

Vineyard Alternative School

Making a Difference, One Student at a Time



Student Handbook School Year 2022-2023



INDEPENDENT STUDY AT VINEYARD

Vineyard Alternative School offers an Independent Study Program that provides a flexible, instructional format for individual students who are unable to attend daily courses due to social, medical or professional needs. For the non-traditional student, the Independent Study Program provides educational opportunities that will enable students to reach their academic goals. High academic standards and expectations are placed on each Independent Study course, with the goal of preparing all students for success beyond high school.



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MISSION STATEMENT

Upon graduation, each student will be academically and intellectually prepared with the skills needed to contribute and thrive in a changing world.



A MESSAGE TO ALL STUDENTS

Welcome to Vineyard Alternative School. We are excited to be given the opportunity to partner with you and your parents/guardians and offer you an engaging learning experience that fits you. It is our hope that you stay on a path towards continued success as we work together as a community to maximize learning opportunities. As you continue with Vineyard Alternative School, please keep in mind that being an independent learner is not easy. Therefore, with your commitment and our guidance you will learn the skills necessary to be a successful independent study student.

WHO WE ARE

Administration	Position/School	Ext.	Email
Sara Walke	Principal		swalke@lvjUSD.org
Kristina Mrzywka	Vice Principal	7175	kmrzywka@lvjUSD.org
Office Staff			
Christine Rudluff	Executive Assistant	7140	crudluff@lvjUSD.org
Meenu Saggu	Registrar/ Admin Secretary	7192	msaggu@lvjUSD.org
Kim Meglio	Office Specialist	7180	kmeglio@lvjUSD.org
Buster Young	Administrative Secretary	7144	byoung@lvjUSD.org
Student Support			
Kayla Hans	Educational Specialist	7133	khans@lvjUSD.org
Melissa Hart	Psychologist	7191	melissahart@lvjUSD.org
Erin Kobayashi	Psychologist	7173	ekobayashi@lvjUSD.org
Andrea Piazza	Paraeducator	7133	apiazza@lvjUSD.org
Instruction			
Jill Bertuccelli	Teacher	7122	jbortuccelli@lvjUSD.org
Mark Cameron	Teacher	7123	mcameron@lvjUSD.org
David Cheng	Teacher	7116	dcheng@lvjUSD.org
Jill Haut	Teacher	7193	jhaut@lvjUSD.org
John Hogan	Teacher	7102	jhogan@lvjUSD.org
Lucille Holloway	Teacher	7105	lholloway@lvjUSD.org
Denise Kuhre	Teacher	7173	dkuhre@lvjUSD.org
Bob Mariotti	Teacher	7120	bmariotti@lvjUSD.org
Bill McCarthy	Teacher	7115	wmccarthy@lvjUSD.org
Gretchen Reynolds	Teacher	7106	greynolds@lvjUSD.org
Brian Rivas	Teacher	remote	brivas@lvjUSD.org
Victor Rocha	Teacher	7117	vrocha@lvjUSD.org
Tessa Santero	Teacher	7108	tsantero@lvjUSD.org
Amy Van Galder	Teacher	remote	avangalder@lvjUSD.org
Denise Van Leuvan	Teacher	remote	dvanleuvan@lvjUSD.org
Eileen Weed	Teacher	7107	eweeds@lvjUSD.org
Bo Youngblood	Teacher	7125	byoungblood@lvjUSD.org

STUDENT ID CARDS

All students are required to carry current student ID cards using lanyards, while on campus, to ensure only authorized students are on the Vineyard campus.

To make this possible, it is mandatory for students to take pictures to update our records and issue students new school ID cards for the 2022-23 school year.

**PICTURES WILL BE TAKEN ON THE
VINEYARD CAMPUS IN THE FALL,
OCTOBER 25, 2022**



CHECK-IN

All students and parents are required to check in on the side door check in area before entering campus. Parents are required to wear a visitor sticker.



SCHOOL SCHEDULE

	Period 0	8:10 - 8:55
All Subject Areas	Period 1	9:00 - 9:45
	Period 2	9:50 - 10:35
	Period 3	10:40 - 11:25
	Period 4	11:30 - 12:15
	Lunch	12:20 - 12:50
	Period 6	12:55 - 1:40
	Period 7	1:45 - 2:30
	Period 8	2:35 - 3:20

SCHOOL CALENDAR 2022-2023

August 23..... First Day of School
September 5..... Labor Day Holiday
November 1..... Professional Development/No school Day
November 18..... End of First Trimester
November 11..... Veterans Day Holiday
November 21-25..... No School Days/Thanksgiving Holiday
December 23-Jan 6..... Winter Break
January 16..... Dr. Martin Luther King, Jr. Day Holiday
February 20..... Presidents Day
March 2..... End of Second Trimester
April 3-7..... Spring Break
April 7..... Easter
May 29..... Memorial Day
June 8..... Last Day of School

SUCCESSFUL STUDENT PROFILE

To be successful at Vineyard Alternative School, you should possess the following:

- be a self-motivated
- be academically prepared to work independently
- have proficient reading comprehension skills
- can focus on task for an extended period of time
- have good organizational skills
- have sound time-management skills



Class Meeting

- You are expected to arrive at your scheduled teaching appointments on time and be ready to turn-in all of your assignments/work.
- Weekly assignments should be stapled together by course.
- You must turn-in all assigned work each week to remain in the program.
- If you are ill and cannot come to school, you need to communicate with the office and your teacher and you may be asked to reschedule your meeting with them and/or come to Friday

Attendance and Student Work

- Completion of assigned work is what determines a student's attendance.
- Assignments **NOT COMPLETED** = Absences on student records.
- There's no such thing as an excused absence

Assignments need to be completed and submitted even if you do not attend your scheduled meetings with your teacher. However, if you miss your scheduled meeting(s) you will be required to attend a support class.

If your work is consistently incomplete, not turned-in or you do not attend your scheduled meetings, a conference will be scheduled to evaluate if it's in your best interest to remain at Vineyard Alternative School.

Request to see an Administrator

If you wish to see an administrator, inform your teacher or the Office Manager to assist you in scheduling an appointment.

AT SCHOOL

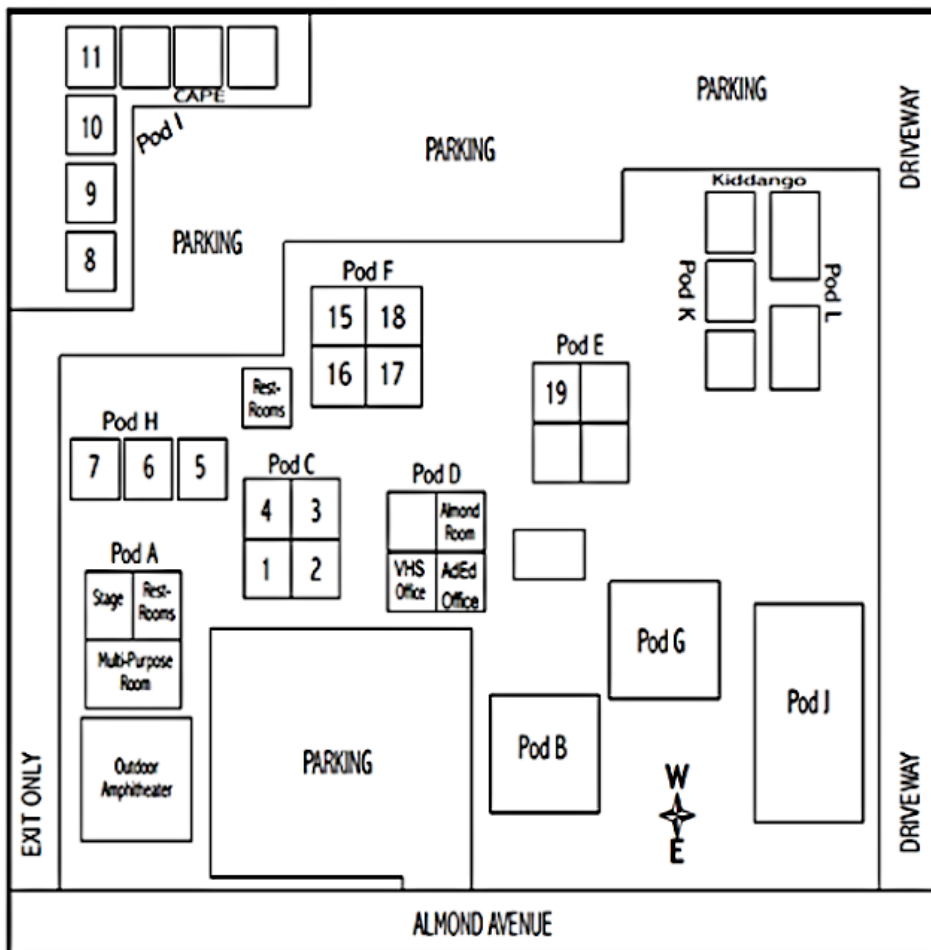
Student Arrival and Dismissal

Respect the rights and property of others while on route to and from school. Students will not be admitted onto school grounds more than fifteen minutes before the start of the school day or before a yard supervisor is on duty to monitor students.

Student Vehicle Loading/Unloading

Parents/guardians must drive through along the curb to drop you off or pick you up before and after school. Parents/guardians may not leave their vehicle parked/unattended along the curb.

Campus Map



EXPECTATIONS FOR STUDENT WORK

All assignments must include information in the following format:

- Four (5) line heading in upper right-hand corner of the page
- Textbook headings and page numbers (from course log) clearly labeled
- Number all pages (bottom page)

First and last name of student
Class (Subject)
Due Date of Assignment
Week of Class
Teacher Name
Heading Title, pg. #
<u>1.</u>
<u>2.</u>

Page # 1

Minnie Mouse
US History 11A
September 25, 2017
Weeks 15-16
Mr. Disney
Section Assessment, p. 25
<u>1.</u>
<u>2.</u>

Page 1

All answers must be in complete sentences

- Typewritten, spell checked homework is preferred.
- Computers are available at school for your use.
- Handwritten work must be legible and spelled correctly.
- If your homework is not easily read, you will be asked to type and spell check it.
- Essays and reports must be typed. You might be required to type your midterms and finals.



Math Courses:

- Show all work, not just the final answer.
- Correctly number math problems and answers.
- Since you will be correcting your math homework, your teacher may ask you to come to school at least 15 minutes before your scheduled meeting.

SCHOOL BOOKS AND SUPPLIES



School Supplies

The school provides each student with basic materials and supplies to complete daily assignments. Parents are encouraged to assist their child with organizing their materials by providing them with a binder, dividers, or folders and additional paper and pencils. The teacher may send home a list of materials that students might find useful as independent learners. Any donations of classroom materials/needs are always welcome.

Search and Seizure

Students are responsible for the contents of any desk, bag, backpack or other items they possess or bring onto school district property or to school sponsored events. No student can possess, place, keep or maintain any article or material prohibited by law or school rules in their desk, bags, and backpack or on their person. Students and/or the content of their personal items/property may be searched and seized by administration when there is reasonable question or suspicion that a student is violating the law or the rules of the district or the school. Disciplinary procedures will be followed. Policy #5145.12(a)

Textbooks

Textbooks are expensive and are loaned to you for the year. They are your responsibility. If you damage or lose them, state law and district policy requires that we bill your parents for the cost. Cover your books. Do not write or mark in them. Do not stuff them with papers or carry pens or other materials between the pages. Do not lend them to others. You must return all your books, including workbooks, if you leave mid-year.

Library Books

Students who return their books can check out new books. Books checked out to you become your responsibility. You will be charged for lost or damaged books. Unpaid fines may result in the loss of receiving student report cards, records, and participate in student activities.

Devices

Each student who is issued a device is responsible for it. They must be cared for and used properly/appropriately. Damages to the device and/or lost equipment will be assessed and may be charged to your parent/guardian. Chromebooks are available for check out, in the office.

Raven Honor Code

Vineyard Alternative embodies a spirit of mutual trust and honesty that is central to the very nature of learning, and represents the highest expression of shared values among the members of the school community. The Raven Core Values of Honesty, Responsibility and Respect are integral to our school Honor Code. In practice, our values are demonstrated by the following

- **Honesty** is demonstrated by students when the ideas and the writing of others are properly cited, students submit their own work for tests and assignments without unauthorized assistance, students do not provide unauthorized assistance to others, and students are honest with their teachers and school administration in all matters.
- **Respect** for others and the learning process ensures that every student can experience an academic environment that is free from harassment and conflict, in support of our communal quest for authentic learning.
- **Responsibility** requires that students demonstrate their best effort to prepare and complete academic tasks, to attend class on time fully prepared, and to communicate with instructors to reschedule appointments and turn in work in the event of an absence. Students are expected to attend all class meeting appointments with rare exceptions.

This Honor Code summarizes the Honor Policy, which defines the expected standards of conduct in academic affairs. The Honor Policy is published on our school website <https://www.livermoreschools.org/vineyard>. The School Administration is the school body charged with enforcement of the Honor Code. The student body and faculty at Vineyard Alternative School will not tolerate any violation of the Honor Code.



SCHOOL DISCIPLINE POLICY

The Livermore School District wants each student to enjoy a secure learning environment and a rich educational experience.

Schools establish standards of behavior that promote positive school climate and campus safety. Examples of behaviors that are disruptive and not acceptable are:

- inappropriate dress
- disrespect to other students
- disrespect to school staff
- loitering in restricted areas
- profanity/abusive language
- littering
- use of skateboards, roller blades, razors or any wheeled
- mode of transportation on campus during school operational hours
- possession of radios, tape players, laser pointers or other items considered disruptive
- students are prohibited from using, possessing, or distributing tobacco products, including electronic devices, alcohol and other drugs on campus
- possession of electronic signaling devices such as pagers and cell phones are permitted under restricted conditions
- defiance or disobedience
- forging or falsifying school information/correspondence
- violating the computer and network electronic information

Unacceptable student behavior is grouped in three categories, from the least serious to the most serious. Repeated disregard of school rules leads to increasingly serious consequences. These rules apply while you are on school grounds, while going to or coming from school [E.C. 48900(p)]. Suspension from school can only be imposed when other means of correction fail to bring about proper conduct.



DRESS CODE

Students shall dress appropriately for educational activities in which they will participate so as not to endanger their health, safety, or welfare, or that of others, or cause a disruption to the educational process.

- Shoes shall be worn at all times unless not required as part of an instructional activity.
- Clothing, accessories, and jewelry shall be free of writing, pictures, symbols or any other insignia which are crude, vulgar, profane, obscene, libelous, slanderous, or sexually suggestive. Clothing, accessories, or jewelry that degrade any cultural, religious, or ethnic values, that advocate racial, ethnic, or religious prejudice or discrimination, or that promote sex, the use of tobacco, drugs, or alcohol, or any unlawful acts are prohibited.
- Dark glasses shall not be worn indoors, except for valid medical reasons authorized by the administration and verified in writing by a physician.
- Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited.
- Gang-related clothing or accessories, including but not limited to bandannas, or other symbols, emblems, or insignia are prohibited. School officials shall consider student history and information obtained from community agencies and resources when making these judgements.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities.

Final determination of what constitutes appropriate dress shall be made by the school administration.

Discipline Procedures

The following procedures and consequences shall be followed when there have been violations of the Student Dress Code. When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.

First Referral - The student shall be brought to the school office, and a parent/guardian contact shall be made. The student shall receive a warning and shall be reminded of the dress code requirements by the principal or vice-principal. A change of clothes is required. The student shall be sent home if necessary. The violation shall be documented.

Second Referral - The student shall be brought to the school office, and a parent/guardian contact shall be made. A change of clothes is required. A parent conference may be held as necessary. The student may receive detention and may lose school privileges. The violation shall be documented.

Third Referral - The student shall be brought to the school office, and a parent/guardian contact shall be made. A parent conference is required. The student shall receive detention and lose privileges. Community service may also be required by the school administration. The violation shall be documented.

See B.P. 5332 and A.R. 5332 for complete standards and procedures

STUDENT RESOURCES



Counseling

A school counselor is on campus four days out of the week. You can ask your teacher or administrator for a referral to see the counselor if you need help with a social or emotional issue. After receiving a referral, the counselor can meet with you one time. If the counselor thinks that there is a need for additional

meetings, the counselor will give you a counseling permission slip that must be signed by your parent/guardian before you can see the counselor again. All counseling is confidential. However, the counselor must report any safety or abuse issue that harms or has the potential to harm you to the appropriate help agency.

Work Experience Opportunity

Vineyard's Work Experience Coordinator oversees the work-experience program.

Work-experience class meets on Fridays.

Students who are enrolled in work-experience (separate class) are able to earn credit for hours worked with their employer (100 hrs. = 5 credits).

Students may earn up to 20 elective credits per school year, but not exceed a total of 40 elective credits total.



Support Class Congress of Ravens

Open to all students and students who are assigned to attend.

Friday Support Class is an opportunity for students to work on assignments with the assistance of teachers and other resources.

Students can be assigned Support Class if teachers think they are falling behind as a result of the following:

- missed scheduled meeting(s)
- submittal of incomplete assignments
- no submittal of assignments

Students can be assigned to attend one or more Support Class(es).

Students can elect and are encouraged to attend Support

Class if they need tutoring or need to get caught up on assigned work.

Livermore Valley Joint Unified School District

2022/2023 School Calendar

August 2022						
Su	M	Tu	W	Th	F	Sa
	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			

September 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
Su	M	Tu	W	Th	F	Sa
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
Su	M	Tu	W	Th	F	Sa
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27	28	29	30			

December 2022						
Su	M	Tu	W	Th	F	Sa
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
Su	M	Tu	W	Th	F	Sa
			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				


March 2023						
Su	M	Tu	W	Th	F	Sa
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26	27	28	29	30	31	


April 2023						
Su	M	Tu	W	Th	F	Sa
						1
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23	24	25	26	27	28	29
30						


May 2023						
Su	M	Tu	W	Th	F	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			


June 2023						
Su	M	Tu	W	Th	F	Sa
				1	2	3
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25	26	27	28	29	30	


July 2023						
Su	M	Tu	W	Th	F	Sa
						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					

 Non-student days

 Teacher Work Days

 Prof. Development

 Begin/End of Year

 End of Trimester

 Legal/Local Holidays

Trimester 1 August 23 - November 18 61 days

Trimester 2 November 28 - March 2 56 days

Trimester 3 March 6 - June 8 63 days

Fall Conference Days TK-5: Oct. 10-11, 13-14, 17-18, 20-21

Spring Conference Days TK-5: March 13-14, 16-17

Workdays TK-12 - Aug 22, June 9 + one flex

Prof Develop TK-12 - Aug 18, 19 & Nov 1 + one flex

Back to School Night: Elem: 9/1, Middle: 9/8, HS: 9/7

Open House: Elem: 5/25, Middle: 5/31, HS: TBA