



VINCENT ACADEMY

2020-2021

**STUDENT AND FAMILY
HANDBOOK**

COVID Notice

The 20-21 school year will begin with virtual learning. Some of the information contained in this handbook is specific to in-class instruction and does not apply to virtual learning. Prior to the return to on-site learning, we will provide you with policies and procedures around keeping your children safe from Coronavirus while at school.

OVERVIEW OF VINCENT ACADEMY

Our Mission

The mission of Vincent Academy is to provide excellent education, grounded in scholarship, compassion and resilience. The school is founded on the belief that academic success is attainable for all students in the context of family support and community involvement. Modeled after the approach of Saint Vincent's Day Home, our school combines a rigorous academic program, augmented by a rich offering of the arts, with a strong system of education and support services for parents, in partnership with other community organizations. Our program promotes the intellectual, social and emotional growth of our students, helping them to develop deep respect for, and clear sense of responsibility to themselves, their families, their cultures, and their communities. While striving for academic excellence, we place equal value on character development and self-esteem of our students. Our robust curriculum prepares our students to be 21st century learners and seeks to inspire and prepare them to participate actively as members and leaders of a democratic society.

Our Vision

Vincent Academy intends to be a safe, joyful, academically rigorous, and community-minded elementary school where children can develop their innate talents and skills, learn about the complex world around them and receive the support necessary to truly thrive and become community leaders in a global context.

WHAT IS A CHARTER SCHOOL?

A charter school is a public school approved by the State, with more autonomy than schools operated by local school districts. While charter schools must meet the State's academic content standards and must administer State testing, charter

schools have more flexibility than other public schools in determining how children will be taught. The State of California established charter school legislation with the intent of giving public schools more autonomy in exchange for increased student achievement.

Vincent Academy's charter was first approved August 11, 2010. As a charter school, Vincent Academy is granted many freedoms by the Oakland Unified School District (OUSD) and the State to implement an effective educational program. The School has decision-making authority and the freedom to create policy without having to obtain approval of the OUSD.

The State of California and the OUSD are responsible for holding Vincent Academy accountable for meeting the goals as outlined in the charter petition (the Vincent Academy charter petition is included on our website – www.vincentacademy.org). These goals include maintaining high levels of student achievement and ensuring a high degree of parent engagement.

GOVERNANCE STRUCTURE OF VINCENT ACADEMY

Board of Directors

The Board of Directors is the school's governing body. The Board's primary roles include:

1. Adopting, evaluating and updating School policies consistent with the law, the School's mission and charter.
2. Providing direction to administration pursuant to established policies.
3. Involving the community, parents/guardians, students and staff in developing a common vision for the School focused on learning and achievement and responsive to the needs of all students.
4. Maintaining accountability for student learning by adopting the School's curriculum and monitoring student progress.
5. Hiring and supporting the Executive Director so that the vision, goals and policies of the School can be effectively implemented.
6. Conducting regular and timely evaluations of the Executive Director based on the vision, goals and performance of the School, and ensuring that the Executive Director holds School personnel accountable.
7. Adopting a fiscally responsible budget based on the School's vision and goals, and regularly monitoring the fiscal health of the School.

8. Ensuring that a safe and appropriate educational environment is provided to all students.
9. Consulting with the Executive Director about the recommendations and acting upon them.
10. Exercising control of the School in accordance with the State and Federal Constitution, and applicable laws and regulations.
11. Following the adopted grievance or complaint procedures contained in School policy and the charter to handle parent, community or third-party complaints or employee grievances and/or complaints.
12. Following the adopted discipline policy to handle discipline matters at the school.
13. Providing adequate space, equipment, supplies and other facilities for the operation of the School.
14. Hearing communications, written and/or oral, from citizens and organizations on matters of administration, finance, organization, policy and program.

The Board of Directors meets approximately 10 times during the year. The Board allocates a certain number of minutes at each meeting for staff, parents, students and community members who wish to speak to the Board. Dates and times of the meetings are posted at the School and on the website (www.vincentacademy.org). The current membership of the Board of Directors is provided on the website.

Executive Director

The Executive Director is responsible for the overall operation of the school, which includes the hiring and supervision of staff, development and execution of the program, ensuring a safe and appropriate learning environment, monitoring of student progress and ensuring school operations consistent with the Charter. All school staff report to the Executive Director.

PAC (Parent Advisory Council)

Vincent Academy ensures parents and families have an opportunity to participate in governance of the school through involvement in the Parent Advisory Council (“PAC”). The PAC is open to all. The PAC facilitates effective communication among parents, families, teachers and administration, and provides a forum for parents and families to request information and offer feedback. The Executive Director is charged with sharing PAC recommendations with the Board of Directors as appropriate.

Importantly, the PAC also assists in the planning and carrying out of school-wide events such as the annual Black Cowboy Parade celebration, Winter Concert and Black History Month celebration. Additionally, the PAC supports on-site fundraising efforts. During monthly community meetings, the PAC will share important information with families about upcoming school events and other information as appropriate.

School Site Council

The School Site Council (SSC) is comprised of a committee of parents, one of whom serves as the chair. The primary roles of the SSC are to assist in the flow of information and communication from school to family, plan every SSC meeting in conjunction with the Executive Director, stay "in the know" in relation to and support the planning of VA's school events (including Black Cowboy Parade, Winter Festival, Black History Month Celebration, and Spirit Week).

IMPORTANT SCHOOL INFORMATION

School Address and Hours of Operation

Vincent Academy is located at 2501 Chestnut Street, Oakland, CA 94607. The school is open from 7a.m. to 6p.m. daily. Hours of Operation, School and Administrative Office may be different during remote operations and will be posted on the website.

Academic Program Schedule

Attendance for academic hours is MANDATORY.

Grade Level	Mondays, Tuesdays, Thursdays, Fridays	Wednesdays and other Minimum Days
Kindergarten-5 th Grade	8:15a.m.-2:40p.m.	8:15a.m.-1:30p.m.

After School Program Schedule

After-School program begins immediately after the school day has ended. This program is NOT mandatory and is fee based. Those who choose to register their children in the After-School Program must attend the registration session and complete all forms. (See After-School Program section.)

Office Hours

The school administrative office is open from 8a.m.-4p.m. Our administrative staff on site is always available to answer your questions or direct you to the appropriate person for the help you need.

Contact Information

The main office phone number is **510-452-2100**.

The following is a listing of School staff e-mail addresses:

Staff Member	Role	E-mail
Rosette Costello	Executive Director	rcostello@vincentacademy.org
Thomas Veloso	SPED Director	tveloso@vincentacademy.org
Alex Preston	Business and Operations Manager	apreston@vincentacademy.org
Rogelio Navarez	BACR Director	rnavarez@bacr.org
Bianca Leal	Administrative Assistant	bleal@vincentacademy.org
Jennifer Quint	1st grade	jquint@vincentacademy.org
Genevieve Clark	2nd grade	gclark@vincentacademy.org
Rachel Albrecht	3rd grade	ralbrecht@vincentacademy.org
Sarah Wheels	3rd grade	swheels@vincentacademy.org
Kayla Haines	4th grade	khaines@vincentacademy.org
Kerstin Groop	5th grade	kgroop@vincentacademy.org
Akinder Gill	Kindergarten	agill@vincentacademy.org
Ryan Stone	4th grade	rstone@vincentacademy.org
Sabrina Young	School Nutrition Director	syoung@vincentacademy.org
Derek Holiday	SpED Teacher	dholiday@vincentacademy.org
Josh Gray	IS/Tech	jgray@vincentacademy.org
Douglas Simmons	Security Guard	dsimmons@vincentacademy.org
Brenda Nixon	Behavior Interventionist	bnixon@vincentacademy.org
Elizabeth Woodson	Behavior Interventionist	lwoodson@vincentacademy.org
Laquioa Palmore	Paraprofessional	lpalmore@vincentacademy.org
Dannese Prince	Paraprofessional	dprince@vincentacademy.org
John Jackson	Custodial Supervisor	jjackson@vincentacademy.org
Ms Betsy	Librarian	library@vincentacademy.org
Lauren LaPlante	Psychologist	llaplante@vincentacademy.org
Catherine Wilson	IS/Seeds and Testing Co-ordinator	cwilson@vincentacademy.org

Parents and visitors will not be able to call or enter classrooms directly during school hours, but may leave messages for staff on voicemail any time. All visitors

MUST sign in and sign out in the main office. PLEASE MAKE CERTAIN WE HAVE YOUR UPDATED CONTACT INFORMATION! Thank you!

School Website

Our school website is: www.vincentacademy.org. The website contains important information regarding upcoming meetings and events, as well as updates on school activities and monthly lunch menus. There is a section called “VA Families” with especially relevant information.

School Social Media

In our ever-changing society, we recognize the importance that social media plays on a day-to-day basis and how information is relayed from one party to the next. Our Facebook and Instagram page are two additional avenues of communication that have played a vital part in that endeavor. Our Facebook page address is: facebook.com/vincentacademy510 and our Instagram page address is: instagram.com/vincentacademy. Families are highly encouraged to visit those pages and comment and like statuses and post updates, the majority of which will feature the achievements of our Victors.

Purchasing School Uniforms

Two Vincent Academy polo shirts are provided per student free of charge. Additional uniform items (polo, hoodie, zipper jacket, fleece and possible other items) are available for order by completing a uniform order form located at the front office. Families may also call our front office 510-452-2100 with any additional questions about ordering school uniforms. School uniforms will be distributed when school moves to in-person learning.

Books and Materials

Students will receive books and materials required for instruction. These books and materials become the responsibility of the students’ family and must be returned to school as requested. Students visit the school library every week and are allowed to check out books. If books are lost or returned damaged, families will need to pay to replace the books.

Regular Communications

School information will be sent home on Mondays in a weekly school folder for most grades. Please check with the teacher if you have any questions. Also, please follow up to ensure that you receive items sent home with your child and sign off on the

form on the back of the folder. Additionally, important notices will be posted at the front desk, on the school website and through e-mail and texts. Vincent Academy uses the OneCall system to call and text families with news. Please make sure the front desk has your most up to date phone number so you receive the calls.

Student Cell Phone Policy

Purpose

In order to create an academic culture that ensures students receive high-quality teaching and learning experiences, an atmosphere conducive to quiet, focused activities must be provided. Cell phones are a distraction to the user, students, and teacher/staff during school hours and school-related activities.

Policy

While on Vincent Academy premises, students are not allowed to activate, use or display cell phones for any reason. If students bring cell phones to school, they must be put away at all times. If devices are activated, used or displayed in violation of this policy, they will be confiscated. If a student activates, uses or displays a communication device to endanger the physical safety or mental well-being of others, the student will face additional disciplinary consequences. In the event that communication devices are brought to school, students and their families will be financially responsible for lost or stolen items.

Procedure

Cell phones must be turned off and put away before entering Vincent Academy. These devices should remain off until the student leaves the premises. If a student's cell phone is seen or heard, the phone will be confiscated and locked-up. Parent/guardian may pick-up at the end of the school day.

Adult Norms

Adults are models for the kids. Adults will exemplify safety first and learning always, and the five victor values while on campus. Respect, Responsibility, Persistence, Cooperation and Caring. Adults will keep a student-first mentality.

Expressing Concerns

At Vincent Academy, direct and appropriate feedback is valued. If you have a general concern, please share your concern with the Vincent Academy staff member directly. For serious or recurring concerns regarding the performance of an employee, please speak with or write to the Executive Director. If the situation is not addressed in a manner that satisfies you, please direct the concern in the same manner to the next level of the accountability structure.

For further information on our complaint procedure, please see Complaint Procedures section.

Annual School Calendar

The Annual School Calendar is included as Appendix A of this Handbook. The Spring Camp and Summer Program are not mandatory. There is a fee for attending the Spring Camp and Summer Program. A separate schedule for the Summer Program, along with registration material, will be provided to all families in the spring.

School Breakfast and Lunch Program

Vincent Academy participates in the National School Lunch and School Breakfast Program called the Community Eligibility Provision (CEP). Schools that participate in the CEP are able to provide healthy breakfasts and lunches each day at no charge for all students enrolled in that CEP school during the 2020-2021 school year. Breakfast is served in the classrooms at 8:15 a.m. **Prompt arrival is necessary to ensure all of our students are served.**

Family Support

Vincent Academy provides a range of services to support students and families, including a partnership with West Oakland Mental Health for a range of services and classes and speaker series determined by parent input. Information about upcoming classes and workshops will be provided in the weekly newsletter, school website and social media sites. Questions about family services should be directed to the Executive Director or psychologist.

SCHOOL POLICIES AND PROCEDURES

Arrival and Dismissal Policy

To ensure the safety of each student, parents/guardians are required to sign students out of school each day. Parents/guardians may designate another adult

who is age 18 or older to drop off or pick up their children; however, this designation must be made in writing and the designated adult must show proper identification upon arrival on campus.

Students may arrive as early as 7 a.m. but should be to school no later than 8:15 a.m. Students arriving after 8:15 a.m. are considered tardy. Tardy student arrivals disrupt classroom instruction for teachers and for all students. THANK YOU for having your child at school ON TIME!

Monday, Tuesday, Thursday and Friday are regular school days and dismissal for all students is at 2:40 p.m. Wednesdays are minimum school days and dismissal is at 1:30 p.m. for all students. The families of children not enrolled in the Vincent Academy After School Program who are not picked up on time are subject to a \$10 late pick-up fee per late pick up.

Parents are asked to refrain from picking up their children 30 minutes prior to dismissal (unless there is an emergency) so as not to disrupt the end of day proceedings. Students participating in the After School Program must be met by a parent/guardian no later than 6 p.m. For late pick-ups, families will be subject to a late fee of \$10 for every 5 minutes past 6p.m.

Arrival Process

All arrival happens on Chestnut Street at the main entrance of the school building (2501 Chestnut Street). Please drop off in the dedicated drop off zone driving from 2nd Street to 24th Street on Chestnut Street. As required by the City of Oakland, our traffic pattern is one-way, meaning that parent drivers should loop around the block and students should never be dropped off across the street. More importantly, it is extremely unsafe for children and adults to jaywalk in traffic and not use the designated crosswalks. The extra minute it saves you is not worth an injury or a ticket!

If you would like to come inside the school in the morning, please do so! You will need to find street parking. Do not double park or block the neighbors' driveways. As a courtesy, we would like for you to know that we have been informed that the parking officials and police will be in the area ticketing and issuing moving violations to those who do not adhere to the law.

Dismissal Process

Tardiness Policy

A student is marked tardy if he or she is not within the school gate and with his/her teacher at 8:15 a.m. Students who are late to school must receive a tardy slip in order to gain admittance to class. Parents must sign the tardy log at the front office. Teachers will mark tardies and maintain records on their attendance sheets.

Tardies are excused when a student has medical, legal, dental appointments or a death in the family. All tardies require appropriate documentation, i.e., note from doctor or medical facility, court documents, etc.

Absence Reporting Procedure

It is very important that parents/guardians minimize their children's absences from school. When absence cannot be avoided, it is required that parents/guardians follow the School's absence reporting procedures.

Directions for Clearing Absences/Tardy Arrival	
For all absences, whether one day or more	Parent and/or Guardian calls no later than 8:45 A.M. on the day of absence and leaves a message that includes the student's name, grade, date of absence and potential future absences, and the reason for the absence; AND writes and sends a note/provides appropriate documentation directly to school upon the student's return to school, for example; an official letter from the student's doctor.

Unexcused Absences or Tardies

Vincent Academy firmly believes that student attendance is extremely critical for academic excellence. Research shows that attendance is directly related to academic performance, and that students are more likely to succeed when they attend school consistently. Vincent Academy will take the following actions to support families in ensuring their student attends school daily:

Number of Unexcused Absences or Tardies	Actions To Be Taken
1 Unexcused Absence/Tardy	Contact will be made with the home.

3 Unexcused Absences/Tardies	School generates 1st Notification of Truancy (NOT) letter for unexcused absences.
6 Unexcused Absences/Tardies	School generates 2nd Notification of Truancy (NOT) letter for additional unexcused absences and holds SART/COST/SST meeting.
8 Unexcused Absences/Tardies	School generates chronic absence letter for excused and unexcused absences.
10 or more Unexcused Absences/Tardies	School site monitors student attendance.
14 Unexcused Absences/Tardies	School site holds another SART/COST/SST Meeting.
After 14 Unexcused Absences/Tardies	<ul style="list-style-type: none"> ● School site refers student to SARB. ● SARB refers student to District Attorney's Office.

Leaving the School During the Day

Picking up students prior to the end of the school day disrupts their learning. Please make arrangements to avoid early pickups. If you must pick up your child during the school day, please call the school before 12 p.m. Students will not generally be released in the last 30 minutes prior to dismissal time unless previous arrangements have been made with the teacher and the main office. Students are expected to be in class (either in-person or remotely if so directed) for the entire school day.

When picking up a student early, the parent or authorized adult must fill out an early dismissal form in the main office. The student will be called to the office for pick-up. Parents may not enter the classroom before dismissal without prior approval from the teacher or the office.

Suspension/Expulsion Policy

Vincent Academy has a very detailed suspension and expulsion policy that can be viewed in Appendix B of this handbook.

Parent Volunteer Handbook

Please see Appendix C for the Parent Volunteer Handbook for a complete description of Vincent Academy's parent volunteer requirements.

Vincent Academy Uniform Policy

At Vincent Academy it is our goal to provide an academic environment that is free of distractions. Below you will find our detailed school uniform and dress code policy.

Students are expected to adhere to the uniform policy **at all times during in-person instruction.**

Girls	Boys
<ul style="list-style-type: none">✓ Navy blue pants, shorts or skirts.✓ Blue jeans without decorations, patches, rips, or holes are not acceptable.✓ Red short or long-sleeved polo shirt with school logo✓ Navy blue cardigan sweater or sweatshirt with school logo✓ Stud earrings only✓ Close-toed, rubber-soled shoes	<ul style="list-style-type: none">✓ Navy pants or shorts.✓ Blue jeans without decorations, patches, rips, or holes are not acceptable.✓ Red short or long-sleeved polo shirt with the school logo✓ Navy blue cardigan sweater or sweatshirt with school logo✓ Close-toed, rubber-soled shoes

Accessories that distract from learning (jewelry, headbands, hats etc.) must be removed. No exceptions will be made.

If a student is out of uniform, the following consequences will be imposed:

- 1st Offense: Issuance of loaner uniform and family contacted.
- 2nd Offense: Issuance of loaner uniform and family contacted.
- 3rd Offense: Student may be sent home to change into appropriate attire, parent to meet with school administrator to work out permanent solution to the uniform situation.

The uniform dress code is required for **all students.** Please make note of the above consequences should a student be out of uniform. **There are no opt outs.** If the administration determines that students have earned a free dress day you will be notified. On free dress days, students must wear attire that is respectful and age-appropriate (CLOTHING WITH OFFENSIVE LOGOS, LANGUAGE OR INSIGNIA IS NOT ALLOWED). If a student comes dressed in that attire they will be given a loaner uniform to wear for the day.

Lost and Found

The most effective way to avoid losing your child's belongings is to LABEL all clothing items and other items brought to school. This will also support your child in becoming independent with his or her personal belongings.

All lost and found items not claimed by the end of the day will be available for claiming at the end of the week. If the items have not been claimed by the end of the month they will be taken to the local donation center. **The school will not be responsible for replacing lost or missing clothing.**

After-School Program

BAY AREA COMMUNITY RESOURCES (BACR) is our Lead Agency for the Afterschool Program.

Parents/Caregivers MUST ATTEND a registration session in order for their children to qualify to enroll in the program. At that time, BACR will provide the Afterschool Handbook for your reference.

If your child is not registered in the After-School Program, he/she must be picked up by the daily dismissal time.

Vincent Academy Birthday Celebration Policy

Student and staff birthdays are considered to be special days worth celebrating communally! In order to ensure meaningful celebrations that minimally displace valuable instructional time, Vincent Academy has adopted the following policy:

- If parents/ guardians desire to arrange a special class snack, this must be arranged with the classroom teacher at least 24 hours prior to the event. Vincent Academy recommends bringing healthy snacks, such as fruit cups or granola bars, or simple favors, such as pencils or stickers. Snacks and favors will be shared with students in the last twenty minutes prior to dismissal time.
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Internet Safety Policy

It is the policy of Vincent Academy to:

- a. Prevent users from accessing or transmitting inappropriate material over its network via the Internet, electronic mail, or other forms of direct electronic communications.
- b. Prevent unauthorized access and other unlawful online activity.
- c. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors.

- d. Comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254Q].

ACADEMIC POLICIES AND PROCEDURES

Academic Support and Intervention

Student Study Team (SST)

A first step for addressing student learning needs is the SST process. The purpose of the SST process is to bring together all of the key members of a student’s support system; parents, teacher(s), administrators, counselors, and specialists. This group becomes the “team” that works together to understand the root causes of a student’s learning issue and to propose solutions. Any plan derived from the SST process should be implemented for a minimum of 4-6 weeks before reconvening to determine progress and make further recommendations.

At a predetermined performance threshold, students will be automatically referred for to the SST process. Likewise, parents, teachers and administrators may submit an SST referral at any time to the school’s SST coordinator. The SST process is intended to address a range of learning issues, from low-achievement to high achievement and/or issues that impact learning, such as behavior.

English Learners

English Learners will have full access to Vincent Academy’s educational program. The School is committed to the success of its English Learners and support will be offered both within academic classes and in supplemental settings for students who need additional support for English language learning.

Home Language Survey

The School will administer the home language survey upon a student’s initial enrollment in the School (on enrollment forms).

ELPAC Testing

The ELPAC is the test that is used to measure how well students in kindergarten through twelfth grade understand English when it is not their primary language. The ELPAC is taking the place of the California English Language Development Test (CELDT). Information from the ELPAC helps your child’s teacher provide support in the right area.

Special Education

For the purposes of Special Education, Vincent Academy is a member of the EDCOE SELPA. As such, Vincent Academy provides all Special Education services, including identification and testing, progress reporting toward student goals, and coordination of IEP meetings.

If your child has an Individualized Education Plan (IEP) that was initiated at a different school, notify the Director of Special Education upon enrollment and, if possible, provide a copy of the student's IEP. If you believe your child should be tested for Special Education eligibility, please notify Vincent Academy's Special Education Department in order to initiate the Student Study Team (SST) process.

Additional information about Vincent Academy's Special Education policies and procedures can be requested at the main office.

Technology

During the COVID-19 Pandemic, Vincent Academy may determine it is in students' best interest to make available certain technology for students use. The ability to borrow this technology is subject to the Technology Use Agreement in Appendix D.

Grade Promotion Guidelines

- Students may be retained a maximum of two times in their elementary careers.
- Promotion and retention decisions will be formalized through the SST process and will therefore have the benefit of a team perspective. However, the Executive Director holds the final authority for the decision of whether to promote or retain an individual student subject to an appeal.
- Promotion and retention decisions may be appealed by the process outlined below (see below for "Appeals Process").
- All promotion and retention decisions must be made on the basis of multiple forms of evidence of academic achievement.

Exceptions to the Promotion Guidelines

- Special Education: Students with Individualized Education Plans (IEP)/504 Plans shall be promoted or retained in accordance with the IEP/504 Plan. No student shall be retained due to an identified disability.
- English Learners (EL): English Learners shall not be retained due to a lack of

English language skills

Grade Retention Guidelines

A. Prior to end of first trimester reporting period:

- Teacher identifies students at-risk of retention.
- Teacher completes SST Referral and submits to Coordinator for Student Success Team (SST) meeting.
- SST develops action plan for the student at-risk of retention.

B. First trimester reporting period:

- Conference – Teacher/Parent review progress on RTI action plan from prior SST meeting.

C. At least 10 days prior to the second trimester reporting period:

- Teachers monitor and evaluate student progress on RTI action plan with continuing communication with parent.
- School Site SST meets and makes retention recommendation, including contingencies.

D. Within 10 days following the second trimester reporting period:

- Executive Director makes final decision on retention, including contingencies.
- Conference – Teacher/Parent review student proficiency levels and any contingencies for promotion (if applicable).

Appeal Process

A. Within 10 days following the second trimester reporting period, the School determines whether or not student will be retained.

B. By March 31st, the appealing party shall submit “Request of Promotion/Retention Appeal Form” to the Vincent Academy Board President.

C. By April 15th, the Vincent Academy Board shall meet in closed session to decide the appeal and issue a decision in writing to the appealing party.

SCHOOL HEALTH POLICIES AND PROCEDURES

It is very important that your children eat a well-balanced diet and come to school healthy and ready to learn. Please follow these guidelines to help your student maintain proper nutrition and hygiene.

When Should a Child Stay Home from School?

- Temperature exceeding 100 degrees and/or a fever within 24 hours
- Diarrhea/vomiting
- Green nasal discharge
- Eye infection
- Illness during the night
- A rash associated with children's diseases or of unexplained origin

Parents/ guardians are asked to refrain from instructing their children to come to school and "just have the office call me if you are feeling sick, and I will come to get you." Statistically, most students who are given such advice, in fact, do request to "go home," having already determined that they are too sick to perform their academic duties.

To help assure good health care for students and alert health authorities to the presence of specific disease, parents/guardians are asked to call the administrative office by 8 a.m. on the morning of the day the student is absent for any reason, and to notify the school later if a specific disease develops. Please do not send your child to school if he/she is sick.

Communicable Disease

Since most diseases are spread before they are recognized, it is impossible to prevent exposure. Control measures are designed to protect individual students from complications. Parents/guardians are urged to keep their children home if they develop any symptoms suggestive of a communicable disease. The temperature should be normal at least 24 hours BEFORE a student returns to school. The temperature guideline is --- 100 degrees the student goes home automatically. The child should not return to school unless the temperature goes below 100 degrees for 24 hours.

Parents/guardians, please report communicable diseases and head lice to the administrative office. Parents/guardians of students who are expected to miss

several days of school due to health reasons, please contact the administrative office.

Children Becoming Ill During the School Day

If a student becomes ill while at school, the parent/guardian will be called. It is the parent's/guardian's responsibility to take the student home. With so many students and little space in office, we ask for your full cooperation in picking up a sick child in a reasonable amount of time. We do not have the accommodations for a student to remain in the school for an extended period of time, and generally he/she will need to return to class after approximately 15 minutes. If, however, he/she is deemed quite ill, he/she needs to be picked up as soon as possible. If a parent/guardian cannot pick up the child, he/she will need to make arrangements with a relative or friend and convey this information to the administrative office. It is our goal to maintain the health and safety of every child. Your cooperation is very much appreciated in keeping our students healthy.

Returning to School After Illness

A student returning to school with sutures, casts, crutches, brace(s), or a wheelchair must have a physician's written permission to attend school and must comply with any safety procedures required by the school administration. A student returning to school following a serious or prolonged illness, injury, surgery, or other hospitalization, must have written permission by the health care provider to attend school, including any recommendations regarding physical activity. A parent's written request for an excuse from participation in physical education will be accepted for up to 3 days; thereafter, a written request is needed from the student's health care provider.

Immunizations

New students will not be admitted to school unless a written immunization record provided by a physician or the health department is presented at the time of enrollment and immunizations are up to date. Students who require additional vaccine doses or who lack a written record are not allowed a grace period. The immunization status of all students will be reviewed periodically. Those students who do not meet the stated guidelines must be excluded from school until the requirements are met. Students who have been exposed to a communicable disease for which they have not been immunized must be excluded from school at the discretion of the health department.

Screening of vision and hearing will be done in accordance with State guidelines. Parents/guardians will be notified of any findings in these mandated screening tests that require further attention.

Health and Medical Conditions

The administrative office must be notified if a student with a medical or health condition requires accommodations in order to participate in the educational program. The school leaders may meet with the parent/guardian to develop an accommodation plan for the student's medical condition. Students with diabetes, severe asthma, or severe allergies should have an accommodation plan at the school.

Administration of Medication

California Education Code Section 49423 provides that any pupil who is required to take, during the regular school day, medication prescribed by an authorized health care provider may be assisted by the school office aide or designee.

- At NO time, may students carry prescribed medications (e.g. inhaler) or over-the-counter medications (e.g. Motrin, Tylenol, or cough drops or medicine) to and from school, and/or self-administer them, unless a physician has given permission.
- No medications are accepted without the following forms: Request For Medication To Be Taken During School Hours (this form is available in the administrative office).
- It shall be the parent's responsibility to keep the school informed regarding a change in medication and dosage. A new form must be completed for each change of medication and at the beginning of each school year.
- Medication must be dropped off by the parent/guardian.
- All medications must be kept in a locked cabinet in the administrative office unless written authorization to self-administer medication has been given by physician and parent/guardian.
- Medications that need to be administered at school must be given to the Operations Manager or designee ONLY. This policy is for safe practice and must be followed without exception.
- Medication must be brought in a pharmaceutical container clearly marked with the child's name, name of medication, dosage, and pertinent instructions. Non-prescription medication must come in its original box or

container, complete with name and dosage of the medicine. No medication will be given if sent in an envelope or bag.

- Medications that are kept in the school administrative office may not be transported to and from school on a daily basis.
- Usually, medications may be divided by pharmacists at no additional charge into two separate bottles, one for school administration and one for home administration.
- If your child needs to take medication during a field trip, please plan several days in advance with school staff and your child's teacher. Medications may not be dropped off at the last minute.
- Medications must be picked up at the end of the school year and new physician forms and medication provided for the following year.
- Over the counter items such as cough drops, herbal remedies, nasal spray and other items are not permitted at school unless a physician has provided written authorization and the items have a prescription label. These items will be kept in the office.

Returning Medications at the End of the Academic Year

- Each parent/guardian is responsible for picking up medications left at school.
- There is a three week deadline for picking up medication; and after the deadline, all unclaimed medications are disposed of properly.

School- Related Injuries

It is the policy of the school to treat minor injuries/administer first aid (scrapes, paper cuts, bumps) with ice packs, compresses, or band-aides as needed for accidents. The school staff will contact the parent or guardian when more serious injuries occur. If a student needs further treatment, the parent/ guardian or ambulance will transport the student to the doctor or hospital. In the event that a parent/guardian cannot be reached, the school will contact the physician listed on the emergency card to make whatever arrangements are necessary to provide health service to the student.

It is very important that parents/guardians fill out the emergency card. A new card is sent home at the beginning of each school year. Any change during the year should be forwarded to the school's administrative office. The emergency numbers (someone who can be responsible for a student in the absence of the parent/guardian) should be local numbers.

SCHOOL CONDUCT POLICIES AND PROCEDURES

Culture, Conduct and Climate- Safety First, Learning Always

At Vincent Academy, we are firmly committed to creating and upholding an environment that is safe and conducive to the highest levels of learning for all students. at the beginning of the school year, all students will read and share the following commitments:

At Vincent Academy

Safety First Keeps Us Ready to Learn ALWAYS!

Learning Is What We Do ALL DAYS!

- We Listen
- We Help Each Other
- We Learn From Our Mistakes
- We Do
- We Succeed!

Victor Affirmation

Victor Affirmation! Good, better, best. Never let it rest. Until my good is better and my better is best. If at first I don't succeed, try, try again. If I think I can, I can. If it is to be it's up to me. I am proud of who I am, I am an intelligent student, and I will act intelligently. College is my goal. College is my dream. Vincent Academy will help me get where I need to be.

Classroom Behavior (Expected to be adhered to whether class is in-person, remote or hybrid)

- I am respectful of others and careful with words and actions.
- I will only laugh with others; I will not laugh at others.
- I use appropriate language, volume, and tone.
- I am respectful of the space and materials I am given to use.
- I follow all the rules and listen to directions.
- I proudly work hard to learn all I can.
- I ask questions to help me understand.
- I come ready to learn. That means I have my homework with me, my desk and backpack are organized, and my mind and body are prepared for the day ahead of me.
- I do not bring toys, games, or other distracting objects to school.

- I will only use school technology as directed. Safety first applies to online spaces, too.
- If my parent or guardian allow me to bring electronic communication devices to school, such as a cellular telephone, I understand that I must follow specific rules concerning the device:
 - I may not use the device at any time during the school day or at any time while on the school campus.
 - The device may not be used on field trips.
 - The device must be turned off and put away.
 - The school is not responsible for the device.
 - Students who need to contact their parents or caregivers during the school day will need to be sent by a teacher to use the office telephone.

Restroom Behavior

- I will not hang around the restrooms or play in the restrooms.
- I will only use supplies I need and not be wasteful.
- I will keep the restrooms clean, and I will report any messes I discover.
- I will respect my privacy and other people's privacy in the restroom.

Playground Behavior

- I try to have fun, but I play safely. I always put safety first for both people and plants.
- I show respect to everyone.
- I follow the established rules of the games I play.
- I wait my turn and in my place in line.
- I use my tools to solve problems peacefully.
- I follow directions provided by the coach and teachers on the yard.
- I show respect for the garden area and the plants by taking care of them. I do not pick the plants.
- I avoid walking in the garden unless retrieving balls or other objects.
- I will listen for directions, and I will be aware of my surroundings.
- When the whistle blows, I will freeze and wait for further directions.
- I know that there are specific rules for the play structure:
 - There is no running or playing tag.
 - Wrestling is not allowed. There is no such thing as play fighting.
 - One person at a time can use the slide and no running up the slide.
 - If I am using the monkey bars, I keep one hand on the bar at all times.

Lunch Behavior

- I will eat my lunch and clean up.
- I will handle my food respectfully. This includes not sharing food.
- I will keep a respectful volume in the lunchroom.

Working Together

- I will not hit, push, pinch, slap, kick or physically hurt others.
- I will not take things that do not belong to me.
- I know that my actions affect how other people feel.
- I will use “I” messages and active listening to discuss problems with others. This means talking without blame, taking responsibility for your own actions and words, and listening with eye contact, purposeful responses, and no interruptions.
- We embrace and appreciate each other’s differences and similarities.
- I will not make people unhappy or uncomfortable by saying writing, or drawing mean things.
- I will not tell jokes that hurt, threaten people, gossip, or instigate problems.
- I will work hard to learn to discuss and solve problems.
- If I see someone being put down, excluded, or harmed, I will contact an adult.

If anyone needs help understanding or remembering these rules, I will help them.

We do not stand by and watch anyone get hurt in any way!

We do not encourage unsafe behavior in any way!

Behavior Expectations and Management

The behavior of the school community is governed by the school value system and the rules specific to any area/event. When a community norm is broken, our response is driven by our commitment to helping students learn from their mistakes.

In responding to student misconduct, Vincent Academy uses the following consequence ladder.

1st: Infraction Reminder

2nd: Mindful Minute in the classroom-3 minutes for K-1 and 5 minutes for 2-5
-includes a quick check in with teacher before returning to class activity

3rd: One on One with teacher

- during this one on one, teacher and student come up with logical consequence
- point is to determine what student is communicating with this behavior
- grade 3-5 students have choice of when to have this conversation, TK-2 happens immediately.
- 4th: Referral to Mediation Team for more lengthy restorative conversation
 - parent contact if necessary and helpful.
 - goal is to defuse situation and get student back to class.

The consequences laid out for a particular situation need to be a good fit and make sense for the situation. The following logical consequences are ranked from least to most serious. In some cases it will be appropriate to progress through a series of consequences if a behavior continues and in other cases, it will only be appropriate to levy a discipline referral. This determination must be made on a case-by-case basis and will be subject to calibration and review by the administrative team and the staff as a whole.

CONSEQUENCE

EXPLANATION

Redirection

- Guide student to make better choice

Refocusing dialogue

- Talk privately with student
- Discuss what happened
- Correct behavior

Immediate Time Out

- Move student away from activity
- Have student think about choice
- If necessary remove student to a buddy Classroom

Loss of Privilege

- Student may need to lose a privilege

Apology for Action

- If a student's actions have hurt another they need to apologize.

Call/Note home

- Parents need to be notified if student has committed a serious infraction

Disciplinary Referral

- If all other avenues have been tried and student still does not comply with the rules, a disciplinary referral needs to be completed, sent home, and put in the child's file. School leaders makes this determination.

Convening of the SST

- If it is determined as necessary by the School leaders there will be an SST meeting to determine the next steps for student involved.

VINCENT ACADEMY CONFLICTS, CONCERNS AND COMPLAINTS POLICY AND PROCEDURES

Resolving Conflicts

All Vincent Academy community members are encouraged and expected to handle the natural conflicts that arise in the course of day-to-day interactions in a constructive manner. Students will be expected to approach conflicts with their peers and other community members in a prescribed manner that will be taught as a component of our Toolbox program. Staff and families can greatly assist students in this process by modeling the same approach when issues arise. This approach to conflict resolution will include:

Sharing Concerns

Outside of incidental conflicts, valid concerns may arise and need to be addressed. If this is the case, we invite open communication with the appropriate staff member. Concerns will be addressed in the following manner:

- Contact the staff member and set up a mutually agreeable time to discuss and resolve the concern at hand.
- If for any reason you are unable to take this first step or in the case that after you have taken this step you still feel that the concern has not been satisfactorily addressed, please make an appointment with the Executive Director.
- The Executive Director will investigate the concern and determine a course of action within 7 days.

Lodging Formal Complaints: Community Complaint Procedure

Vincent Academy is committed to providing a safe and positive school environment that is conducive to learning for all students. In the event that a parent/guardian feels that this commitment is not being upheld or they are unable to resolve the conflict informally, the complainant should proceed in the following manner:

- Fill out the Vincent Academy formal complaint form (below and also available in the administrative office).
- Submit the complaint to the designated Ombudsman, Debra Farb. (Contact information for Ms. Farb is available from the administrative office.)
- The Ombudsman will acknowledge the complaint in writing within 3 school days and propose a formal solution in writing within 10 days of the formal complaint submission.

- If the complaint is still unresolved, the complainant is advised to submit the complaint to the Vincent Academy Board of Directors. The Board will formally acknowledge the complaint within 3 school days and set up a complaint hearing within 10 school days. After the hearing, the Board will consider the evidence and a written decision will be sent to the Executive Director and to the complainant within 10 school days.

If the complainant is still unsatisfied with the decision of the Vincent Academy Board, they may forward their complaint on to the Oakland Unified School District (OUSD) Office of Charter Schools. The following is the applicable link to the OUSD Complaint Procedures webpage:

http://.weebly.com/uploads/4/1/6/1/41611/ousd_charter_school_complaint_procedures_v5.pdf

Reporting Unlawful Harassment and Actions

Vincent Academy maintains a zero tolerance policy that prohibits harassment in any form against any person involved in the operations of Vincent Academy. This prohibition includes sexual harassment.

Vincent Academy maintains a strict policy of prohibiting sexual harassment and harassment based on gender, race, color, age, national origin, ancestry, religious creed, marital status, sexual orientation, political belief or activity, veteran status, pregnancy or medical condition, physical or mental disability, or any other characteristic protected under federal and state laws and regulations. Our non-harassment policy applies to all persons involved in the operations of Vincent Academy. Harassment in any form, including verbal, physical and visual conduct, threats, demands and retaliation, is prohibited. It is a violation of this policy for males to harass females or other males, and for females to harass males or other females.

Harassment defined:

Harassment includes, but is not limited to, the following forms of offensive behavior:

- Verbal conduct such as making or using derogatory comments, offensive jokes, slurs, and inappropriate comments about an employee's body or attire.
- Verbal sexual advances or propositions; verbal abuse of sexual nature; graphic verbal commentary about an individual's body; sexually degrading

- words to describe an individual; suggestive or obscene letters, notes or invitations; visual conduct such as leering or making gestures.
- Displaying sexually suggestive objects or pictures, derogatory posters, photography, cartoons, drawings or gestures; web-surfing sexually explicit sites.
 - Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work.
 - Threats and demands to submit to sexual requests in order to retain employment or avoid some other loss; offers of job benefits in return for sexual favors.
 - Flirtation and sexual innuendos which could be perceived as sexual harassment even when well-intended.
 - Retaliation for having reported or threatened to report harassment; making or threatening reprisals after receiving a negative response to sexual advances.
 - Using peer pressure to discourage harassment victims from complaining.

If you are the victim of, or a witness to harassment, you are required by Vincent Academy to take the following applicable step:

- Report the harassment to the Executive Director via the UNIFORM COMPLAINT PROCEDURE.
- If the complaint is against the Executive Director, report the harassment to the Board of Directors and to the attention of the Vincent Academy Board President via the UNIFORM COMPLAINT PROCEDURE.

Uniform Complaint Policy and Procedures

Vincent Academy's ("Charter School") policy is to comply with applicable federal and state laws and regulations. The Charter School is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for conducting investigations shall be knowledgeable about the laws and programs which they are assigned to investigate. This complaint procedure is adopted to provide a uniform system of complaint processing for the following types of complaints:

1. Complaints of unlawful discrimination, harassment, intimidation or bullying against any protected group, including actual or perceived discrimination, on the basis of the actual or perceived characteristics of age, ancestry, color, mental disability, physical disability, ethnic group identification, immigration

status, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, medical condition, marital status, sex, or sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any Charter School program or activity; and

2. Complaints of violations of state or federal law and regulations governing the following programs including but not limited to: Adult Education Programs, After School Education and Safety Programs, Agricultural Vocational Education Programs, American Indian Education Centers and Early Child Education Program Assessments, Consolidated Categorical Aid Programs, Career Technical and Technical Education and Career Technical and Technical Training Programs, Child Care and Development Programs, Child Nutrition Programs, Foster and Homeless Youth Services, Migrant Education Programs, Every Student Succeeds Act / No Child Left Behind Act (2001) Programs (Titles I-VII), including improving academic achievement, compensatory education, limited English proficiency, and migrant education, Regional Occupational Centers and Programs, Special Education Programs, State Preschool, Bilingual Education, Economic Impact Aid, and Tobacco-Use Prevention Education.
3. A complaint may also be filed alleging that a pupil enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below.
 - a. "Educational activity" means an activity offered by a school, school district, charter school or county office of education that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.
 - b. "Pupil fee" means a fee, deposit or other charge imposed on pupils, or a pupil's parents or guardians, in violation of Section 49011 of the Education Code and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all pupils without regard to their families' ability or willingness to pay fees or request special waivers, as provided for in *Hartzell v. Connell* (1984) 35 Cal.3d 899. A pupil fee includes, but is not limited to, all of the following:

- i. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory or is for credit.
 - ii. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment.
 - iii. A purchase that a pupil is required to make to obtain materials, supplies, equipment or uniforms associated with an educational activity.
 - c. A pupil fees complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees.
 - d. If the Charter School finds merit in a pupil fees complaint the Charter School shall provide a remedy to all affected pupils, parents, and guardians that, where applicable, includes reasonable efforts by the Charter School to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.
 - e. Nothing in this section shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or school districts, school, and other entities from providing pupils prizes or other recognition for voluntarily participating in fundraising activities.
4. Complaints of noncompliance with the requirements governing the Local Control Funding Formula, Local Control and Accountability Plans or Sections 47606.5 and 47607.3 of the Education Code, as applicable.
5. Complaints of noncompliance with the requirements of Education Code Section 222 regarding the rights of lactating pupils on a school campus. If the Charter School finds merit in a complaint, or if the Superintendent finds

merit in an appeal, the Charter School shall provide a remedy to the affected pupil.

6. Complaints of noncompliance with the requirements of Education Code Section 48645.7 regarding the rights of juvenile court school pupils when they become entitled to a diploma. If the Charter School finds merit in a complaint, or if the Superintendent finds merit in an appeal, the Charter School shall provide a remedy to the affected pupil.

Vincent Academy acknowledges and respects every individual's right to privacy. Unlawful discrimination, harassment, intimidation or bullying complaints shall be investigated in a manner that protects (to the greatest extent reasonably possible) the confidentiality of the parties and the integrity of the process. The Charter School cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential. However, the Charter School will attempt to do so as appropriate. The Charter School may find it necessary to disclose information regarding the complaint/complainant to the extent necessary to carry out the investigation or proceedings, as determined by the Executive Director or designee on a case-by-case basis.

Vincent Academy prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of unlawful discrimination, harassment, intimidation or bullying. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

Compliance Officer:

Vincent Academy designates the following compliance officer(s), who shall receive and investigate (or designate the appropriate investigator of) complaints and ensure compliance with the law.

Rosette Costello
Executive Director
Vincent Academy
2501 Chestnut St. Oakland, CA 94607
(510) 452-2100

The Executive Director or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which

they are responsible. Designated employees may have access to legal counsel as determined by the Executive Director or designee.

Should a complaint be filed against the Executive Director, the compliance officer for that case shall be the President of the Charter School Board of Directors.

Notifications:

The Executive Director or designee shall annually provide written notification of the Charter School's uniform complaint procedures to employees, students, parents and/or guardians, advisory committees, private school officials and other interested parties (e.g., Adult Education).

The annual notice shall be in English, and when necessary, in the primary language, pursuant to section 48985 of the Education Code if fifteen (15) percent or more of the pupils enrolled in the Charter School speak a single primary language other than English.

The Executive Director or designee shall make available copies of the Charter School's uniform complaint procedures free of charge.

The annual notice shall include the following:

- a. A statement that the Charter School is primarily responsible for compliance with federal and state laws and regulations.
- b. A statement that a pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.
- c. A statement identifying the responsible staff member, position, or unit designated to receive complaints.
- d. A statement that the complainant has a right to appeal the Charter School's decision to the CDE by filing a written appeal within 15 days of receiving the Charter School's decision.
- e. A statement advising the complainant of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, and of the appeal pursuant to Education Code § 262.3.

- f. A statement that copies of the local educational agency complaint procedures shall be available free of charge.

Procedures:

The following procedures shall be used to address all complaints which allege that the Charter School has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions.

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

- **Step 1: Filing of Complaint**

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

A complaint alleging unlawful discrimination, harassment, intimidation or bullying shall be initiated no later than six (6) months from the date when the alleged unlawful discrimination, harassment, intimidation or bullying occurred, or six (6) months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination, harassment, intimidation or bullying. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying.

Pupil fee complaints shall be filed not later than one (1) year from the date the alleged violation occurred.

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

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, the Charter School staff shall assist him/her in the filing of the complaint.

- **Step 2: Mediation**

Within three (3) days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make arrangements for this process.

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

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

The use of mediation shall not extend the Charter School's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

- **Step 3: Investigation of Complaint**

The compliance officer is encouraged to hold an investigative meeting within five (5) days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint.

A complainant's refusal to provide the Charter School's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

The Charter School's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction

of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

- **Step 4: Response**

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the Charter School's investigation and decision, as described in Step #5 below, within sixty (60) days of the Charter School's receipt of the complaint.

- **Step 5: Final Written Decision**

The Charter School's decision shall be in writing and sent to the complainant. The Charter School's decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The decision shall include:

1. The findings of fact based on evidence gathered.
2. The conclusion(s) of law.
3. Disposition of the complaint.
4. Rationale for such disposition.
5. Corrective actions, if any are warranted.
6. Notice of the complainant's right to appeal the Charter School's decision within fifteen (15) days to the CDE and procedures to be followed for initiating such an appeal.
7. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, notice that the complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies.
8. For unlawful discrimination, harassment, intimidation or bullying complaints arising under federal law such complaint may be made at any time to the U.S. Department of Education, Office for Civil Rights.

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of the Charter School's expectations. The report shall not give any further information as to the nature of the disciplinary action.

Appeals to the California Department of Education:

If dissatisfied with the Charter School's decision, the complainant may appeal in writing to the CDE within fifteen (15) days of receiving the Charter School's decision. When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the Charter School's decision.

Upon notification by the CDE that the complainant has appealed the Charter School's decision, the Executive Director or designee shall forward the following documents to the CDE:

1. A copy of the original complaint.
2. A copy of the decision.
3. A summary of the nature and extent of the investigation conducted by the Charter School, if not covered by the decision.
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by all parties and gathered by the investigator.
5. A report of any action taken to resolve the complaint.
6. A copy of the Charter School's complaint procedures.
7. Other relevant information requested by the CDE.

The CDE may directly intervene in the complaint without waiting for action by the Charter School when one of the conditions listed in Title 5, California Code of Regulations, Section 4650 exists, including cases in which the Charter School has not taken action within sixty (60) days of the date the complaint was filed with the Charter School.

Civil Law Remedies:

A complainant may pursue available civil law remedies outside of the Charter School's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, however, a complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the

Charter School has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

Revised: July 20, 2020



COMMUNITY COMPLAINT FORM

NAME: _____

Address: _____

Phone (day): _____ Phone (evening/other): _____

1. Who is your complaint against?

Name: _____

Title: _____

2. Has this been discussed with him/her? YES ___ NO ___ Date: _____

Has the complaint been discussed with the Executive Director?

YES ___ NO ___ Date _____

Description of Complaint: Please include all important information such as location, names, dates, who was present, and to whom it was reported. Please use additional paper if more space is needed.

What remedy of action do you suggest?

Signature: _____ Date: _____

UNIFORM COMPLAINT PROCEDURE FORM

Last Name: _____ First Name/MI: _____
Student Name (if applicable): _____ Grade: _____ Date of Birth: _____
Street Address/Apt. #: _____
City: _____ State: _____ Zip Code: _____
Home Phone: _____ Cell Phone: _____ Work Phone: _____
School/Office of Alleged Violation: _____

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

- | | | |
|---|---|---|
| <input type="checkbox"/> Adult Education | <input type="checkbox"/> After School Education and Safety | <input type="checkbox"/> Agricultural |
| <input type="checkbox"/> American Indian Education | <input type="checkbox"/> Consolidated Categorical Aid | <input type="checkbox"/> Vocational Education |
| <input type="checkbox"/> Child Development Programs | <input type="checkbox"/> Child Nutrition | <input type="checkbox"/> Career/Technical Education |
| <input type="checkbox"/> Migrant Education | <input type="checkbox"/> No Child Left Behind Programs | <input type="checkbox"/> Foster/Homeless Youth |
| <input type="checkbox"/> Special Education | <input type="checkbox"/> Every Student Succeeds Act Prog. | <input type="checkbox"/> Regional Occupational Programs |
| <input type="checkbox"/> Pupil Fees | <input type="checkbox"/> State Preschool | <input type="checkbox"/> Tobacco-Use Prevention Education |
| <input type="checkbox"/> Bilingual Education | <input type="checkbox"/> Local Control Funding Formula/ Local Control and Accountability Plan | <input type="checkbox"/> Lactating Pupils |
| | | <input type="checkbox"/> Economic Impact Aid |
| | | <input type="checkbox"/> Juvenile Court School Pupils |

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

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

1. Please give facts about the complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator.

2. Have you discussed your complaint or brought your complaint to any Charter School personnel? If you have, to whom did you take the complaint, and what was the result?

3. Please provide copies of any written documents that may be relevant or supportive of your complaint.

I have attached supporting documents. Yes No

Signature: _____ Date: _____

Mail complaint and any relevant documents to:
Rosette Costello
Executive Director
Vincent Academy
2501 Chestnut St. Oakland, CA 94607
(510) 452-2100



Vincent Academy
2020-2021 Student and Family Handbook
Parent-Student Acknowledgement and Agreement Form

Dear Parent/Guardian:

Please read the Family Handbook and return the signed form below to your school. Your signature indicates that the parties involved will abide by the policies and procedures outlined in the 2020-2021 Family Handbook.

I acknowledge and agree, with my signature below, to abide by the policies and procedures outlined in the 2020-2021 Family Handbook.

Student's Name:

Last	First	M.I.	Birthdate	Grade
------	-------	------	-----------	-------

Signature of Parent/Guardian

Signature of Student

Please keep this portion for your records

.....Tear off.....

Vincent Academy
2020-2021 Student and Family Handbook

I acknowledge and agree, with my signature below, to abide by the policies and procedures outlined in the 2020-2021 Family Handbook.

Student's Name:

Last	First	M.I.	Birthdate	Grade
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Signature of Parent/Guardian

Signature of Student

Appendix A

Vincent Academy | 2020-2021 CALENDAR

<p style="text-align: center;">JULY 2020</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p style="text-align: center;">JANUARY 2021</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>4</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td style="background-color: #cccccc;">/</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td style="background-color: #cccccc;">/</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td style="background-color: #cccccc;">18</td><td style="background-color: #cccccc;">19</td><td style="background-color: #cccccc;">/</td><td style="background-color: #cccccc;">/</td><td style="background-color: #cccccc;">/</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td style="background-color: #cccccc;">/</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p style="font-size: small;">1 Winter Break (No School) 4 Prof development (No school for students) 5 PAC/SSC meeting 18 M.L. King Day (No school) 19-22 Parent Conferences (Minimum days)</p>	S	M	T	W	Th	F	S						4	2	3	4	5	/	7	8	9	10	11	12	/	14	15	16	17	18	19	/	/	/	23	24	25	26	/	28	29	30	31						
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Minimum Day
 No school, work day
 Holiday- No school for students or staff

Work days- 189 Minimum Days- 52
 Instructional- 177 Professional Development- 12

05/11/20

Appendix B

Suspension/Expulsion Procedures

Governing Law: The procedures by which pupils can be suspended or expelled—California Education Code Section 47605 (b)(5)(J)

This Pupil Suspension and Expulsion Policy has been established in order to promote learning and protect the safety and well-being of all students at the School. When the behavior code of the School is violated, it may be necessary to suspend or expel a student from regular classroom instruction. This Policy shall serve as Vincent Academy's policy and procedures for student suspension and expulsion; it may be amended from time to time without the need to amend the charter so long as the amendments comport with legal requirements. School staff shall enforce disciplinary rules and procedures fairly and consistently among all students. The School will use preventive measures to reduce these incidents, such as use of the PATHS curriculum to help students avoid conflict escalation and carefully consider their actions and potential outcomes.

This Policy and its Procedures is printed and distributed annually as part of the Family/ Student Handbook and clearly describes discipline expectations. Vincent Academy administration ensures that students and their parents/guardians are notified in writing upon enrollment of all discipline policies and procedures. The notice states that the Pupil Suspension and Expulsion Policy is provided in the Family/ Student Handbook.

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

Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

Vincent Academy shall define any student dismissal under the Charter School's disciplinary procedure, or termination of a student's right to attend the School under its disciplinary procedure, as an "expulsion" under the Education Code.

In the case of a special education student, or a student who receives 504 accommodations, Vincent Academy will ensure that it makes the necessary adjustments to comply with the mandates of State and federal laws, including the IDEA and Section

504 of the Rehabilitation Plan of 1973, regarding the discipline of students with disabilities. Prior to recommending expulsion for a Section 504 student or special education student, the charter administrator will convene a review committee to determine 1) if the conduct in question was caused by, or had a direct and substantial relationship to the child's disability; or 2) if the conduct in question was the direct result of the LEA's failure to implement the 504 plan or IEP. If it is determined that the student's misconduct was not caused by or had direct and substantial relationship to the child's disability or the conduct in question was not a direct result of the LEA's failure to implement the 504 plan or IEP, the student may be expelled.

Grounds for Suspension and Expulsion of Students:

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

Enumerated Offenses

1. Discretionary Suspension Offenses. Students may be suspended for any of the following

acts when it is determined the pupil:

- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- b) Willfully used force of violence upon the person of another, except self-defense.
- c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use

of his or her own prescription products by a pupil.

i) Committed an obscene act or engaged in habitual profanity or vulgarity.

j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.

k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.

l) Knowingly received stolen school property or private property.

m) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

n) Committed or attempted to commit a sexual assault as defined in Penal code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4.

o) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.

p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

q) Engaged in or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an

educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, "hazing" does not include athletic events or school-sanctioned events.

r) Made terroristic threats against school officials and/or school property. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the

threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.

s) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 5, inclusive.

t) Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 5, inclusive.

u) Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 5, inclusive.

v) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261 of the Education Code, directed specifically toward a pupil or school personnel.

w) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline.

2. Non-Discretionary Suspension Offenses: Students must be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:

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

3. Discretionary Expellable Offenses: Students may be expelled for any of the following acts when it is determined the pupil:

a) Caused, attempted to cause, or threatened to cause physical injury to another person.

- b) Willfully used force of violence upon the person of another, except self-defense.
- c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.
- k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n) Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4.
- o) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

q) Engaged in or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, "hazing" does not include athletic events or school-sanctioned events.

r) Made terroristic threats against school officials and/or school property. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.

s) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 5, inclusive.

t) Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 5, inclusive.

u) Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 5 inclusive.

v) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261 of the Education Code, directed specifically toward a pupil or school personnel.

w) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).

4. Non -Discretionary Expellable Offenses: Students must be expelled for any of the following acts when it is determined pursuant to the procedures below that the pupil:

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

If it is determined by the Governing Board that a student has brought a fire arm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or dangerous device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994.

The term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The term "destructive device" means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

Suspension Procedure

Suspensions shall be initiated according to the following procedures:

1. Conference:

Suspension shall be preceded, if possible, by a conference conducted by the Executive Director or the Executive Director's designee with the student and his or her parent and, whenever practical, the teacher, supervisor or school employee who referred the student to the Executive Director.

The conference may be omitted if the Executive Director or designee determines that an

emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference.

At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense. This conference shall be held within two school days, unless the pupil waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. No penalties may be imposed on a pupil for failure of the pupil's parent or guardian to attend a conference with school officials. Reinstatement of the suspended pupil shall not be contingent upon attendance by the pupil's parent or guardian at the conference.

2. Notice to Parents/Guardians:

At the time of the suspension, an administrator or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

3. Suspension Time Limits/Recommendation for Expulsion:

Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension. Upon a recommendation of Expulsion by the Executive Director or the Executive Director's designee, the pupil and the pupil's guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended pending an expulsion hearing. This determination will be made by the Executive Director or designee upon either of the following: 1) the pupil's presence will be disruptive to the education process; or 2) the pupil poses a threat or danger to others.

Upon either determination, the pupil's suspension will be extended pending the results of an expulsion hearing.

Authority to Expel

A student may be expelled either by the Vincent Academy Board following a hearing before it, or by the Vincent Academy Board upon the recommendation of an Administrative Panel to be assigned by the Board as needed. The Administrative Panel

should consist of at least three members who are certificated and either a teacher of the pupil or a member of Vincent Academy's Board of Directors. The Administrative Panel may recommend expulsion of any student found to have committed an expellable offense.

Expulsion Procedures

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Executive Director or designee determines that the Pupil has committed an expellable offense.

In the event an administrative panel hears the case, it will make a recommendation to the Board for a final decision whether to expel. The hearing shall be held in closed session (complying with all pupil confidentiality rules under FERPA) unless the pupil makes a written request for a public hearing three (3) days prior to the hearing.

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the pupil. The notice shall include:

- 1) The date and place of the expulsion hearing;
- 2) A statement of the specific facts, charges and offenses upon which the proposed expulsion is based;
- 3) A copy of Vincent Academy's disciplinary rules which relate to the alleged violation;
- 4) Notification of the student's or parent/guardian's obligation to provide information about the student's status at the school to any other school district or school to which the student seeks enrollment;
- 5) The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor;
- 6) The right to inspect and obtain copies of all documents to be used at the hearing;
- 7) The opportunity to confront and question all witnesses who testify at the hearing;
- 8) The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses

Vincent Academy may, upon a finding of good cause, determine that the disclosure of either the identity of the witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations that shall be examined only by Vincent Academy or the hearing officer. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the pupil.

1. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of his/her right to (a) receive five days' notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.
2. Vincent Academy must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.
3. At the discretion of the person or panel conducting the hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which he or she may leave the hearing room.
4. The person conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.
5. The person conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.
6. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the person presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The person conducting the hearing may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand.
7. If one or both of the support persons is also a witness, the School must present evidence that the witness' presence is both desired by the witness and will be helpful to the School. The person presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising his or her discretion to remove a person from the hearing whom he or she believes is prompting, swaying, or influencing the witness.
8. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony.
9. Especially for charges involving sexual assault or battery, if the hearing is to be conducted in the public at the request of the pupil being expelled, the complaining

witness shall have the right to have his/her testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television.

10. Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the person conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstance can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

Record of Hearing

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

Presentation of Evidence

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the Administrative Panel to expel must be supported by substantial evidence that the student committed an expellable offense. Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay. Sworn declarations may be admitted as testimony from witnesses of whom the Board, Panel or designee determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the expelled pupil, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.

If an Administrative Panel is used, the Administrative Panel shall provide written findings of fact and a written recommendation to the Board, which will make a final

determination regarding the expulsion. The final decision by the Board shall be made within ten (10) school days following the conclusion of the hearing. The Decision of the Board is final.

If the decision is made not to expel, the pupil shall immediately be returned to his/her educational program.

Written Notice to Expel

Following a decision of the Board to expel, the Executive Director or designee shall send written notice of the decision to expel, including the Board's adopted findings of fact, to the student or parent/guardian. This notice shall also include the following: Notice of the specific offense committed by the student; and Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with Vincent Academy.

Vincent Academy shall notify, within 30 days, the superintendent of the school district of any pupil who is expelled or leaves Vincent Academy without graduating or completing the school year for any reason. The school district notified shall be determined by the pupil's last known address. Vincent Academy shall, upon request, provide that school district with a copy of the cumulative record of the pupil, including a transcript of grades or report card and health information, pursuant to Education Code Section 47605(d)(3).

Disciplinary Records

Vincent Academy shall maintain records of all student suspensions and expulsions at the school. Such records shall be made available to the District upon request.

No Right to Appeal

The pupil shall have no right of appeal from expulsion from Vincent Academy, as the Vincent Academy Board's decision to expel shall be final.

Expelled Pupils/Alternative Education

Pupils who are expelled shall be responsible for seeking alternative education programs including, but not limited to, programs within the County or their school district of residence. Vincent Academy shall work cooperatively with parents/guardians as requested by parents/guardians or by the District of residence to assist with locating alternative placements during expulsion.

Rehabilitation Plans

Students who are expelled from Vincent Academy shall be given a rehabilitation plan upon expulsion as developed by the Board at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the pupil may reapply to the School for readmission.

Readmission

The decision to readmit a pupil or to admit a previously expelled pupil from another school district or Vincent Academy shall be in the sole discretion of the Board following a meeting with the Executive Director and the pupil and guardian or representative to determine whether the pupil has successfully completed the rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The Executive Director shall make a recommendation to the Board following the meeting regarding his or her determination. The pupil's readmission is also contingent upon the School's capacity at the time the student seeks readmission.

Special Procedures for the Consideration of Suspension and Expulsion of Students with Disabilities

1. Notification of SELPA:

Vincent Academy shall immediately notify the SELPA and coordinate the procedures in this policy with the SELPA the discipline of any student with a disability or student who Vincent Academy or SELPA would be deemed to have knowledge that the student had a disability.

2. Services During Suspension:

Students suspended for more than ten (10) school days in a school year shall continue to receive services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP/504 Plan; and receive, as appropriate, a functional behavioral assessment or functional analysis, and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur. These services may be provided in an interim alternative educational setting.

3. Procedural Safeguards/Manifestation Determination:

Within ten (10) school days of a recommendation for expulsion or any decision to change the placement of a child with a disability because of a violation of a code of student conduct, Vincent Academy, the parent, and relevant members of the IEP/504 Team shall review all relevant information in the student's file, including the child's IEP/504 Plan, any teacher observations, and any relevant information provided by the parents to determine:

a) If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or b) If the conduct in question was the direct result of the local educational agency's failure to implement the IEP/504 Plan.

If Vincent Academy, the parent, and relevant members of the IEP/504 Team determine that either of the above is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability.

If Vincent Academy, the parent, and relevant members of the IEP/504 Team make the determination that the conduct was a manifestation of the child's disability, the IEP/504 Team shall:

a) Conduct a functional behavioral assessment or a functional analysis assessment, and implement a behavioral intervention plan for such child, provided that Vincent Academy had not conducted such assessment prior to such determination before the behavior that resulted in a change in placement; b) If a behavioral intervention plan has been developed, review the behavioral intervention plan if the child already has such a behavioral intervention plan, and modify it, as necessary, to address the behavior; and c) Return the child to the placement from which the child was removed, unless the parent and Vincent Academy agree to a change of placement as part of the modification of the behavioral intervention plan.

If Vincent Academy, the parent, and relevant members of the IEP/504 team determine that the behavior was not a manifestation of the student's disability and that the conduct in question was not a result of the failure to implement the IEP/504 Plan, then Vincent Academy may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities.

4. Due Process Appeals:

The parent of a child with a disability who disagrees with any decision regarding placement, or the manifestation determination, or believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, may request an expedited administrative hearing through the Special Education Unit of the Office of Administrative Hearings or by utilizing the dispute provisions of the 504

Policy and Procedures. When an appeal relating to the placement of the student or the manifestation determination has been requested by either the parent or the School, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the forty-five (45) day time period provided for in an interim alternative educational setting, whichever occurs first, unless the parent and the School agree otherwise.

5. Special Circumstances:

Vincent Academy personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct.

The Executive Director or designee may remove a student to an interim alternative educational setting for not more than forty-five (45) days without regard to whether the behavior is determined to be a manifestation of the student's disability in cases where a student:

- a) Carries or possesses a weapon, as defined in 18 USC 930, to or at school, on school premises, or to or at a school function; b) Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or c) Has inflicted serious bodily injury, as defined by 20 USC 1415(k)(7)(D), upon a person while at school, on school premises, or at a school function.

6. Interim Alternative Educational Setting:

The student's interim alternative educational setting shall be determined by the student's IEP/504 team.

7. Procedures for Students Not Yet Eligible for Special Education Services:

A student who has not been identified as an individual with disabilities pursuant to IDEA and who has violated Vincent Academy's disciplinary procedures may assert the procedural safeguards granted under this administrative regulation only if Vincent Academy had knowledge that the student was disabled before the behavior occurred.

Vincent Academy shall be deemed to have knowledge that the student had a disability if one of the following conditions exists:

- a) The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, to School supervisory or administrative personnel, or to one of the child's teachers, that the student is in need of special education or related services. b) The parent has requested an evaluation of the child. c) The child's teacher, or other school personnel, has expressed

specific concerns about a pattern of behavior demonstrated by the child, directly to the Director of special education or to other school supervisory personnel.

If Vincent Academy knew or should have known the student had a disability under any of the three (3) circumstances described above, the student may assert any of the protections available to IDEA-eligible children with disabilities, including the right to stay-put.

If Vincent Academy had no basis for knowledge of the student's disability, it shall proceed with the proposed discipline. Vincent Academy shall conduct an expedited evaluation if requested by the parents; however, the student shall remain in the education placement determined by the school pending the results of the evaluation.

Vincent Academy shall not be deemed to have knowledge of that the student had a disability if the parent has not allowed an evaluation, refused services, or if the student has been evaluated and determined to not be eligible.

Appendix C

Volunteer Handbook

2020-2021

Vincent Academy
2501 Chestnut St.
Oakland, CA 94607
(510) 452-2100

Dear School Volunteer:

On behalf of Vincent Academy, I would like to extend our appreciation for your dedication and support to our school and our mission of improving the academic achievement of our students. Volunteers play an important and valuable role at our school. Students, teachers, staff, parents and community all benefit from the work of individuals like you who give of your time and talents. We know that you will benefit from this experience as well.

This handbook is directed to all volunteers who wish to devote a portion of their time to our school and students. We want you to get the most out of your volunteer experience and as such, we want to make sure you are an informed volunteer.

Volunteers help in many different ways: tutoring, classroom assistants, playground supervision, library assistants, office assistants, field trip chaperones, team sports, and special projects. We appreciate your hard work and dedication. On behalf of the teachers, staff, and students, we say "Thank You!"

If I can ever be of assistance to you, please do not hesitate to contact me, (510) 452-5200.

Sincerely,

Rosette Costello
Executive Director

VISITOR Procedures

The participation of the parents is one of the many things that makes Vincent Academy such a good school. One way to participate in the classroom is to volunteer in an activity arranged by the teacher. Volunteer Procedures are provided below. However, if this is not possible, and you want to arrange a visit, please follow these Visitor Procedures to support an uninterrupted learning environment for all students.

Please remember that Volunteer Time or Visiting Time are not conference times with teachers, staff or other students.

- For the safety of students, staff and parents, all visitors must sign in at the office before entering the school campus. You will be provided a badge at that time. Please sign out when you leave campus.
- Drop-in visits to classrooms are not allowed. Please check-in with the teacher!
- Arrange a convenient time beforehand with the teacher and/or Executive Director in order to maintain our learning environment. If available, an administrator may accompany you.
- If at all possible, permission to visit will be given at the time of the request or within a reasonable time period following the request.
- Thank you in advance for entering and leaving the classrooms as quietly as possible.
- Keep the length of the classroom visits reasonable, within 30-60 minutes.

VOLUNTEER Procedures

Volunteers are enriching students' education and provide extra assistance for teachers and school staff. Volunteers are typically on campus for longer periods with designated tasks.

We appreciate parent/caregiver support and the contributions of volunteers. In order to help as a supervised classroom volunteer at Vincent Academy, we ask that you do the following:

- For the safety of students, staff and parents, all volunteers must sign in at the office before entering the school campus. You will be provided a badge at that time. Please sign out when you leave campus.
- Reach out to the teacher with information about your interest and availability.
- Please submit negative TB test results (good for 4 years) if you want to volunteer more than one time.
- Please be prepared to support the teacher with the volunteer assignment.
- Volunteers driving students on field trips will need fingerprint clearance and a complete volunteer application.
- Thank you for taking your time and effort to support our students.

For your reference, a chart is included to indicate the different requirements for Supervised and Unsupervised Volunteers as well as specifics about transporting children on field trips.

* Please note that TB test clearance is required for multiple volunteer sessions.

DESCRIPTION AND EXAMPLES OF TYPE I AND TYPE 2 VOLUNTEERS

LEVEL 1 Volunteers Working Under the Constant Direct Supervision of a Certificated Employee

These volunteers serve during and after school hours to work in classrooms, on the campus, or in special school programs. Examples would include: lunch assistant, playground supervision, classroom aide or helper, assisting in the library, and assisting at lunch or after school club or school activity.

LEVEL 2 Volunteers Working Under the Supervision of Certificated Employee But Occasionally Unsupervised While Working with Students

Examples include athletic coaches, performing arts coaches, tutors, chaperones on overnight trip and volunteers who drive vehicles transporting students other than their own child on field trips or other activities.

Use the following chart as a guide to the application requirements for volunteers.

REQUIREMENTS FOR VOLUNTEERS

	LEVEL 1	LEVEL 2
	Under the Constant Direct Supervision of a Certificated Employee	Under the Supervision of Certificated Employee(s), but Occasionally Unsupervised While Working with Students
Examples of Activities:	<ul style="list-style-type: none"> • lunch supervision • playground supervision • classroom aide or helper assisting in library • lunch or after school club or activity assistance • volunteers who chaperone field trips (non-overnight) 	<ul style="list-style-type: none"> • athletic coaches • performing arts coaches • tutors • chaperones on overnight trips
Volunteer Application to be Completed?	Yes	Yes
TB Test - Every 4 Years	Yes	Yes
Megan’s Law Check - Every Year	Yes	No
Driver’s License and DMV Check	For Field Trip Drivers Only	Only if driving students
Site-level Approval (Site Administrator)	Yes	Yes
District-level Approval (Human Resources)	No	Yes
Fingerprint Clearance (Livescan)	No	Yes

Definition of Volunteers

Volunteers are individuals who donate their time, without financial compensation, to benefit their communities. The volunteer's participation may occur in a classroom setting during the school day or outside the school setting as part of an extracurricular activity. *A person who comes to the school for a one-time special event, such as a guest speaker, presenter, or visitor is considered a guest and they do not complete a volunteer application.* School policy prohibits discrimination on the basis of race, color, national origin, creed, marital status, sex, religion, age, disability, or any other protected status as defined by federal, state or local law.

Volunteer Opportunities include:

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

Volunteer Requirements

All volunteers are required to complete a "School Volunteer Information Form." Volunteers may be subject to a criminal background/fingerprint check. No volunteer shall be assigned to provide supervision or instruction of students unless he/she has submitted evidence of a TB Risk Assessment with the past 60 days (to determine that he/she is free of active tuberculosis in compliance with CA Education Code section 49406. Volunteers who are found to be free of infectious TB shall thereafter be required to have a TB Risk Assessment every four years.

Acceptance as a volunteer is based on factors including, but not limited to:

- No record of a serious or violent felony conviction (pursuant to Ed Code 45122.1) or requirement to register as a sex offender under California law (Penal Code 290).
- Live Scan fingerprinting, with clearance from Department of Justice.
- A completed "School Volunteer Application Form" on file.
- Tuberculosis (TB) Clearance (Risk Assessment or Skin Test).
- Positive attitude; interest in and enthusiasm for working with children.
- Ability to work cooperatively with school personnel and participate regularly.
- Good communication skills, health, and personal hygiene; ethical conduct; dependability.

Suggestions for Making Your Volunteer Experience Successful

The following are suggestions that should prove helpful in developing a successful partnership with Vincent Academy, students, and staff.

1. Meet with the teacher/staff member before you start. Volunteers are placed with teachers or other staff members who have requested volunteer assistance. Some have specific roles and tasks for their volunteers, while others identify those tasks on an as-needed basis.
 - a. Ask questions if you are unclear about something
 - b. Keep communication open
2. Get to know the school grounds
 - a. Know the location and phone number of the school office
 - b. Know the location of important rooms such as the office, restrooms, staff lounge, etc.
 - c. Find out where to park.
3. If you are volunteering in a classroom, spend some time observing the class
 - a. Become familiar with classroom routines
 - b. Identify the location of supplies and materials within the classroom.
4. If you are volunteering on the playground, be well-informed of the playground supervision expectations and rules, and if you are unsure, ask a staff member.
5. Establish positive relationships with the students.
 - a. Be friendly; let them know you are glad to be here!
 - b. Be encouraging to students.
6. If you are experiencing some problems with your placement or responsibilities, try to resolve them first with the teacher or staff member with whom you are working. If you need more assistance with your problem, please contact the School Leader.
7. When the teacher/staff member first orients you, the following should be discussed:
 - a. Days and time to work in classrooms/on campus
 - b. Procedures for you and staff member to be in communication
 - c. Alternate plans for the days when the teacher or staff member is absent
 - d. How you will be told of the day's assignment (folder, note, etc.)
 - e. What name the students will call you
 - f. Teachers' own classroom management
 - g. Where to leave your personal belongings
 - h. Where the lounge and adult restrooms are located.
8. Be punctual. In the event that you must be absent, please notify the teacher or staff member as soon as possible.

9. Sign in and out upon your arrival and departure in the main office (or as school policy dictates).
10. Wear your nametag or school badge throughout your stay on campus. This badge or nametag will help students, staff, and other volunteers recognize that you are a volunteer on campus.
11. Remember that you are a role model for students and the school community.
12. Remember that a volunteer is not a teacher or a teacher's aide, not a therapist or a counselor, but first of all a friend who accepts the students as they are.
13. Feel free to ask questions about programs, policies, materials, and supplies. Talk to the teacher about any difficulties at appropriate times, not in front of students or parents.
14. Learn the names of students.
15. Help students tackle their work but do not do their work for them. If they get off-track, help them get back on task in a tactful manner.
16. Work at the student's level; sit or stand with him/her. Show your interest and involvement.
17. Speak in a positive manner to students; point out the things they have done right and the things they do well.
18. Remind students of appropriate behavior if they are disruptive but remember that corrective discipline is the responsibility of the teachers, counselors, and School Leader.

School Volunteer Procedures/Checklist

Procedures for all volunteers are as follows:

- Fill out Volunteer Application Form
 - Provide a valid state issued driver's license/ID Card
 - Read and sign the Volunteer Agreement Form
 - Read and sign the Volunteer Confidentiality Agreement
 - Agree to and provide a Criminal Background check with Live Scan if requested
 - Obtain a TB Risk Assessment from a medical professional
- A. All volunteer work is done under the direction of an assigned teacher, site volunteer coordinator, or Executive Director. Volunteers must comply with the sign-in/out procedures at the school site and other terms and conditions of this 2020-2021 Volunteer Handbook.
- B. Volunteers do not receive compensation, health benefits, or worker's compensation. An accident insurance policy covers medical costs associated with volunteer injuries (up to a limit of \$25,000). This accident insurance policy is secondary if the volunteer has health insurance. Additionally, section 35330 of the California Education Code contains the following statement of immunity in favor of the school when students or volunteers are participating in field trips: "All persons making the field trip shall be deemed to have waived all claims against the district, charter school, or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion."

I have read and acknowledge the information contained in paragraphs A. and B.

By: _____ Date: _____
Volunteer signature

Printed Name: _____

Volunteer Information Sheet

(Please type or print)

School Name/Location: _____

Name: _____
Last First Middle Maiden Name/Other Names Used

Residence Address: _____
Street City State Zip

Home Telephone: (_____) Work or Mobile Telephone: (_____)

Emergency Contact Name and Phone: _____ (_____) _____

Health Insurer and Policy # _____

Date of Birth: ____/____/____ CA Driver's License or ID Card: Yes () No () Number: _____

Length of residence in county? _____

Previous Address (if less than 5 years): _____

Physical Limitations: Yes () No () Explain: _____

Relationship to any student(s) or staff members at school? Yes () No () Explain: _____

Languages spoken: _____

Please respond to the following: "I am interested in volunteering because _____"

Do you have any felony convictions: Yes () No () If so, please list: _____

Have you **EVER** been convicted of any sex offense for which you must register with any Law Enforcement Agency pursuant to Penal Code Section 290? Yes () No ()

I certify under penalty of perjury that the foregoing statements are true and complete, and I authorize Vincent Academy to complete a background check as a condition of school volunteer service, as provided by California Education Code 45125.5

I understand that I will not receive any compensation or salary, or any other health or retirement benefits, or workers' compensation insurance coverage during this volunteer assignment. I agree to waive all claims against the Vincent Academy and hold Vincent Academy, its officers, agents, employees, authorizer, and volunteers harmless from any and all liability or claims which may arise out of or in connection with my participation in this volunteer activity.

In the event of illness or injury, I do hereby consent to whatever x-ray examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care and emergency transportation considered necessary in the best judgment of the attending physician, surgeon, or dentist and performed under the supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services.

Signature: _____

Date: _____

Volunteer Guidelines and Agreement

1. Immediately upon arrival, I will sign in at the main office or the designated sign-in station.
2. Volunteers will follow all policies, procedures and other rules established by the school and all applicable laws.
3. Volunteers must wear the appropriate identification badge and will show volunteer identification whenever required by the school to do so.
4. Volunteers must follow the appropriate dress code applicable to staff.
5. Volunteers cannot smoke in any school facility or building or within 50' of a school building.
6. Volunteers will not lend money and/or bring gifts to students, unless authorized by the school Executive Director or designee.
7. Volunteers will not transport students unless they have been given express permission to do so by the school Executive Director and have provided the appropriate insurance and driving record verification. Do not put yourself in the position of being alone with any student in any vehicle.
8. Volunteers must not be alone with students in unsupervised areas of the campus or activity location and shall abide by school policy regarding the touching of students.
9. Volunteers will not have access to student educational records. All volunteers will sign a confidentiality agreement.
10. Volunteers will not photograph or videotape students unless authorized by the Executive Director or designee.
11. Volunteers will not dress/undress or provide personal hygiene assistance, or supply medication to students.
12. Volunteers should not exchange telephone numbers, home addresses, e-mail addresses or any other home Directory information with students for any purpose unless it is required as part of your role as a volunteer.
13. Volunteers will use universal precautions to avoid contact with bodily fluids.
14. Volunteers will use only "adult" designated restrooms.
15. Volunteers can monitor student behavior; however, if a situation is serious, the volunteer should seek immediate assistance from school personnel.
16. Volunteers will not discriminate against or harass any person and will report all harassment or discrimination observed, in accordance with school policy.

- 17. Volunteers will not search students or student property.
- 18. Volunteers will make every reasonable effort to make sure that the school’s technology resources are used appropriately and responsibly.
- 19. Volunteers will make themselves familiar with and agree to follow the school’s evacuation and lockdown procedures.
- 20. Volunteers will not direct a student to remove an emblem, insignia, or garment including a religious emblem, insignia, or garment. If the volunteer believes a student’s clothing is disruptive or promotes disruptive behavior, the volunteer will contact a staff member immediately.
- 21. Volunteers must report suspected cases of abuse or neglect to the school administrator or professional staff.
- 22. The school administrator or designee will provide appropriate training for all volunteers (including bloodborne pathogens and mandatory reporter).
- 23. Volunteers understand that the school will not be responsible for lost or damaged personal items brought to school by the volunteer. You are discouraged from bringing valuables to the school.
- 24. Volunteers understand that the school reserves the right to decline their volunteer services at any time.
- 25. Volunteers shall not be in possession of or under the influence of, alcoholic beverages and/or illegal drugs, or in possession of firearms while serving in a volunteer capacity.
- 26. Volunteers shall not use obscene or discriminatory language at school or at any school event.
- 27. Volunteers shall abide by COVID-19 School protocols.

I, _____, have read and agree to abide by the above guidelines.

Volunteer Signature: _____

Date: _____

Volunteer Confidentiality Agreement

In accordance with federal law, all school volunteers are expected to maintain confidentiality while working at the school. All things that are seen and heard at school about employees or children and their families should be considered privileged/confidential information. Trust must be established and maintained in order for our volunteer program to be successful. Volunteers can strengthen the bond between themselves and the school by following these guidelines:

- Treat all student and employee information as personal and confidential regardless of the source.
- Communicate relevant information about students only to the respective classroom teacher or Executive Director.
- Seek clarification of unusual situations that occur in the school from the person(s) involved and avoid discussing such matters with others unless so directed by the assigned teacher or Executive Director.
- Retain a sense of perspective regarding comments heard and actions observed.
- Understand that not all information can and will be shared with volunteers, due to legal considerations including state and federal law.
- Deal impartially with students regardless of background, intelligence, physical or emotional maturity.
- Do not discuss student progress or behavior with the parent. All relevant information should be referred to the teacher or the Executive Director. Direct all inquiries about students to the professional staff.
- Speak constructively of all school staff; however, report difficulties involving the welfare of students or the school to the Executive Director.
- Do not discuss confidential information with anyone. This information includes, but is not limited to:
 - Scholastic and health records
 - Test scores and grades
 - Discipline and classroom behavior
 - Character traits of children
 - Supports and services a student may receive
- All volunteers are required to sign a statement of confidentiality.

Discipline: Discipline of students is solely the responsibility of the teacher in charge. Volunteers should under no circumstances discipline students. Should students misbehave in your presence, you should report this immediately to the teacher in charge. The teacher will then determine the necessary course of action. Also note that we expect students to treat volunteers with the same level of respect given to other school personnel. If you feel that students are not being respectful towards you, do not hesitate to discuss the matter with the teacher or Executive Director.

While all student information should be treated confidentially and sharing student information with others may be a violation of the law, do not make a promise to a student that you will keep confidential any information that pertains to the welfare of the student(s). Although the student is free to share confidential information with you, there are certain things you are required by law to tell the Executive Director or school administrator. Any personal information learned from a student, should be held in strictest confidence **except:**

1. If a student confides that he or she is the victim of sexual, emotional, chemical, or physical abuse (including bullying and cyber bullying).
2. If a student confides that he or she is involved in any illegal activity.
3. If a student confides that he or she is considering homicide or suicide.

Should one of these exceptions arise, you are required by law to immediately notify the school Executive Director or administrator. Remember, the information is extremely personal and capable of damaging lives, so do not share it with anyone (including other school staff members) except the Executive Director, school administrator, or other appropriate authorities. If you have questions, please ask the Executive Director or your assigned school administrator. Any needs of students communicated to the volunteer should be referred to the appropriate staff person.

Volunteer Statement:

I, _____, understand that in the course of my association with Vincent Academy, I am responsible for maintaining the confidentiality of all employee and student information (both written and verbal) that may become known to me during the course of my volunteer activities.

I further understand that in the performance of my volunteering, I am not to discuss academic or other confidential information regarding students or employees with anyone, including the parents of any student. Any breach of confidentiality will be carefully reviewed and if substantiated may result in termination of any and all volunteer involvement with the school and may be reported to the proper authorities.

I acknowledge that I have read and understand this statement of confidentiality.

Volunteer Signature: _____ Date: _____

Procedures for Returning Volunteers

Returning volunteers that have tested negative must have on file with the school a TB Risk Assessment showing that within the last four years, the person has been examined and has been found to be free of communicable tuberculosis in accordance with Education Code 49406. (Education Code 45106, 45347, 45349, 49406 & Health and Safety Code 121545)

All returning volunteers shall complete a new application each school year and will need to re-do the criminal history check.

Volunteer Driver Information

The bullets below contain policy and procedures associated with volunteer drivers.

1. Drivers should be at least 24 years of age. Younger persons may be perceived as lacking the maturity to manage school-age passengers.
2. Drivers must provide a copy of the vehicle registration and proof of current personal auto insurance limits as required by the school's insurer. Minimum Financial Responsibility Limits of \$50,000/\$300,000/\$50,000 are typically not acceptable or advisable. \$50,000/\$100,000/\$50,000 is better and some schools require more.
3. **Drivers must provide a copy of their current California driving record at least annually; it is available online on the DMV website for \$2.** This is the link:
<https://www.dmv.ca.gov/portal/dmv/detail/online/dr> The driver must obtain it online and provide a copy. Driving records confidentiality will be handled in the same manner as health or student records.
4. Acceptable vehicles include: Private passenger vehicles up to seven (7) passengers; sport utility vehicles of nine (9) passengers or less; seven (7) or eight (8) passenger minivans; eight (8) or nine (9) passenger vans (vans should not be used when they have a capacity of more than 10 people, including the driver). All vehicles must have current registration, adequate working seatbelts, brakes, wipers, and lights. Appropriate car seats must be used for younger children. Smaller children should not sit in the front passenger seat because of the airbag. Refer to the DMV website for further information regarding car seats and airbags:
<https://www.dmv.ca.gov/portal/dmv/detail/pubs/hdbk/seatbelts>
5. Recommended rule of three (3): At least two (2) adults are required to transport a single student (unless responding to a medical emergency). At least two (2) students must be present if transported by a single adult.
6. No non-approved stops other than to and from the activity should be made. During stops, students must be supervised.
7. No smoking while driving; cell phone use should be limited to emergencies and if not hands-free, the driver should pull over.
8. Parents must sign a permission slip that explains how transportation will be provided.
9. Drivers should have Live Scan and TB Risk Assessment.

10. All volunteers must be aware of your policy regarding appropriate student/chaperone interaction and behavior.



APPENDIX D

CHROMEBOOK BORROWING AGREEMENT

Student Name/Grade: _____

Guardian Name: _____

Chromebook issued: _____

Charger

I hereby request that Vincent Academy lend my student a chromebook so that they may attend school virtually for the duration of the public safety school closure.

As the student's guardian, I will be the person responsible for ensuring that the chromebook is used appropriately, is not damaged, and that the student understands that they must comply with the Vincent Academy Technology Acceptable Use Policy while using this device. *(Please see the following pages for Chromebook care guidelines and Vincent Academy Technology Acceptable Use Policy.)*

I affirm that I will return the Chromebook and charger immediately the first morning that Vincent Academy reopens for on-site schooling. The chromebook will be placed back in the box provided, and I will walk the computer into the Front Office.

Guardian Signature: _____

Date: _____

Student Signature: _____

Date: _____

Technology Use Agreement

I understand that Chromebooks and technology tools are central to my success at Vincent Academy. I understand that I am a valuable member of Vincent Academy's digital community. I commit to the following tech norms so that I and others can continue to thrive and innovate:

- I will handle Chromebooks gently with care, both in classrooms and in transit;
- I will keep food and drinks away from Chromebooks;
- I will only use my own Vincent Academy account;
- I will keep my passwords and other personal information confidential;
- I will stay on task and refrain from non-educational uses;
- I will engage thoughtfully online using appropriate language;
- I expect no privacy while online;
- I will not download illegal music, books, video or software;
- I will respect the security protocols established by Vincent Academy;
- I will create my own work and not copy content from the Internet unless it is properly quoted and cited;
- I will not access illegal, obscene, or dangerous content;
- I will not stream non-educational materials and take up bandwidth;
- I will refrain from using Vincent Academy wifi for personal devices;
- I will refrain from using personal devices during school hours;
- I will report any suspicious activities to teachers and administrators.

I understand there will be consequences per Vincent Academy's Internet and Device Acceptable Use Policy if I violate any of these norms.

Chromebook Care

Students are responsible for the general care for the Chromebook they have been issued by the school.

General precautions

- No food or drink should be near a Chromebook
- Cords, cables, and removable storage devices must be inserted and removed carefully with Chromebooks
- Chromebooks should not be stored near pets or where young siblings can reach and damage
- Never leave Chromebooks unattended
- Never leave Chromebooks inside a car where high temperatures can damage them or they can be easily stolen
- Take care when Chromebooks are plugged in so the cord does not trip someone or cause the tip to break off inside the charging port
- Do not personalize Chromebooks- no writing, drawing, stickers, labels, etc unless placed there by the school
- Do not use or install any software or operating systems. Virus protection and updates are built in and require no actions on the student's part.

Moving Chromebooks around

- Always transport or store Chromebooks carefully, preferably in a case or box.
- Never carry Chromebooks while the screen is open
- Never lift or move Chromebooks by the screen

Screen care

- Heavy objects should not be placed on top of Chromebooks
- Do not store Chromebooks with the screen open
- Do not place anything in the protective cast that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (like pens, pencils, etc)
- Clean screens with soft, dry microfiber cloth or anti-static cloth. No cleaning solvents.

Asset tags

- All Chromebooks are labeled with Vincent Academy stickers and labels- do not remove or damage.