place unless accompanied by a parent or responsible adult guardian.
- On scheduled school days, students may travel to and from school without parental or guardian accompaniment.
- Students who do not comply with the local ordinances may be issued a citation or be subject to more severe consequences, if multiple violations occur.
- **It is unlawful for the parent, guardian or other adult person having the care and custody of a juvenile to knowingly permit or by insufficient control allow the juvenile to be in violation of local loitering laws.**

### **Law Enforcement Procedures *may include:***

- Upon violation of the loitering ordinance, a peace officer may issue a citation to the juvenile and may transport the juvenile home or to the school from which the juvenile is absent. If cited, the juvenile and a parent may appear in court as directed in the citation. The parents will be warned of their responsibility and liability as the juvenile's parents/guardians.
- If a parent/guardian has previously been warned, a peace officer may issue a citation for an infraction to the parent/guardian to appear in court.
- When a parent/guardian has previously been issued a citation for an infraction, upon any subsequent violation by a parent, a peace officer may issue a citation for a misdemeanor for the parent to appear in court.

### **Exceptions *may include:***

- A minor who is accompanied by his or her parent, legal guardian, or other adult person having care or custody of the minor.
- Students who have permission to leave school campus for school related activity and have in their possession, a valid school-issued written notice by a school official, but only for a reasonable period of time necessary for the activity.
- A minor who is going to or coming from his or her gainful place of employment or medical or dental appointment with verification of said employment or appointment.
- A minor who is upon an emergency errand directed by his/her parents, guardian or other adult person having care and custody of the minor.
- A minor who is going directly to or from a school sponsored event or activity, such as a sporting event, field trip or other such school activity.

### **Definitions:**

- "Adult" means any person 21 years of age and older
- "Emergency" includes but is not limited to fire, natural disaster, automobile accident, or requirement for immediate medical care of another person.
- "Establishment" means any privately owned place of business operated for a profit to which the public is invited, including but not limited to any place of amusement or entertainment.

- “Juvenile” means any person under 18 years of age.
- “Parent” means a person who is the natural or adoptive parent of a person. “Parent” includes a court appointed guardian or other person 18 years of age or older authorized by the parent, by court order, or by a court appointed guardian to have the care and custody of the person.
- “Public place” means any place to which the public has access and includes, but is not limited to streets, highways, the common areas of schools, hospitals, office buildings, transport facilities, shopping centers, stores and malls.
- “Scheduled school days” are Monday through Friday, excluding school holidays. “School hours” are generally 8:00am to 3:00pm.

## Counseling Resources

### ANY RESOURCE IN SAN DIEGO COUNTY

**211**

#### COUNSELING

If you have a Behavioral Health emergency call 911  
Mental Health Services of San Diego Crisis Service (24 hrs) 888-724-7240

#### FAMILY HEALTH

Black Infant Health Program 619-515-2300  
Children's Medical Services 866-262-9881  
Health Care Program for Children in Foster Care 858-503-2620  
Women, Infants and Children 800-500-6411

#### FOOD DISTRIBUTION PROGRAMS

South Bay Community Services 619-420-3620  
San Diego Food Bank 858-527-1419  
Turning the Hearts Center 619-691-9643

#### DISEASE CONTROL AND PREVENTION

AIDS Hotline 800-367-AIDS  
Community Services: HIV/AIDS 619-293-4700  
Public Health Clinic 619-409-3110

#### MENTAL HEALTH SERVICES

San Ysidro Health Center 619-662-4100  
SAY San Diego 858-565-4148  
South Bay Community Services 619-420-3620  
North County Lifeline 760-726-4900  
Family Health Centers 619-515-2300

#### PARENTING RESOURCES

First Five Commission San Diego 888-534-7785  
Healthy Developmental Services 619-515-2406

#### PHYSICAL/SEXUAL ABUSE

Student Abuse Prevention (858) 278-4400  
Sexual Assault/Rape 619-285-642  
Domestic Violence (888) DV-LINKS (385-4657)  
Child Welfare Services 858-694-5191

#### RAPE

Rape Crisis Line 888-385-4657

#### RUNAWAYS

National Runaway Hotline 800-621-4000  
California Runaway Hotline 800-843-5200  
Polinsky Children's Center 858-514-4600

#### SUBSTANCE ABUSE

Alcohol Treatment Center 24 hour Help Line 800-861-6864  
Adolescent Treatment Services-Nonresidential 888-724-7240  
Adolescent Treatment Services-Residential 888-724-7240

#### SUICIDE PREVENTION

Mental Health Services of SJC Crisis Service (24 hrs) (888) 724-7240

## **Healthy Schools Act of 2000**

Assembly Bill 2260 went into effect on January 1, 2001. This legislation enacted Education Code Sections 17608 et seq. and 48908.3 which requires, among other things, that school districts notify parents and staff about the use of pesticides at school. The purpose of this legislation is to reduce exposure to toxic pesticides through information and application of an integrated pest management system at schools. Toward this end, and pursuant to the requirements of this legislation, please see the following section.

### **Pesticide Use**

Information regarding pesticides and pesticide use reduction developed by the Department of Pesticide Regulation pursuant to California Food and Agricultural Code Section 13184 can be accessed at the Department's Web-site: [www.cdpr.ca.gov](http://www.cdpr.ca.gov). Please see information board with all current pesticides used at each site location.

### **Megan's Law**

The District wishes to inform you that, under the laws of California, certain sex offenders are required to register with the city or county law enforcement agency in which they reside. When law enforcement officials receive information about registered sex offenders, they may advise school districts about such individuals residing within district boundaries. Any such information that San Diego Virtual School receives from law enforcement agencies will be maintained at the District Office and will be available and open to public review at any time. The District invites members of the community to review such records at the District Office or at the local law enforcement agency. As always, we recommend that parents and guardians remind their student of the dangers of talking to strangers, going out alone instead of in a group, and accepting rides from others. For further information regarding any registered sex offenders and ways of protecting student, parents and guardians should contact the San Diego Police Department.

## **SDVS Sexual Harassment Policy**

### **1. Policy**

The School is committed to providing a workplace and educational environment free of sexual harassment, as well as harassment based on such factors as race, religion, creed, color, ethnicity, national origin, ancestry, age, medical condition, marital status, sex, sexual orientation, citizenship status, disability or any other category protected by law. The School will not condone or tolerate harassment of any type by any employee, whether supervisory or co-employee, against an employee, third party vendor or student. The School also does not condone or tolerate harassment of its employees by any third parties or students. The School will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted.

The School will take all reasonable steps to prevent discrimination and unlawful harassment from occurring. Sexual or other unlawful harassment in employment violates the School's policy and is prohibited under Title VII of the Civil Rights Act (42 U.S.C. sections 2000e, *et seq.*) and the California Fair

Employment and Housing Act (Govt. Code sections 12940, *et seq.*).

## **2. Definition of Harassment**

Harassment includes verbal, physical or visual conduct that creates an intimidating, offensive or hostile = working or educational environment or that unreasonably interferes with job performance. Verbal harassment includes, but is not limited to, epithets, derogatory comments or slurs based on a protected category. Physical harassment includes, but is not limited to, assault, impeding or blocking movement or any physical interference with normal work or movement, when directed at a legally protected individual. Visual harassment includes, but is not limited to, derogatory posters, cartoons or drawings on a basis protected by law.

## **3. Definition of Sexual Harassment**

Federal law defines sexual harassment as unwelcome sexual conduct that is a term or condition of employment. The Equal Employment Opportunity Commission's Guidelines define two types of sexual harassment: "quid pro quo" and "hostile environment." "Unwelcome" sexual conduct constitutes sexual harassment when "submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment," "Quid pro quo harassment" occurs when "submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual." A "hostile environment" claim for harassment occurs when discrimination based on sex has created a hostile or abusive work environment.

California law defines unlawful sexual harassment in largely the same ways. Sexual harassment occurs where a term of employment (i.e., compensation or in terms, conditions or privileges of employment), academic status or progress (i.e., a student's grades or promotion to the next grade) is explicitly or implicitly conditioned upon submission to unwelcome sexual advances, as more fully described below. Sexual harassment also occurs where the submission to, or rejection of, the conduct by the individual is used as the basis of academic or employment decisions affecting the individual. Additionally, sexual harassment occurs where harassment (unwanted sexual advances, visual, verbal or physical conduct of a sexual nature) is sufficiently severe, persistent, pervasive or objectively offensive so as to alter the conditions of employment and create an abusive or hostile educational or working environment or to limit the individual's ability to participate in or benefit from an education program or activity. Sexual harassment occurs where the conduct has the purpose or effect of having a negative impact on the individual's academic performance, work or progress or has the purpose or effect of creating an intimidating, hostile, or offensive educational or working environment.

Finally, sexual harassment occurs where submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through the School.

The educational environment includes, but is not limited to, the School's campus or grounds, the properties controlled or owned by the School and off-campus, if such activity is School sponsored or is conducted by organizations sponsored by or under the jurisdiction of the School.

The following are examples of offensive behavior:

- Unwanted sexual advances, flirtations, touching or requests for sexual favors;
- Verbal abuse of a sexual nature;

- Graphic or suggestive comments about dress or body and the sexual uses to which it could be put;
- Unwarranted graphic discussion of sexual acts.
- Sexually degrading words;
- Suggestive or obscene letters, notes or invitations;
- Verbal harassment including, but not limited to, unwelcome epithets, jokes, derogatory comments, or slurs of a sexual nature, or sexually degrading words used to describe a person;
- Physical harassment including, but not limited to, assault, impeding or blocking movement or any physical interference with normal work or school activities or movement, when done because of your sex;
- Visual harassment including, but not limited to, leering, making sexual or obscene gestures, displaying sexually explicit or derogatory posters, cartoons or drawings, or computer-generated images of a sexual nature;
- Making or threatening retaliatory action after receiving a negative response to sexual advances.