



**Board of Directors  
Meeting Agenda**

**4:30 PM, Monday, August 25, 2014**

*14301 Byron Highway, Bryon, California 94514*

- I. Call to Order and Roll Call
- II. Adoption of Agenda
- III. Hearing of Parties Desiring to Address the Board and/or Present Petition
- IV. Unfinished Business – None
- V. Adoption of Minutes
  - 1. July 29, 2014 – Regular Meeting  
Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_
- VI. Reports to the Board
  - 1. Report: Update on Facilities, Financials, and General Progress
  - 2. Report: Update on Using Technology to Improve the School
- VII. Action Items
  - 1. Independent Study Board Policy - Amending  
Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_
  - 2. Bullying Policy and Prevention Guide  
Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_
- VIII. Next Meeting:  
Monday, September 22, 2014 at 4:30  
1812 West Kettleman Lane, Suite 1, Lodi, California 94242
- IX. Adjournment



**Board of Directors**

*Susan Williams Shanda Warddrip Christie Rieder Tiffany Violich*

**Meeting Minutes**

4:30 PM, Monday, July 28, 2014

115 South School Street, Lodi, California 95240

- I. Call to Order and Roll Call-**Called to order by Warddrip at 4:40PM Seconded by Williams**  
Present: **Rieder, Violich, Warddrip, Williams** Absent:
- II. Adoption of Agenda – **Adopted by Williams, Second: Warddrip**
- III. Hearing of Parties Desiring to Address the Board and/or Present Petition-**No parties wished to address the board at this time.**
- IV. Unfinished Business – None
- V. Adoption of Minutes
  1. June 23, 2014 – Regular Meeting  
Motion: **Warddrip** Second: **Williams** Vote: **Ayes: Rieder, Violich, Warddrip, Williams; No: None**
- VI. Reports and Presentations to the Board
  1. Report: Update on Facilities, Financials, and General Progress (Joy Groen)  
Joy Groen reported to the board on updates at the facilities in Lodi and Byron. She also reported on enrollment numbers and general financials.
- VII. Action Items
  1. Lease of Space at 315 South Lower Sacramento, Lodi  
Motion: **Warddrip** Second: **Williams** Vote: **Ayes: Rieder, Violich, Warddrip, Williams; No: None**
  2. Technology and Internet Use Policy  
Motion: **Warddrip** Second: **Williams** Vote: **Ayes: Rieder, Violich, Warddrip, Williams; No: None**

3. Field Trip and Excursion Safety Policy  
Motion: **Warddrip** Second: **Williams** Vote: **Ayes: Rieder, Violich, Warddrip, Williams; No: None**
4. Independent Study Policy  
Motion: **Warddrip** Second: **Williams** Vote: **Ayes: Rieder, Violich, Warddrip, Williams; No: None**
5. Educational Records and Student Information (FERPA) Policy  
Motion: **Warddrip** Second: **Williams** Vote: **Ayes: Rieder, Violich, Warddrip, Williams; No: None**
6. Dress Code Policy  
Motion: **Warddrip** Second: **Williams** Vote: **Ayes: Rieder, Violich, Warddrip, Williams; No: None**
7. Teacher/Parent/Student Compact  
Motion: **Warddrip** Second: **Williams** Vote: **Ayes: Rieder, Violich, Warddrip, Williams; No: None**
8. Employee Handbook  
Motion: **Warddrip** Second: **Williams** Vote: **Ayes: Rieder, Violich, Warddrip, Williams; No: None**
9. Classified Staff Retirement Plan  
Motion: **Warddrip** Second: **Williams** Vote: **Ayes: Rieder, Violich, Warddrip, Williams; No: None**

VIII. Next Meeting: Set Date, Time, and Location  
Next meeting is set for Monday, August 25, 2014, at 4:30  
14301 Byron Hwy, Byron, California 94514

IX. Adjournment - Meeting adjourned at 6:05 PM

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Executive Director

Date Approved: \_\_\_\_\_

## **UPDATE ON GENERAL PROGRESS OF THE SCHOOL**

---

### **REPORT ITEM #1**

#### **OVERVIEW:**

The school year is off and running! The Board of Directors will be given an update on the following items:

- Enrollment Updates and Plans
- Financial Update
- Update on Communication
- Update on Improving Technology
- Byron – Update on Onsite Opportunities
- Lodi – Update on Onsite Opportunities
- Update on Staffing

## **INDEPENDENT STUDY BOARD POLICY - REVISION**

---

### **ACTION ITEM #1**

#### **OVERVIEW:**

After reviewing the Parent/Student Handbook, the master agreements, and the Board's Independent Study Policy, the administrative team desired more consistency in the language found in all documents. This has led to a desire for some minor language revisions to the Independent Study Board Policy. Changes were very simple, and include:

- Revising the use of the word "pupil" to "student," as is found in our other policies
- Revising the use of the word "school" to "VOCS"

#### **RECOMMENDATION:**

The Vista Oaks Administrative Team recommends approval of amending this policy.

## Vista Oaks Charter School Independent Study Board Policy

These policies apply to all students participating in the independent study program at Vista Oaks Charter School (referred to as the "School" in this policy). Each student's independent study will be coordinated, evaluated, and carried out under the general supervision of an assigned certificated teacher or teachers.

For students in all programs of independent study, the maximum length of time that may elapse between the time an assignment is made and the date by which the student must complete the assigned work will be **20 school days**. When special or extenuating circumstances justify a longer time for an individual student, the Executive Director or Associate Director may approve a period **not to exceed eight weeks**.

**Missed Assignments:** When a student misses or fails to complete **three independent study assignments during any period of 20 school days, or misses two appointments** without valid reasons, the Executive Director will conduct an evaluation to determine whether it is in the best interest of the student to remain in the School's independent study program. A written record of the findings of any evaluation made pursuant to this subdivision will be treated as a mandatory interim in the student record. The record will be maintained for a period of three years from the date of the evaluation and, if the student transfers to another California public school, the record will be forwarded to that school.

**Agreement:** A written independent study Master Agreement (MA) will be executed for each participating student. Each MA will be signed and in effect prior to the start of reporting average daily attendance (ADA) pursuant to that agreement. The student's independent study MA requires and must cover a study plan that represents the same amount of study that would be required of a student in a classroom. In addition, the required study time must be equivalent to a minimum school day for the student's grade level for every school day covered by the agreement. Written agreements may include subsidiary agreements, such as weekly assignment sheets and/or Assignment and Work Records.

**Agreement Content:** Each independent study written agreement will contain all of the following provisions:

1. The manner, time, frequency, date, and place for submitting a student's assignments and for reporting his/her progress.
2. The objectives and methods of the course of study for the student's work covered by the agreement.
3. The specific resources, including materials and personnel that will be made available to the student in order to attain the objective.
4. The methods of study, objectives, resources, and evaluations used.
5. A statement of the policies adopted regarding the maximum length of time allowed between the assignment and the completion of a student's assigned work, and the number of missed assignments allowed prior to an evaluation of whether or not the pupil should be allowed to continue in independent study.
6. The duration of the independent study MA, recognizing that no independent study MA will be valid for any period longer than one semester.
7. A statement of the number of course credits, or for elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion.
8. The inclusion of a statement in each independent study MA that independent study is an optional educational alternative in which no student may be required to participate.
9. The signatures of the student, student's parent/guardian (if the student is less than 18 years of age), certificated employee of the School who has been designated as the person responsible for the general supervision of independent study, and any person who has direct responsibility for providing assistance to the student.

#### *Legal References*

##### *Education Code*

17289 Exemption for facilities used for independent study; requirements; duration of exemption  
41976.2 Independent study programs; funding [in adult education]  
44865 Qualifications for home teachers and teachers in special classes and schools; consent to assignment  
46300(e) [Authority for claiming independent study ADA]  
46300.1 Restrictions affecting adults on independent study  
46300.2 Community school and independent study ADA apportionments of funds; residence requirements  
46300.4 Independent study pupils; eligible adult education coursework  
46300.6 Restrictions on apportionment of funds for independent study program pupils  
46300.7 Permission of parents or guardians of independent study program pupils; requirements  
47612.5 Independent study in charter schools  
48206.3 Pupils with temporary disabilities [individual instruction; definitions]  
48340 Legislative intent; proposals and procedures [pupil attendance]  
51745-51749.5 Independent Study (Article 5.5)  
52000(e) Improvement of elementary and secondary education: legislative intent  
52017 Secondary schools  
52522 Alternative [adult] instructional delivery; approval; expenditures; regulations  
52523 Adult education as supplement for high school curriculum; criteria  
56026 Individuals with exceptional needs

##### *California Code of Regulations, Title 5*

11700 Definitions (independent study)  
11701 District responsibilities  
11701.5 Equitable provision of resources and services  
11702 Requirements for agreements  
11703 Records  
2-8 (Rev. 2-00) Independent Study Operations Manual

Adopted: July 28, 2014

Amended:

## **BULLYING POLICY AND PREVENTION GUIDE**

---

### **ACTION ITEM #2**

#### **OVERVIEW:**

Included you will find the proposed Bullying Policy and Prevention Guide. We want to be a school where all students feel safe, welcome, and accepted. This policy, taken from templates and information found through the California Department of Education.

#### **RECOMMENDATION:**

The Vista Oaks Administrative Team recommends approval of this board policy.

## Vista Oaks Charter School Bullying Policy and Prevention Guide

*Vista Oaks Charter School (VOCS) believes that all students have a right to a safe and healthy school environment. The school and community have an obligation to promote mutual respect, tolerance, and acceptance.*

*VOCS will not tolerate behavior that infringes on the safety of any student. A student will not intimidate, harass, bully, or cyber bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.*

*This policy applies to students on or off campus, while traveling to and from school, or while attending a school-sponsored activity.*

### **Bullying Policy**

VOCS's Board of Directors recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. VOCS's employees will establish student safety as a high priority and will not tolerate bullying of any student.

No student or groups of students will, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyber bully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Cyber bullying includes the transmission of harassing communication, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyber bullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation. A full description of cyber bullying can be located in VOCS's Student Internet Use Policy and Agreement, found in the Parent and Student Handbook, as well as on VOCS's website.

### **Bullying Prevention**

To the extent possible, VOCS focuses on the prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students will be informed, through the Parent and Student Handbook, of the school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences of bullying.

VOCS may provide students with instruction that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

### **Intervention**

Students are encouraged to notify VOCS staff when they are being bullied or suspect that another student is being victimized. VOCS staff that witness bullying will immediately intervene to stop the incident when it is safe to do so.

In addition, individuals can report threats or incidents confidentially and anonymously by completing the Uniform Complaint Procedure Discrimination/Harassment Complaint Reporting Form, located on VOCS's website.

When appropriate, the Executive Director or designee will notify the parents/guardians of all parties involved. In addition, the Executive Director or designee may involve counselors and/or law enforcement.

### **Complaints and Investigation**

When a student is involved in bullying on or off campus, the Executive Director or designee will investigate and document the activity. The Executive Director or designee will identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyber bullying, individuals with information about the activity will be encouraged to save and print any electronic or digital messages that they feel constitute cyber bullying and to notify a teacher, the Executive Director, the Cyber Safety Team contact person, or other VOCS staff member so that the matter may be investigated.

### **Discipline**

VOCS enforces a Student Code of Conduct, which is described in the Parent and Student Handbook under Student Behavioral Expectations and Consequences, that must be followed by every student while on or off campus, when traveling to and from school, or while attending a school-sponsored activity.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the Executive Director or designee.
- Students can rely on VOCS staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

Adopted:

Amended: