

# **San Jacinto Valley Academy**



## **TK-12th Grade Parent and Student Handbook 2023-2024**

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# Our Mission and Vision Statements

## **Mission Statement**

“We will develop self-motivated lifelong learners. We are committed to educating students, with state standards utilizing student-centered inquiry methods in a school wide inquiry environment which includes international mindedness and rigorous assessments.

Our students will demonstrate an awareness of and respect for other people who may have different points of view and/or multiple perspectives. Students will understand that their role in our global and local communities is to be caring, action-based learners.”

## **Student Vision Statement**

“Through the inquiry process, I will learn and will demonstrate knowledge and skills that will enable me to think critically and creatively.”

# School Accountability Report Card (SARC)

- SJVA's School Accountability Report Card can be found on our website at [SJVA.net](http://SJVA.net) > About US > Scroll to the bottom of the page.
- A hard copy of this report can be requested at the school office.
- The SARC is posted by February 1st each year.

# Expected SchoolWide Learning Results (ESLRs)

We are focused on creating citizens who understand and apply their learning. SJVA students are expected to question, judge, and interpret. ESLR's were created to keep our students focused on the results we are dedicated to achieving.

## **Effective Communicators**

1. Read critically and extensively in many genres.
2. Communicate effectively and extensively in many types of documents and writing domains.
3. Plan, prepare, write and present projects and exhibitions of their learning.
4. Are able to talk about and explain their learning.

## **Effective Users of Technology**

1. Are flexible problem solvers.

2. Communicate effectively and extensively in writing in many types of documents and writing domains with technology.
3. Plan, prepare, write and present projects and exhibitions of their learning.
4. Are able to talk about and explain their learning.

### **Self-Motivated Lifelong Learners**

1. Can see several possible approaches to solving self-selected and/or posed problems.
2. Are flexible problem solvers.
3. Exhibit the interpersonal skills necessary to work in collaboration and in problem solving teams.
4. Exhibit an ethical approach to living and interacting with others.
5. Are flexible, efficient and accurate problem solvers in all major strands of mathematics.

### **Contributing Members of Society**

1. Have learned and use important life skills.
2. Demonstrate an awareness of their community's needs and how they can contribute.
3. Understand their place in the global community.
4. Know and will exercise the rights of citizenship in a democratic society.
5. Exhibit an ethical approach to living and interacting with others.
6. Demonstrate a sense of confidence that empowers learners to have a positive attitude about the future and their ability to achieve, influence and succeed within it.

## **Communication**

- Parents can communicate with their student's teacher through email, phone, or a meeting at the school. Teacher emails can be found through the Aeries Parent Portal [here](#).
- It is important that parents have a current phone number and email account in Aeries.
- San Jacinto Valley Academy uses School Messenger, a system to notify you of important updates and emergency alerts. School Messenger will notify you via phone, email or text once you opt in. **To opt in for texts, send "Y" to 67587.**

## **Teacher Information**

All SJVA teachers are appropriately credentialed and assigned. To view a public record of our teachers credentials, please visit the following link: <https://www.ctc.ca.gov/commission/lookup>

# Attendance and Independent Study

## Responsibilities for Attendance

(Education Code 48200) Parents are responsible for the punctual and regular attendance of their children. Illness, death or funeral in the immediate family, and medical/dental appointments and required court appearances are the only excused reasons for absence.

Students need to be in class on time to learn and be successful. It is recommended that dental and medical appointments be scheduled after school hours, except for emergencies. Because of the need to interpret California school attendance laws, the school determines whether the absence was excused or not. Excessive tardies and/or unexcused absences may affect academic performance which can lead to loss of academic credits.

- Students are only allowed 4 excused absences or less each school year. The attendance goal for all students is 98% or greater. Completing an independent packet will cover a student's absence and not count as one of the 4 absences in meeting the goal.
- An excused absence is the following:
  - The illness of the student (not any family member)
  - The student has to be present in court (and we require the court document that states it)
  - A family funeral (immediate family <basically lives under the same roof> only and only for ONE day within CA, 3 days out of state)
  - government mandated quarantine
  - doctor's appointment (for the student only)
  - Religious retreats are specified as no more than 4 hours a semester.
  - Jury duty (for the student)
  - Spending time with an immediate family member who is an active member of the armed forces before they get deployed & right when they come back from deployment.
  - If the student has a child (that they are the legal guardian to) that has to be in any of the previously stated reasons.
  - Administrative discretion
- Students must attend a minimum of 4 class periods to be eligible to participate in any extracurricular activity including, but not limited to the following: after school events (including school dances), team sports/athletics practices and games, clubs, rehearsals, theater, after school electives, etc.

## **Attendance Laws**

According to state laws, students must attend school until age 18 unless they graduate sooner or pass the California High School Proficiency Exam (CHSPE). Parents are held responsible for the regular and punctual attendance of their children. Illness, medical or dental appointments, school activities, and required court appearances are the only legally acceptable reasons for absence.

**State Law:** Uncleared or truant all day absences may not be cleared after 28 days or four (4) calendar weeks, including holidays. Truancy citation and/or on-campus retention may be assigned.

It is the intent of this policy to target students who have developed the habit of poor school attendance and to encourage them to place a higher priority on their current educational opportunity. The faculty, staff and administration at SJVA believe this procedure will be a strong step forward in ensuring a more purposeful, productive school environment. Help us to help your student.

## **When You Are Absent**

Your parent(s) should call (951) 654-6113 between the hours of 7:30 a.m. and 3:30 p.m. daily.

Be prepared with your name, student's first and last name (spelling on last name is helpful), grade, reason for absence, and date of absence.

All absences should be cleared by a parent phone call the first day of absence.

By law an absence cannot be changed from a truancy after 20 days. Please help your student and us by "clearing" any absence as soon as possible following the absence.

## **Independent Study**

- 6th-12th (Secondary) Parent, Student, Teachers, and Independent Study Supervising Teacher must sign the contract on or before the beginning date. TK-5th (Elementary) Parent/guardian, student, and teacher must sign the contract on or before the beginning date.
- Student Work Assignment Form must be signed by Student and Teacher the same day.
- Contracts can never be signed after the student returns back to school.
- Students must sign or write their name on the contract. Parents are never allowed to sign the contract or work assignment form for their child. **NO EXCEPTIONS!**
- Only black or blue pens are allowed. No pencil!
- Independent Study contracts cannot be backdated.
- All contracts must be turned into the front office, faxed or emailed by 1:30pm of the day that the student is going to be absent. **(NO EXCEPTIONS)**
- The student's Independent Study work packet can be faxed or emailed back to the parent as soon as we receive the signed Independent Study contract.
- Pictures taken of the Independent Study contract will not be accepted. Contracts that are emailed must be scanned in and sent in PDF form. **(NO EXCEPTIONS)**
- Secondary students will turn in completed Independent Study work packets to their 3rd/4th period teacher. In the event it is not possible to turn the IS work packet in during 3rd/4th period, a designated bin will be located in the IS Coordinator's office.

- All contracts can be faxed to our front office at 951-654-5083 or you can email [sjvaindependentstudy@sjacademy.org](mailto:sjvaindependentstudy@sjacademy.org)

**Tardy Policy:**

It is the students responsibility to be on time and prepared to work with necessary materials. No student should be out of class during any period without a signed, written pass or a restroom lanyard.

- Tardiness will be monitored by all teachers and office staff.
- Any student that has an unexcused tardy from 1st period through 8th period will be issued a lunch detention the following school day.
- Students with excessive tardiness (including 1st period) during each Triad will meet with the Dean and be placed on an attendance contract.

## Administration of Medication During School Hours

**A. General Policy**

- No student shall be given medication during school hours except upon written request from a California licensed physician/healthcare provider who has the responsibility for the medical management of the student. All such requests must be signed by the parent/guardian and physician.
- A new form is required for each prescription change and at the beginning of each school year.

**B. Responsibility of the Parent or Guardian**

- Parent/guardians shall be encouraged to cooperate with the physician to develop a schedule so the necessity for taking medications at school will be minimized or eliminated.
- Parents/guardians will assume full responsibility for the supply and transportation of all medications.
- Parents/guardians may administer medication to their child on a scheduled basis arranged with the school. Students are not permitted to carry prescribed or over-the-counter medication on a school campus except by written parents/physician’s approval – grade 6 and above only.
- Parents/guardians may pick up unused medications from the school office during and at the close of the school year. Medication remaining after the last day will be discarded.

**C. Responsibility of the Physician and Parent or Guardian**

- A request form for prescribed medication must be completed by the pupil’s physician, signed by the parent or guardian, and filed with the school administrator or his/her designated representative.
- The container must be clearly labeled by the physician or pharmacy with the following information:

- Student's name
- Physician's name
- Name of medication
- Dosage, schedule (specific to school) and dose form
- Date of expiration of prescription
- Each medication is to be in a separate pharmacy container prescribed for the student by a California licensed healthcare provider.

**D. Responsibility of the School Personnel**

- The school nurse will assume responsibility for placing medications in a locked cabinet.
- Students will be assisted with taking medications according to the physician's instructions and the procedure observed by a school staff member.



# Progressive Discipline

## School Wide Rules

1. Be respectful to yourself, others, and property.
2. Follow directions at all times.
3. Be safe to yourself, others, and property.
4. Be a responsible learner.
5. Be in dress code at all times
6. No gum on campus
7. No inappropriate usage of electronics (phones, earphones, chromebooks, etc.)
8. No Public Displays of Affection (PDA)

## Progressive Discipline

**SJVA progressive discipline plan is based on a demerit leveled system. Below you will find the demerit point system and corresponding levels. One demerit equals a half hour after school detention.**

### Detentions

#### **(1 demerit)**

- Tardy - *30 minute detention*
- Tardy to Enrichment - *30 minute detention*
- Missing Progress Reports - *30 minute detention*
- Gum - *30 minute detention*

#### **(2 demerits)**

- Dress Code - *1 hour detention*
- Inappropriate use of electronics while on campus - *1 hour detention*
- PDA - *1 hour or more based on severity*
- Inappropriate Behavior/Defiance - *1 hour detention or more based on severity*
- Inappropriate Language - *1 hour detention or more based on severity*

### Saturday Schools

#### **(4 demerits)**

- Unexcused Enrichment Absence - *4 hours Saturday School*
- Unexcused Absences (A and U attendance code) - *4 hours Saturday School*

Level 1 - 1 to 2 Demerits

- Parents/Guardians are notified.

Level 2 - 3 to 4 Demerits

- Parents/Guardians are notified.

Level 3 - 5 to 6 Demerits

- Strategy Conference to develop a plan of support for the student.

Level 4 - 7 to 8 Demerits

- Student Success Team (SST) meeting with parent / guardian, student, teacher(s).
- Students are not eligible to participate in special school events, sports, clubs, and/or field trips for six weeks from the time of the disqualifying infraction. Each additional infraction during this time will extend the students ineligibility for at least an additional week based on severity of the new infraction.

**\*Depending upon the severity of a student’s action, he or she may skip one or more of the levels and become ineligible for school events, clubs, and/or field trip participation.**

**\*After the six week period, the student will return to a level 3.**

**\*The level and ineligibility could possibly roll over to the following school year based on severity.**

### **Participation in special events, clubs, and/or field trips**

In order for students to participate in special events, clubs and/or field trips, a student must meet the following requirements in the following areas: attendance, academics, and behavior.

- Attendance: No more than 1 unexcused (A and U attendance code) absence per 6 weeks.
  - An unexcused absence is indicated by an “A” or “U” on the student’s attendance record.
  - A student can have an absence excused with a doctor's note, or parent/guardian notification of a student illness or death in the family.
  - A student can receive attendance credit by completing Independent Study.
- Academics: (Secondary):
  - C- or higher with a signed progress report three days prior to the trip.
  - Should not exceed level 2 of the [academic integrity policy](#).
  - All students must have all assignments turned in three days prior to the special event or field trip to be eligible to attend.
- Behavior: Not at a level 4 at the time of the event.

### **Ineligibility Period (6 weeks)**

- At the end of the ineligibility period, a strategy conference will be held to determine next actions.

**\*Depending upon the severity of a student's action, he or she may skip one or more of the levels and become ineligible for school events, clubs, and/or field trip participation.**

## Academic Integrity Policy

Please view the following link to read our Academic Integrity Policy:

[W Academic Integrity Policy.docx](#)

## Lunch Passes/Early Release (High School)

- All students must remain on campus for lunch, except for students who meet established criteria. Lunch Pass applications are distributed in the front office. Students must reapply each semester.
- Seniors may be eligible for Early Release. Early Release students have to be approved by the counseling office and administration and an Early Release pass must be obtained.

### **Lunch passes are a privilege not a right. (High School)**

- Students must meet and maintain certain criteria to be off campus during lunch.
- Failure to live up to the requirements will result in immediate revocation of this privilege and possible further discipline.
- Infractions that occur in the last two weeks of a semester result in loss of lunch privileges for the next semester also.
  - **Eligibility requirements before a pass will be issued:**
    - 3.0 cumulative GPA
    - 170 credits; 200 second semester
    - No suspensions
    - No unexcused absences or tardies in any class
    - Written parental consent on file
    - No detentions or Saturday School for disciplinary reasons
    - No outstanding accounts
    - Cars must be parked in student lot
    - No ineligible students in car
    - No unsafe, reckless driving
    - Must reapply at semester
    - Students must sign in/out with a supervisor

## Student Parking and Driving (High School)

Parking for SJVA students is located north of the campus in the Drop-off/Pick-up parking lot. Parking permits are required. SJVA will be using and enforcing the following guidelines regarding student parking:

1. The Student Vehicle Registration form must be filled out completely, signed by parent and student and returned with the following copies attached:
  - Current Driver's License (not a permit)
  - Current Proof of Insurance
  - Current vehicle registration
2. Each car parked in the student lot must possess a valid parking permit, and the permit must be visible at all times.
3. All vehicles in the student parking lot must display a valid parking permit and must be parked in a marked parking space. Students whose vehicles are parked illegally will receive a citation as well as possible discipline from the school.
4. Student parking is NOT ALLOWED in the visitors' parking lot or in the faculty parking lots.
5. Students who drive cars or other motor vehicles to school are asked to lock them and not re-enter them until dismissed from school.
6. Students are prohibited from driving other students on campus and to/from all school related activities.
7. Student parking and driving on campus is a privilege not a right.  
**Failure to live up to the requirements will result in immediate revocation of this privilege and possible further discipline.**

## Cell Phones/Electronic Devices (TK-12th Grade)

- No usage of electronic devices (including cell phones, portable devices, earbuds, etc) during school hours for elementary and middle school students.
- Usage of electronic devices inside the classroom are based on teacher discretion related to instructional practices.
- No inappropriate use of electronic devices (including cell phones, portable devices, chromebooks, earbuds, etc) while on campus or at school events.
  - Inappropriate use of electronics includes but is not limited to the following:
    - Use without the teacher's approval
    - Use in order to inflict harm on others
    - Video/photography of others
    - Uploading/posting content to social media
    - Use for profane or explicit content

- Cell phones/electronic devices will be confiscated if used inappropriately while on campus or at any school event.
- Only Parents/guardians can pick up confiscated cell phones/electronic devices at the front office.
- Students refusing to hand over their phone or electronic device to a staff member will be disciplined for defiance.
- Click on the following link for SJVA's Technology Policy- [SJVA's Technology Policy](#)

## SJVA DRESS CODE POLICY

SJVA's Dress Code Policy was designed to support student learning and success. Thank you for supporting the Learning Partnership Agreement (LPA) throughout the year for our students' success!

**Out of compliance:** Students not in compliance with the dress code will receive a 1hr. detention and will be required to change clothes provided by parent/guardian. If a parent/guardian is unable to provide a change of clothes, the school will provide temporary clothing with "Dress Code" labeled on the clothing.

### **All clothing may not have rips, holes or tears and not inside out**

#### Shirts, Undershirts, Vests

- **Appropriately Worn**
  - All shirts must adequately cover the midriff (stomach and waist).
- **Polo Shirts**
  - One solid color polo shirt, short or long sleeve.
  - Polos may have one small (3" x 3") logo on the front of the shirt.
  - The remainder of the shirt must be free of logos, writing, or designs.
  - No fluorescent or neon colors.
- **Button Down Dress Shirts**
  - One solid color, collared, button down dress shirt.
  - Buttoned up to and including the second button from the collar.
  - The shirt may have one small (3"x 3") logo on the front of the shirt.
  - The remainder of the shirt must be free of logos, writing, or designs.
  - No fluorescent or neon colors.
- **SJVA Sports Team Jersey**
  - Students must wear their team assigned jersey top on games days with an dress code appropriate shirt or undershirt.
- **Friday SJVA/College Shirt Day**
  - Students may wear an SJVA created or College t-shirt on Fridays
  - No jeans
  - All other dress code rules apply
- **Undershirts**

- One solid colored short-sleeve or long-sleeved shirt may be worn under the polo or dress shirt
- A polo shirt must be worn under sweatshirts.
- No logos, images, designs, or writing.
- No fluorescent or neon colors.
- **Vests**
  - One solid color vest over the polo or button down dress shirt.
  - Vest may have one small (3" x 3") logo on the front of the vest.
  - The remainder of the vest must be free of logos, writing, or designs.
  - No fluorescent or neon colors.

### **Pants, Shorts, Skorts, Skirts and Polo Dresses**

- **Appropriately Worn**
  - All bottoms must be worn at the waist.
  - Hemlines of shorts, skirts, and skorts should be no more than 3" above the knee.
- **Not Allowed**
  - Athletic shorts/pants, sweatpants, leggings, or pajama bottoms.
  - No denim/jean pants or shorts
- **Pants and Shorts**
  - Solid color. Navy blue, khaki, black, gray, or maroon
  - No jeans
  - No embellishments, decorative stitching, logos, or writing.
  - No fluorescent or neon colors.
- **Skirts and Skorts**
  - Solid color. Navy blue, khaki, black, gray, or maroon.
  - No embellishments, decorative stitching, logos, or writing.
  - No fluorescent or neon colors
- **Polo Dresses**
  - Solid color.
  - Polo dresses may have one small (3" x 3") logo on the front of the dress.
  - No embellishments, decorative stitching, logos, or writing.
  - No fluorescent or neon colors.

### **Hoodies, Sweater, Sweatshirts, Jackets**

- No more than two solid colors.
- No designs, plaid, tie dye, fluorescent, or neon colors.
- May have one small (3" x 3") logo on the front.
- No embellishments or decorative stitching.
- College and US military (Army, Navy, Air Force, Coast Guard, Marine Corps, and Space Force) sweatshirts with larger logos and writing are allowed.
- SJVA sponsored sweatshirts with multiple colors, larger logos and writing are allowed.

### **Shoes, Socks, Tights/Leggings, and Belts**

- **Shoes**
  - No lights or wheels on shoes of any kind.
  - No steel-toed shoes of any kind are allowed.
  - All shoes (boots, sandals, athletic shoes) must have a low heel.
  - All footwear with laces, velcro, zippers, or buckles must be fastened securely.

- **Sandals**
  - Only high school students may wear sandals; sandals must have a back strap
  - Crocs are not allowed for elementary and middle school students.
- **Tights and Leggings**
  - All tights/leggings (worn under uniform bottoms) one solid color. Navy blue, khaki, black, white, gray, or maroon.
- **Socks**
  - Solid color. White, navy blue, black, gray, or maroon.
  - Socks may have one small logo on each sock.
- **Belts**
  - Solid color. Black, brown, or gray.
  - Fitted around the waist so that excess length can be tucked in loops and NOT hanging.
  - No dangling items, large buckles, or logo/written items

**Hats and Beanies.**

- One solid color
- SJVA sponsored hats or beanies are permitted.
- No embellishments, decorative stitching, logos, or writing.
- No fluorescent or neon colors.
- May not be worn inside any classroom or other SJVA building.
- Hats must be worn forward at all times.

**Jewelry and Makeup**

- Must be appropriate for school
- Jewelry may not have inappropriate or suggestive words, phrases, or double meanings.
- Visible body or tongue piercings are NOT allowed.
- Only one small modest nose stud piercing is allowed. No hoops or other types of nose rings allowed.
- Plugs or plug-like earrings of any size or color are NOT allowed.
- Spacers for gaged ears are NOT allowed.
- No pocket chains.

**Hair, Eyes, and Skin**

- Hair may only be colored or highlighted in a natural color/shade.
- No extreme cuts such as mohawks. Designs cut or shaved in hair are NOT permitted.
- All faux-hawks and spike cuts cannot exceed one inch in height.
- Eye contact lenses must be of a natural eye color.
- Temporary or permanent tattoos or writing is not allowed on the body.

**Gum**

- Gum is not allowed on campus - inside or outside of the classroom.

\*Administration reserves the right to determine what constitutes appropriate dress.

\*Any considerations regarding religious attire of any kind will be addressed individually by administration.

# Learning Partnership Agreement

## **Everyone's Responsibilities:**

1. Volunteering time as much as possible will be a personal contribution to fulfilling the school's vision of learning experience.
2. Listen in a manner that demonstrates a genuine interest in what the speaker has to say.
3. Be prompt and responsible in attendance of meetings, classes, and other areas of responsibility.
4. Read the school's charter and seek understanding of the concepts, processes and expectations it describes.
5. Implement and adhere to charter concepts, procedures and expectations.

## **Student's Responsibilities:**

I realize that my education is important. I know I am the one responsible for my own learning. Therefore, I agree to carry out the following responsibilities to the best of my ability:

1. Contribute to the community of learners in which I participate.
2. Share the results of my inquiries along with explaining and justifying my methods.
3. Respect myself, all staff and fellow students.
4. Be responsible for my own behavior.
5. Be a cooperative learner who completes all tasks as assigned.
6. Take my learning seriously and work towards gaining a greater sense of purpose in my life and in developing our Habits of Mind.
7. Strive to be a good problem-solver, yet ask for help when I have exhausted my own resources.
8. Attend school regularly and punctually, with no more than 1 tardy or early school departure per month and maintenance of attendance at or above the 98% level.

## **Parents/Guardians Responsibilities:**

I understand that my participation in my child's education will help him/her develop good character traits and develop a greater understanding of the physical and social world. Therefore, I will continue to carry out the following responsibilities to the best of my ability:

1. Provide critical support for my child's inquiries by listening and taking an interest in my child's learning.
2. Recognize my responsibility as the child's first and primary teacher.
3. Review all school communications and attend all parent conferences and Back-to-School Night meetings.
4. Monitor the quantity and quality of my child's television and movie viewing.
5. Go directly to the teacher with all concerns related to my child first and then as needed.
6. Encourage my child to engage in reading and/or writing activities for at least 30 minutes daily throughout the week.



7. Make sure my child gets adequate sleep and has a healthy diet.
8. Assist my child with a growing sense of responsibility for his or her own actions.
9. Support my child's inquiries by assuring regular and punctual attendance at or above 98% level. In the event of absence, I will obtain work from my child's teacher to be completed so as to ensure continuity in my child's learning.
10. Pay all fees, such as lunch, library books, destroyed equipment and/or materials, etc.
11. Monitor my child's academic performance and work in partnership with the teaching and administrative staff to ensure required yearly progress is achieved.
12. Support the school's vision and mission in behavior and attitude.
13. Assure that my student completes all assigned work, projects and/or investigations.
14. All families will contribute sixty (60) hours of volunteer hours per school year as a condition of continued enrollment.

**Teacher's Responsibilities:**

I understand the importance of the school experience in the educational process for each child. My role as a teacher is crucial in the development and extension of this experience of learning for the students. Therefore, I agree to carry out the following responsibilities to the best of my ability:

1. Develop a social community of inquirers that views the subject-matter as a means to answering student questions and sharing in the search for solutions.
2. Present material that teaches to State Standards through tasks that engage students in genuine problem- solving and mastery of knowledge and skills.
3. Teach challenging material so the student will continually learn to the best of his or her ability.
4. Listen intently to the student so as to follow his or her lead in learning and thereby enhance a growing sense of purpose.
5. Communicate with the parents/guardians and the student regarding the student's progress.
6. Provide a safe, positive and healthy learning environment for students with expectations for learning and behavior.
7. Provide clear standards of achievement for students and provide means for parents/guardians to support these standards at home.
8. Analyze the adequacy of my methods and search for better ones, so as to build the social and intellectual community of the classroom.
9. Assist the student in becoming genuinely engaged in problems of mutual importance.
10. Work as a collegial partner with fellow teachers and staff, exhibiting initiative and shared leadership.
11. Keep a watchful eye as to the disposition of attitude the student has towards the subject-matter. This is equally as important as the conceptual understanding he or she may gain.

# Parent and Family Engagement Policy

San Jacinto Valley Academy, a public charter school, has developed a written Title I Parent and Family Engagement Policy with input from Title I parents. The school site annually involves parents in the joint development and agreement of the policy, which is reviewed as part of the Local Control and Accountability Plan (LCAP) and through site advisory groups: School Leadership Team (SLT), School Advisory Council (SAC), and English Learner Advisory Committee (ELAC). The policy has been distributed to all stakeholders and describes the process used for the implementation of Title I Parent and Family Engagement requirements (ESSA Section 1116[a][2]):

## **Objective 1: Involve parents and guardians in the development of this policy (ESSA Section 1116 [a][2]).**

In order to create a policy inclusive of all stakeholders, SJVA has established the following practices:

1. We have established a Learning Partnership Agreement (LPA) to clearly define the role of the student, teacher, and parent/guardian in each student's educational experience at SJVA. The LPA is:
  - a. presented each year at our Back To School Night
  - b. available on our website as part of our handbooks (elementary, middle, and high school handbooks)
  - c. is reviewed at parent-student-teacher conferences
2. The School Advisory Committee (SAC) was established to create a group of parents, administrators, faculty, and students who review school policies, events, state assessment results, and state/federal reports generated by SJVA. SAC members are nominated and elected by the parents of SJVA and represent a strong cross-section of our English Learner population.
  - a. Meetings are scheduled once per month with agendas and minutes available for all stakeholders to review.
3. In compliance with the requirements of Title I funding, SJVA has established an English Language Advisory Committee (ELAC). The purpose of the ELAC is to advise the administration, governing board members, parents, students, and school staff on programs and services for English learners. The ELAC also assists the school on other tasks as listed below:
  - a. The school's program for English learners.
  - b. The development of the Single School Plan for Student Achievement.(SPSA)
  - c. The school's needs assessment.
  - d. Best instructional practices to assist second language learners in understanding the instruction and curriculum.
  - e. Efforts to make parents aware of the importance of regular school attendance and the Independent Study Program to ensure students continue learning when absent.

**Objective 2: Provide coordination, technical assistance, and other support necessary to assist the SJVA in planning and implementing effective parent and family engagement activities to improve student academic performance and achievement (Section 1116[a][2 ][B] of ESSA).**

1. SJVA has appointed faculty members to serve as English Learner Coordinators. Designated Coordinators have many responsibilities including:
  - a. Monitoring the growth and development of all EL students using state, local, and grade level assessments.
  - b. Hold parent information meetings for families of EL students to review state and local assessments.
  - c. Provide internal professional development on best practices for working with EL students.
  - d. Conduct reclassification evaluations for all designated students.
  - e. Hold reclassification honor assemblies to celebrate the growth and development of our students.
  
1. Through the Local Control Accountability Plan (LCAP), SJVA will coordinate and integrate parent and family engagement strategies with other federal, state, and local programs.
2. Our counseling department schedules and holds workshops to provide our EL families with valuable information related to their child’s education. These meetings are provided in English and Spanish.
3. SJVA Technology Department provides annual training for students and parents in need of support to access technology or web-based learning programs. Parents may also make an appointment to meet with a member of the IT Department to receive one-on-one support for themselves or their students. Parent requests for Chromebooks are made available online and in person.
4. SJVA website serves as a central location for information on our assessments, program offerings, extracurricular activities, staff information, newsletters, testing calendars, breakfast program, state/federal reports, board meeting minutes, and much more.
5. SJVA will coordinate support for students and families and provide a “Community Resource Page” to assist families in accessing resources for counseling, tutoring, health care, food banks, medical care, and housing.

**Objective 3: Describe how SJVA coordinates or integrates parent and family engagement strategies with other relevant federal, state, local laws, and programs (ESSA Section 1116[a][2][C]).**

1. SJVA will coordinate support services for students and families which may address the need for assistance on and off-campus. Our counseling department has created a Family Resource Page for assistance with off-campus assistance.

2. Parents are provided with valuable information on all program offerings, assessments, course offerings, and additional support available via teacher contact, our website, School Messenger (translated to Spanish) and newsletters.

**Objective 4: SJVA will conduct with the meaningful involvement of parents and family members, on annual evaluation of the content and effectiveness of this Policy on improving the academic quality for students under Title I, Part A (ESSA Section 1116[a][2][D]):**

1. The Parent and Family Engagement Policy is reviewed by the ELAC, SAC, SLT, and Governing Board Members on an annual basis. The team has identified the following barriers to participation as follows: language, work schedules, transportation, childcare, and internet access (if online). To remedy some of the barriers, SJVA has implemented the following:
  - a. Childcare is made available at no cost.
  - b. Meetings will be scheduled in person during the day and evening hours on campus with a live feed to parents who cannot attend in person.
  - c. Meetings are held in English and Spanish.
  - d. The policy is available on our website.
2. Parent-Student-Teacher conferences are scheduled once per semester, or more frequently if needed, and translators are available.
3. As part of our annual evaluation, parents provide input on best practices for receiving support and communication from SJVA employees. In order for parents to best communicate with SJVA staff members, we have provided several different platforms or methods of communication:
  - a. Schedule a conference or meeting.
  - b. Call the school and leave a message for your child's teacher.
  - c. School Messenger: this is a web-based program to provide valuable information and announcements to families. All messages may be translated as needed.
  - d. Email the child's teacher.
  - e. Text the teacher using an app provided by the teacher.
  - f. Send a note to the child's teacher.

**Objective 5: Describe how SJVA includes the following in the annual evaluation of the Title I, Part A Parent and Family Engagement Policy: identify barriers to greater participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background); identify the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and identify strategies to support successful school and family interactions (ESSA Section 1116[a][2][D][i-iii]):**

1. Surveys: SJVA sends periodic surveys to parents and students to assess our school performance, course offerings, activities, extracurricular offerings, and to evaluate our culture and climate.
2. SAC meeting input as documented in the meeting minutes.
3. Staff is provided with a list of students who are identified as EL. Teachers use this list to determine if parents may need documents, projects, syllabus, and notes translated, as well as, to provide a translator for all conferences.

**Objective 6: SJVA considers the annual review findings to design evidence-based strategies for more effective parental involvement and to revise, if necessary, the Parent and Family Engagement Policy (ESSA Section 116[a][2][E]):**

1. The SAC, ELAC, PTO board members, and SLT review survey results to determine if there are any revisions needed to the policy.
2. If revisions are necessary, the SLT will make those revisions and present them to SJVA's Governing Board for approval.

**Objective 7: SJVA involves parents in the activities of the school served under Title I, Part A, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by SJVA to adequately represent the needs of the population served by SJVA for the purposes of developing, revising, and reviewing the Parent and Family Engagement Policy (ESSA Section 1116[a][2][F]):**

1. SJVA has established a SAC (School Advisory Committee) and is made up of elected members, parents, students, administrators, and staff members. The SAC members adequately represent the population served under Title 1.
2. The SAC meets once per month to review state and federal program documentation (eg; WASC, LCAP, PFEP), school activities, school handbooks, state and local assessment results, and curriculum.

San Jacinto Valley Academy's Title 1, Part A LEA Parent and Family Engagement Policy was developed jointly and agreed on with parents and family members of children participating in Title 1, Part A programs on February 7, 2022. The LEA will distribute the Policy to all parents and family members of participating Title 1, Part A students annually on or before July 31, 2022.