



Journey Academy provides a safe and compassionate community, engaging students in specialized academic instruction paired with therapeutic support. Mindful of the diverse needs of each individual, we encourage self-discovery in an environment that cultivates authenticity and perseverance.

School Hours

Daily Arrival: 8:35 a.m.

Daily Dismissal: 2:45 p.m.

1st period: 8:35-9:25

2nd period: 9:25-10:15

Social Break: 10:15-10:30

3rd period: 10:30-11:20

4th period: 11:20-12:10

Lunch: 12:10-12:40

5th Period: 12:40-1:30

6th period: 1:30-2:45

Dismissal: 2:45 p.m.

Minimum Day 8:35 am-12:40 pm

School Calendar:

To access the school calendar and list of school holidays at any time, please visit our website tlc4kids.org/journey-academy/ and follow the following steps:

- Click on Academics
- Scroll to the bottom of the page and click on the live calendar link

Morning Check-In Procedure:

- All community students arriving at school and/or any student returning from an unauthorized leave are required to have their backpacks and pockets searched each morning upon arrival to support safety on campus.
- Students will turn in all electronics (cell phones, smart watches, gaming devices, cameras etc) other than approved MP3 devices. MP3 devices may not have camera or texting capabilities and music must be downloaded at home as Wifi access will not be granted at school. Items are stored in a locked room accessible only by staff and will be returned at the end of the day.
- Students will turn in all food/drinks (including gum) other than approved beverages in enclosed containers (no glass containers or cans allowed). Students may access these items during social breaks only. Students may not access gum at any time during the school day. Beverages brought in unsealed containers are subject to search.

- For the safety of all students and staff, sharp objects are not permitted to be brought on campus. Any item that could reasonably be used to cut or puncture, including but not limited to knives, razor blades (including pencil sharpeners), box cutters, multi-tools, scissors not issued by staff, needles, or other sharp objects, will be confiscated immediately. Confiscated items will be secured by school administration. Depending on the nature of the item and the circumstances, the item may be returned with other belongings at the end of the day or the student's parent/guardian, placing school district, or law enforcement may be notified. Repeated possession of prohibited sharp objects may also result in disciplinary action in accordance with California Education Code § 48900(b). All sharp tools needed for classroom operations will be provided by the school and checked out/monitored by staff.
- To support an allergy-friendly environment, Journey Academy is a scent-free campus. Students wearing strongly scented products (colognes, body sprays, scented lotions, or other fragranced products) will be asked to remove them and may be provided wipes to do so. Scented products may be held in the office for the remainder of the school day. Refusal to remove a scented product will result in the loss of daily behavior points for each class period in which the scent remains detectable.
- Journey Academy is not responsible for student's personal items. It is encouraged that expensive items remain at home.
- Under California Education Code § 49050, Journey Academy staff are authorized to perform searches of a student's backpack, pockets and/or personal belongings at any point during the school day if there are concerns about safety or there is reasonable suspicion that the search will reveal evidence of a law or school rule being violated.

Early Departure and End of Day:

- Students are permitted to exit campus for medical/dental appointments, home passes, job interviews or court, with their parent/guardian or placement worker. The student is responsible for requesting and completing all missed classwork.
- A sign out sheet is located in the school office and must be signed by an adult.
- A **parent/guardian is responsible for notifying a student's transportation service** if a student will take an alternative transportation home from Journey Academy.
- A parent/guardian is required to notify Journey Academy by 12:00pm (noon) if the student is taking an alternative form of transportation home from Journey Academy. If Journey Academy is not notified by the parent/guardian by 12:00 pm, the student will take their normal form of transportation home. A student's word will not allow them to take alternative transportation.
- Students will not be permitted to leave campus by use of another student's transportation service (i.e. taking a different bus route, van, Lyft, Uber, etc.)
- Students will not be permitted to use the school office phone to make after school arrangements. School office phones may only be used with staff permission and supervision and for approved purposes.

Closed Campus Policy:

Journey Academy is designated a **closed campus**.

- Once students arrive on campus for the academic day, they are not permitted to leave campus for break, lunch, etc.
- All guests must check in to the office.

Students Leaving Without Permission:

- Any student leaving campus without permission will be considered AWOL (absent without official leave). All AWOL incidents will result in parent/guardian contact and an official Incident Report sent to the district case manager. AWOL incidents lasting longer than 30 minutes or AWOL incidents in which a student appears escalated and unsafe will result in contact of law enforcement for support in locating the student.

After-school Events:

- Students who attend after school events on campus will also need to adhere to the closed campus guidelines.
- All school rules and consequences apply during after-school events.
- Once arriving on campus for an event, students must remain on campus for the duration of the event unless prior arrangements from a guardian or parent have been pre-approved.

Student Points Sheet Overview:

- The Student Points Sheet tracks each student's social-emotional regulation, communication, and engagement throughout the school day. It helps monitor positive behavior, guide therapy, and communicate progress with families and treatment teams. Consistent positive behavior is an important part of success at Journey Academy and readiness for a less restrictive setting.
- Students are scored on five **Behaviors to Celebrate** during each class period, lunch, and social break. Students may earn up to **10 points per period (80 points per day)** by demonstrating the following:
 - **Responsible:** Uses time appropriately and stays engaged.
 - **Respectful:** Speaks and acts respectfully toward others.
 - **Accountable:** Accepts redirection and takes responsibility for actions.
 - **Appropriate:** Uses appropriate breaks and coping tools to stay focused.
 - **Courteous:** Advocates respectfully for self or others.
- If a student does not earn full points, staff identify specific **Behaviors of Concern** to determine where additional support is needed. Patterns of concern may be addressed through individual therapy, family therapy, behavior support plans, IEP goals, or other interventions.
- Students earning **less than 90% of daily points (fewer than 72 of 80 points)** may have their Student Points Sheet emailed that evening to their parent or guardian (community-based day students) for

follow-up. Points Sheets will be emailed to the families of community-based day students at the end of each week. Residential Treatment Staff have access to Point Sheets on a daily basis as part of the residential program structure.

- The Student Points Sheet also affects eligibility for incentives and off-campus activities. Students who consistently earn at least **90% of daily points** may participate in these activities. Students who do not meet this expectation may have participation limited until progress is demonstrated.

Positive Behavior Incentive Program:

Students who consistently earn 90% of their daily behavior points (72 out of 80 points) **or more** are eligible for a variety of incentives, including:

- **Weekly Prizes & Activities:** Earned by maintaining qualifying points throughout the week.
- **Off-Campus Field Trips and Events:** Offered on a regular basis to students who meet behavior incentive requirements, submit all required paperwork on time, and maintain safety standards towards self and others in the week prior. Students will be notified the day before an off-campus activity if they are ineligible to attend.
- **Student Store:** Points earned throughout the month can be redeemed for items at the student store.

Coping Skills Menu for Behavior Support:

- Students have access to a menu of appropriate, non-disruptive coping strategies throughout the day and are supported and encouraged to use them to regulate behavior and engage in class.
- Staff may prompt students to use coping skills outside the classroom if behavior becomes disruptive. Students must remain in designated, supervised areas and refrain from interacting with peers while using coping time.
- Students may also request a break in an alternate environment. If approved, staff will support the transition and ensure appropriate use of time and space.
- Any break lasting over five minutes requires staff approval and may be marked as **class avoidance** on the Student Points Sheet. Frequent class avoidance may affect a student's attendance and participation grade.

Behavior Guidelines and Expectations:

The goal of a therapeutic nonpublic school is to help students develop the social, emotional, and behavioral skills needed to build healthy relationships and succeed in school and beyond. Journey Academy is committed to meeting each student's individual needs while maintaining a safe, supportive, and inclusive learning environment for all students.

To achieve this, behavioral expectations are consistently taught and reinforced, and patterns of behavior are carefully monitored to identify when additional therapeutic or educational support may be beneficial. Every

effort will be made to provide individualized interventions while balancing the academic, emotional, and safety needs of the entire school community.

When a student's speech or behavior interferes with their own learning, the learning of others, the instructional process, or the school's ability to maintain a physically and emotionally safe environment, staff will intervene promptly. Students will receive redirection, coaching, and opportunities to use appropriate coping strategies or other therapeutic supports to help them successfully reengage in the school day with minimal disruption.

Supervision of Conversations:

When having a conversation with peers and/or staff, students are to

- Allow staff to monitor all conversation for appropriateness and allow for redirection when applicable.
- Refrain from whispering, passing notes or communicating in any way that can be perceived as unkind towards others.
- Refrain from speaking about others who are not present in the conversation.
- Refrain from public discussion of topics of conversation that can be triggering to others. Clinicians and staff are available to support youth in processing conflict with others, traumatic experiences, unhealthy thought patterns/urges etc.
- Demonstrate social behaviors to others that are welcoming and positive.
- Use respectful language free of obscenities.

Other Behavior Policies Include:

- Treat oneself, all others and all property with kindness and respect at all times.
- Any suspicious student exchanges will be subjected to an inquiry by JA Staff and may be grounds for staff to conduct a search under California Education Code § 49050 and § 49051 .
- Glass or cans are not permitted on the school campus.
- Skateboards and scooters must be turned into school offices during school hours. Students may not drive their own cars to campus.
- Cameras of any kind, including cell phones, iPads and iPods/MP3 players that include cameras are prohibited during school hours. (*Ed. Code 5151.2*) (*HIPAA*)
- It is expected that students make every attempt to use the bathroom and get water during break times. Bathroom and/or water breaks taken during class may count as “class avoidance” if the student is outside of the room for longer than 10% of any class period. Medically necessary frequent or extended bathroom use will require a doctor’s note to avoid documentation of class avoidance.
- Students must remain in designated supervised areas at all times unless accompanied by a staff member.

Behavior Non-Compliance- Potential Consequences for Actions:

Non-compliance with school rules or basic expectations may result in the following actions being taken:

- 1) Warning and documentation on Student Points Sheets
- 2) Redirection away from other youth
- 3) Completion of classwork and/or social break in an alternative location on campus
- 4) Participation in a restorative process meeting led by clinician
- 5) Loss of field trip or on-site activities privileges
- 6) In-School or Out of School Suspension

Behavior Non-Compliance- Therapeutic Support:

Patterned non-compliance will be documented on Student Points Sheets and reviewed by support staff and clinicians each week. Therapeutic support will be provided in one or more of the following ways:

- 1) Coping skills menu offered by support staff
- 2) Break/alternate space and/or therapeutic check in offered by support staff
- 3) Check-in with Education Specialist to review appropriate accommodations for support
- 4) Check-in with clinician in therapy session
- 5) Instructional Aide assistance in class/during social break
- 6) Additional services identified as needed by IEP team

Credits and Grading Policies:**Journey Academy Credit Policies:**

- Journey Academy awards credit in alignment with the requirements of each student's placing school district. Credit is based on multiple factors, including classroom minutes, attendance, participation, and quality of work completed.
- All courses offered at Journey Academy are **aligned with California state academic standards for a high school diploma**. Students who earn a diploma while enrolled at Journey Academy may receive their diploma from either their placing school district/school of record or from Journey Academy, as determined by the placing district and/or IEP team.
- Journey Academy courses are **not A–G approved** and are not designed as college preparatory coursework.
- **Apex online curriculum** may be used to supplement instruction, accelerate credit completion and, when appropriate, to support A–G or district graduation requirements for students on a college-bound pathway. Use of Apex must be determined by the student's placing district representative and/or IEP team and approved by the Journey Academy principal and registrar. Students approved for online coursework will complete assignments within a supervised classroom

setting. Journey Academy is not an independent study program, and online coursework is not intended for long-term unsupervised learning.

- Questions regarding credits, coursework, or transcripts may be directed to the Registrar, Nicole Martin, at nmartin@tlc4kids.org.

Journey Academy Grading Policies:

Journey Academy uses a grading system designed to support both academic achievement and the development of executive functioning skills needed for success in school, work, and life. Final course grades reflect student progress in both areas.

Each course grade is weighted as follows:

- **20% Attendance-**

Attendance reflects a student's ability to arrive on time and remain engaged in class. Students are expected to arrive on time and remain in class, with no more than one approved five-minute break per class period. Tardies or breaks exceeding 10% of the class period will result in a loss of attendance points for that day. Approved school activities, field trips, therapy appointments, and medical appointments do not negatively impact attendance points.

- **20% Participation-**

Participation reflects active, appropriate engagement in classroom activities. Students earn participation points by remaining alert, respectful, and engaged, and by contributing to learning activities through verbal or non-verbal participation.

- **10% Organization-**

Organization reflects a student's ability to prepare for and manage their learning. Students earn points for using (school provided) planners, tracking assignments, bringing necessary materials (including chromebooks), and beginning work with minimal prompting

- **50% Classwork/Assignments-**

Classwork and assignment grades reflect the quality and completion of grade-level academic work across each course. Students are assessed based on their ability to complete assignments in a timely manner and demonstrate progress toward academic standards.

Formal grade reports will be sent home at the end of each quarter and reviewed in IEP meetings. Executive functioning progress in areas of attendance, participation and organization will also be documented on the Student Points Sheet.

Late/Missing Classwork:

All students will receive planners and instruction on utilizing planners in order to support them in meeting deadlines for coursework. Students will also have access to most course assignments through Google Classroom and opportunities to check on course progress with their ILS teacher. Students are expected to

turn assignments in by the due date for full credit and to make up any assignments missed due to absence or appointments.

Students will have up to one week (5 school days) to submit missing work without penalty unless specifically noted otherwise in their IEP. Students will receive a 10% decrease in final grade for each day past 5 school days that they take to submit missing work. **Students are responsible for checking in with their instructors for missing work following an absence.**

Illegal Substance Policy:

Tobacco products, vapes of any kind, drug paraphernalia, alcohol, matches, lighters and any other illegal drugs or drug products are not allowed on the premises. Student belongings are checked at the start of the school day and students are visually monitored throughout the day. Both school bathrooms are searched and monitored using handheld Vape Monitors each time a student enters or exits and elevated Vape Monitor readings are grounds for possible disciplinary consequences under Ed Code 48900(c) "Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind."

- I. **Suspicion:** Reports that have observable facts about the distribution/possession; reasonable suspicion of intoxication while on Journey Academy/TLC Child & Family Services campus leading to a short informal sobriety test.
 - A. Investigation of incident
 1. Interview the student(s) or staff reporting the suspicion to obtain facts (including Vape Monitor readings when relevant);
 2. Interview the student that is accused of the violation;
 - a) Review Journey Academy Rules regarding illegal substance/paraphernalia and discuss consequences should a future incident occur.
 - b) Offer support resources to manage addictive urges and connect student to their individual clinician for follow up in Individual Therapy sessions
 3. Subsequent incidents may result in the following:
 - a) A meeting with parent/guardian & placing school/agency/worker
 - b) As a team create a behavioral agreement to support maintained sobriety
 - c) Potential suspension
- II. **Possession and/or Evidence of Use:**
 - A. Initial incident-
 1. Confiscate substance/paraphernalia; Elevated Vape readings constitute proof of possession and use even if item is not confiscated

2. Notify parent/guardian with information of incident and a request to pick-up item;
 3. Student review Student Handbook;
 4. Student will be provided with therapeutic intervention:
 - a) Student will engage in a 1:1 therapeutic check in with their clinician to discuss this incident.
 - b) Student and clinician will create a written document in which the student will identify potential triggers that lead to potential use of illegal substances and will identify tools and coping skills that they can utilize to manage their cravings while at school moving forward.
 - c) Clinician will share this information with the principal and school staff to support the student moving forward and will share with the family in family therapy if appropriate.
- B. Subsequent incidents may result in the following-
1. Confiscate substance/paraphernalia;
 2. Possible in-school suspension for the remainder of the day and the following 1 full school day or longer for multiple offenses.
 3. Notify parent/guardian & placing school/agency/worker of suspension and request a meeting within 10 days of incident to create a behavior agreement with clinician and team input;
 4. Student and clinician will analyze and discuss sources in therapy on the long term effects of substance use as well as review community support for substance abuse.
 5. Student sent home with a copy of agreement created during the meeting held in the second incident-step 3 and therapeutic packet for completion prior to re-entry to social breaks on Journey Academy campus. If not completed, the therapeutic packet will be completed during the student's social breaks until finished.
 6. Emergency IEP scheduled to further explore the impact of the student's behavior on themselves and their peer relationships.
 7. The student will be strongly encouraged to join a community substance support group/counseling in order to continue at Journey Academy.
 8. Contact/Consult with local law enforcement;
 9. 20 day notice provided to parent/guardian & placing school/agency/worker along with notice of suspension.

Physical Contact Policy:

While Journey Academy recognizes that relationships between adolescents are a typical developmental process, maintaining professional and appropriate physical boundaries is required as part of maintaining a supportive therapeutic environment for all students in placement. At Journey Academy, the students' primary goal is to attend to their own individual academic and emotional progress.

- Personal boundaries/space must be maintained at all times.
- Hugs are permitted after obtaining consent and may last no longer than 3 seconds.
- Hand holding or kissing is not permitted in the Journey milieu.
- Students will be asked to keep a “basketball space” between them and may be asked to sit across from each other at tables in classrooms or the lunchroom.
- Physical horseplay of any kind is not permitted on campus.
- Failure to abide by these expectations will be documented on Student Points Sheets and may result in a required six feet of physical space between both parties until a clinician determines that space is no longer needed.

Dispute Resolution and Formal Complaint Process

I. Dispute Resolution Policy:

At Journey Academy, we believe that conflicts and disagreements can be opportunities to learn positive problem-solving skills. Students are encouraged to resolve disputes respectfully and, whenever possible, at the earliest stage. Staff are available to support in the resolution process.

Steps for Resolution:

1. Direct Resolution

- If comfortable doing so, students should first try to talk directly with the other person involved in the dispute (peer, staff member, or teacher) in a respectful manner.
- Students are encouraged to ask for assistance in 1:1 therapy sessions in navigating the steps for resolution.

2. Seek Staff Support

- If the issue cannot be resolved directly, students may ask for support from a teacher, their clinician, or other trusted staff member to help mediate the conversation.

3. Administrative Assistance

- If the dispute remains unresolved, students may bring the matter to the administrator (Principal). To meet with the Principal, a student can schedule an appointment by filling out a green slip and submitting it to the school office or by handing it to any school staff member. A student may ask for a green slip from the office or from any teacher or staff member.
- The Principal may schedule a meeting with all involved parties to discuss the concern and agree on a resolution plan.
- A Conflict Resolution meeting may be facilitated by trained personnel to help all parties involved in the conflict navigate the situation.

4. Formal Complaint

- If a student or parent/guardian feels that the dispute was not resolved fairly or appropriately, they may file a formal written complaint with the school administration.
- The administration will review the complaint, gather information, and provide a written response with next steps within [5–10 school days].

Expectations:

- All parties are expected to engage respectfully, listen actively, and work toward a fair resolution.
- Retaliation against anyone who raises a concern or participates in the dispute resolution process is not permitted.

Examples of Issues Handled Through This Process:

- Classroom disagreements between students
- Concerns about grading fairness
- Misunderstandings between students and staff
- Conflicts involving school rules or expectations

II. Formal Complaint Procedure:

If a student or parent/guardian believes that a concern has not been resolved through the normal dispute resolution process, a **formal complaint** may be filed.

Step 1: Written Complaint

- A written complaint should be submitted to the Principal (or designee) as a written statement.
- The complaint must include:
 - Student's name
 - Description of the concern or incident
 - Relevant dates
 - Names of persons involved including any potential witnesses
 - Steps (if any) already taken to resolve the issue
 - Desired outcome or resolution

Step 2: Administrative Review

- The Principal (or designee) will review the complaint and may meet with the student, parent/guardian, and any other parties involved.
- The school will gather relevant information and documentation and will document efforts to investigate.

Step 3: Response

- Within **10 school days**, the Principal will provide a written response, which may include findings, decisions, and any actions to be taken.

Step 4: Appeal

- If the student or parent/guardian is not satisfied with the resolution, they may submit a written appeal to the Principal and include the TLC Chief Program Officer within **5 school days** of receiving the decision.
- At any time, the student or parent/guardian may also contact their district representative or request an IEP meeting to discuss concerns.

Expectations:

- All complaints will be handled in a timely, fair, and respectful manner.

- Retaliation against anyone filing a complaint is strictly prohibited.
- Confidentiality will be maintained to the greatest extent possible.

All students and families may also access the California Department of Education (CDE), Special Education Division (SED) Dispute Resolution web page at <https://www.cde.ca.gov/sp/se/dr/> at any time and in any education setting. CDE/SED's newly redesigned Dispute Resolution web page is a centralized hub providing information and resources for dispute resolution in special education including all elements of California's dispute resolution system: parental rights in special education, alternative dispute resolution, mediation, state compliance complaints, and due process complaints and hearings.

Individuals can access the CDE/SED's Dispute Resolution web page for:

- Federal and state laws and regulations pertaining to dispute resolution in special education
- Policies and procedures to file requests for dispute resolution services
- Optional model form templates to request mediation, file a state compliance complaint, and/or request a due process hearing
- Training and other technical assistance resources for families and educators
- Contact information for dispute resolution partners

Harassment and Bullying Policy:

Journey Academy strives to provide students with a school that is free from all types of harassment. Education Code defines harassment as any conduct that is repeated and severe that results in an intimidating, hostile, or offensive work or educational environment. This includes harassment based on **race, ethnicity, age, religion, physical characteristics, intellectual abilities, and sexual orientation, gender identity, and gender expression (SOGIE).**

Sexual harassment includes unwelcome touching or sexual advances, requests for sexual favors, sexual threats, offering money for sexual behavior, sexualized gesturing/actions and other conduct of a sexual nature.

This also includes harassment specific to sexual orientation, gender identity, and gender expression (SOGIE). Such harassment can take the form of behaviors, comments, or decisions that are offensive, derogatory, or dismissive of an individual's LGBTQIA+ or SOGIE status, such as:

- Making comments about someone's sexual orientation and/or gender identity and expression (gay, asexual, transgender, straight, etc.)
- Refusing to use an individual's requested name/pronouns
- Using derogatory and/or non-affirming language in reference to a specific person or in general about a group of people
- Requiring an individual to comply with gender-specific dress norms that are NOT consistent with their gender identity or expression

Bullying is a form of violence. Some examples of bullying include:

- ✓ Physical: hitting, kicking, spitting, pushing
- ✓ Verbal: teasing, threatening, name-calling
- ✓ Psychological: excluding someone, spreading rumors, intimidating
- ✓ Sexual: touching, assault, exhibitionism, and many of the actions listed above
- ✓ Cyberbullying: sending or posting harmful material about others

Bullying is common, but it is not viewed as a normal part of growing up. Bullying is damaging and has a negative effect on a student's ability to learn. (*Ed. Code 48900.1-48900.4*) Journey Academy is responsible for creating safe environments for all students. The school community takes all incidents of harassment and bullying seriously. We will take all steps necessary to provide a respectful and safe environment for all students.

Consequences and Appropriate Remedial Actions:

The following factors will be considered in determining the appropriate response to pupils who commit one or more acts of harassment, intimidation, or bullying:

- The development and maturity levels of the parties involved
- The levels of harm
- The surrounding circumstances
- The nature of the behavior(s)
- Past incidents or continuing patterns of behavior
- The relationship between the parties involved
- The context in which the alleged incidents occurred
- Previous other means of correction taken to address patterned behavior

An appropriate consequence will be determined after meaningful consideration of these factors.

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation or bullying may range from restorative behavioral interventions to suspension or termination of placement.

Journey students who are harassed can ask the offending person(s) to stop if comfortable. If the harassment continues, it should be reported to any staff member present for immediate action and/or reported to the Principal immediately by submitting a Green Slip to the office. A green slip can be obtained from any staff member and reports of bullying will be investigated by the Principal immediately upon notification. Complaints will remain confidential unless the person gives consent to use their name but specific details, including the names of witnessing staff and students, are necessary for investigation.

Suspension:

Any school suspension will be determined by school administration and will follow Education Code guidelines. All suspensions will result in a re-entry meeting of restoration and support before a student may return to campus, and all incidents leading to suspension will be further discussed and supported in individual therapy. A suspension may also result in an IEP meeting scheduled with the district of record and/or a 20 day notice terminating placement at Journey. Nine suspensions or more will automatically result in a Manifest Determination IEP meeting with the student's district of record to discuss appropriate support and school placement.

Out of school suspension: student's caregiver is expected to pick up the student immediately.

- During the suspension, a student may neither enter upon any school grounds nor participate in any school activities on or off school grounds.
- All assignments and tests missed during the suspension are required to be made up. The student is responsible for asking their teachers for the missed assignments and tests. (*Ed Code: 48913*).

In-School Suspension (I.S.S)- When assigned an in-school-suspension, students are required to remain in the assigned area. All classroom assignments will be provided for the student to complete. In addition to classroom assignments, additional therapeutic assignments may be assigned depending upon the nature of the suspension.

Safety of students and staff is the number one priority at JA. The following are examples of behavior and/or disruption of school activities that may result in Nonviolent Crisis Intervention approved physical restraint and/or law enforcement involvement: (*Ed. Code 48902*)

- Physical assault/fighting
- Danger to self/others
- Use of or threatening with any type of weapon(s)

The following are examples of behavior and/or disruption of school activities that may result in law enforcement involvement: (Ed. Code 48902)

- Use or possession of drugs or alcohol
- Major property damage
- Leaving school grounds without permission

Right to Confidentiality and Right to Meet:

Each student attending Journey Academy has the right to request to speak confidentially to any member of their **Individual Education Program (IEP)** team regarding any concerns or issues about their school program during an agreed upon time. Students should notify their counselor, their IEP Case Manager/ILS teacher, or

the school principal if they need assistance in setting up an individual conference with any member of the IEP team. (*IDEA & FERPA*)

Meet with School Principal, School Counselor, or Individual Therapist:

To request to speak with the principal, school registrar or individual therapist, students are required to fill out a Green Slip, which they can get from a teacher or staff member, at mid-morning break or lunch break. The requested individual will meet with the student when they are available.

- Students are not to use academic time to turn in a Green Slip.
- Green Slips must include a specific reason for the request to meet.
- All Green Slips will be responded to within 24 hours.
- Requests for physical meetings may not occur within 24 hours. Students may be referred to an upcoming previously scheduled meeting to address concerns listed in a Green Slip rather than scheduling an additional meeting.

Physical Education Program:

The PE program is structured and requires that students come prepared to participate in daily physical activities. 'Being prepared' includes having appropriate footwear and clothing designed for P.E.

- Students that are not dressed appropriately may not be permitted to participate in PE and may not earn full participation credit for that class period.
- All medical conditions that preclude a student from participating in PE must be communicated to the school staff through a note from the student's doctor.

Attendance Policies:

Consistent absences may affect a student's academic and therapeutic progress at Journey and will be addressed with the district of record and family during IEP meetings. Participation and attendance in class is vital to student learning and support and make up a portion of the course grade. Patterned absences, even if excused by a parent or guardian, may require a progress review IEP meeting to address.

A student is subject to academic credit loss after the 5th unexcused absence in a quarter. Students are required to attend classes in accordance with compulsory full-time education laws (*Ed. Code 48200*).

Categories for attendance accountability include the following:

- I. **Excused:** The teacher is to allow a student to make up the work missed during absences to the degree possible for such work to be completed. An excused absence shall be granted for the following reasons:
 - Personal Illness
 - Quarantine under city or county direction

- Medical, dental, or optometry services
- Attending funeral service of an immediate family member
- Exclusion for not having been properly immunized; such absence excused for not more than five days.
- Required court appearance
- For a student who is the custodial parent of a child who is ill or has a medical appointment during school hours
- Late arrival of the school bus

II. **Warranted:** A warranted absence, requested in writing prior to the absence, requires approval in advance by a school administrator or administrative assistant. These include, but are not limited to the following:

- Employment conference or interview
- Religious holidays or celebration
- College Visits and Residential Program Scheduled In-Home Visits
- Suspensions are treated as a warranted excuse.
- Bereavement beyond excused absence
- 1 day in CA, 3 days for a funeral outside of CA
- Any absence under this section, which is not requested in advance and in writing, will be considered unexcused and work may be made up only at the teacher's discretion. *ED Code: 4820*

III. **Unexcused:** Unexcused absences include, but are not limited to the following:

- Oversleeping
- Refusal to attend
- Lack of transportation
- Family Vacation
- Home passes
- Other non-illness absences
- Any absence, which is not cleared within five days after the student returns to school

Excusing a Student's Absence:

Journey Academy staff will inquire about the reason for an absence by contacting the parent or guardian each day of the recorded absence.

It is the obligation of the parent or guardian of an absent student to excuse a student's absence with a written note, email or phone call to the school office, no later than 5 school days following the student's return to school. Illnesses or medical conditions resulting in absences longer than three consecutive days may require a doctor's note in order to be excused.

Emails or notes of excusal should include the student's first and last name, date(s) absent, and the reason(s) for the absence(s). Students are responsible for getting and turning in all school work that was missed in their absence.

Work Permits and Dual Enrollment:

Journey Academy seeks to support students in developing the independent living and/or college and career skills needed to transition to a less restrictive environment and to prepare for independent living post high school. Students will be supported in seeking and maintaining an after school job and/or attending a concurrent enrollment course at the local Junior College with the approval of their treatment team. Work permit and Santa Rosa Junior College concurrent enrollment applications may be requested and pursued in a student's Independent Living skills class.

To qualify for a work permit or dual enrollment, a student must:

- Be enrolled at Journey for a minimum of one full quarter.
- Be granted permission from their treatment team.
- Have a 2.0 grade point average or better for the current and previous grading period.
- Maintain positive school attendance and course progress.
- Maintain safety in the school and residential (when applicable) programs.
- Maintain professional and appropriate behavior across all programs and be able to demonstrate appropriate communication and coping skills.

To obtain a work permit or Dual Enrollment form, a student will:

- Discuss with their Independent Living Skills Teacher and Clinician to assess readiness and set therapeutic and transition goals.
- Set up an appointment to meet with the Journey Academy Transition Specialist.
- Complete and return all forms with appropriate signatures to the Transition Specialist.
- Remain in good standing across all programs.

Important to know:

- Permits to Employ and Work **may be denied or canceled at any time by school officials** or the Labor Commissioner, whenever the conditions for the issuance of the certificate or permit do not exist, no longer exist **or have never existed**. [LC 1300; Ed Code 49164]
- School officials who determine that school work or health of the minor is impaired by the employment may revoke the permit. [Ed Code 49116] (Meaning School Districts / Work Permit Issuers have discretion when issuing a work permit or not to issue.)

Food and Drink Policies:

Snacks and lunch are provided for all Journey students.

- If you have a medical reason to avoid certain foods, (e.g. nuts, citrus or you are lactose intolerant,) please immediately provide the office with a medical note.
- If you have dietary preferences please notify the school as soon as possible so we can determine if accommodations can be made.

- All students are responsible for cleaning up the snack and lunch items. This includes dishes and trash.
- Due to the whole school initiative to increase healthy nutritional practices, all students are encouraged to eat the lunch provided to them. As a school, we strive to teach and model to the youth that their nutritional practices affect their mental health.
- All school meals comply with documented individual dietary needs. Students who choose to receive food brought on campus from another student are responsible for monitoring their own dietary needs and restrictions.
- Eating is permitted during social break and lunch, but not during class time.
- Students may bring their own reusable water bottle, to be refilled at the water station, or use the water fountain throughout that day. **Students will not be provided with water bottles or cups during the school day.** If students wish to leave a water bottle marked with their name on campus, they may leave it with their ILS teacher.
- To maintain a clean environment there is no eating in classrooms.

Dress Code Policy:

There is a certain standard of dress that is expected in a professional and academic environment as well as a certain standard that supports the feeling of safety and security for youth in a therapeutic environment. We will enforce a universal dress code in alignment with our core values as a safe and inclusive environment.

Enforcement

When a dress code violation needs to be addressed, every effort will be made to do so in writing with options to remedy provided or in private conversation with a staff member who identifies as the same gender.

Students shall not be disciplined or removed from class as a consequence for wearing attire in violation of this policy unless the attire creates a substantial disruption to the educational environment, poses a hazard to the health or safety of others (strong scents in violation of scent-free policy) or factors into a student behavior rule violation such as malicious harassment or the prohibition on harassment, intimidation, and bullying. Further, no student shall be referred to as “a distraction” due to their appearance or attire.

Refusal to comply with dress code will result in a point loss on the student points sheet for each class and social period that the student refuses to comply (*Ed Code 35183*). **Depending upon the nature of a**

violation, a student may be asked to return to the residential facility, change into school issued clothing or call a parent/guardian for a change of clothes before entering or returning to class. If a student continues to refuse to comply, options will continue to be offered throughout the day.

Core Values

In relation to student dress, Journey Academy's core values are the following:

- Students should be able to dress and style their hair for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming;
- Students have the right to be treated equitably. Dress code enforcement will not create disparities, reinforce or increase marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size/type, or body maturity;
- Students and staff are responsible for managing their personal distractions; and
- Students should not face unnecessary barriers to school attendance.

Universal Dress Code (The Rules for Dressing for School):

Students must wear clothes that are secure and appropriate for school activities. This means all clothes must meet the following requirements.

Tops (shirt, blouse, sweater, sweatshirt, tank, etc.) **must:**

- Have straps and be secure. Secure includes ensuring that tops are long enough to reflect a professional environment.
- If hands are raised fully above the head, the top should not rise above the belly button.
- Tops cannot be see-through above the waist. If wearing an item that is see-through, another top that meets dress code regulations must be worn underneath.

Bottoms (pants, shorts, skirt, dress, etc.) **must:**

- Be secure. Secure includes ensuring that bottoms are not loose enough to fall off of the waist and are long enough to reflect a professional environment.
- The hems of all bottoms must be longer than a student's fingertips when the student is standing with arms straight by their sides.
- All rips in bottoms must be below the student's fingertips.
- Bottoms cannot be see-through above the fingertips or reveal any part of undergarments.
- If wearing an item that is see-through, another item that meets dress code regulations must be worn underneath.

Footwear (shoes, sandals, slippers, etc.)

- Due to our uneven grounds, closed-toe shoes are encouraged for all students at all times as a safety precaution.

- Athletic shoes should be worn if a student has PE class.
- As walking and other physical activity is often used as part of the therapeutic programming at Journey, **high heeled shoes (taller than two inches) or bedroom slippers may NOT be worn** as a safety precaution.

Students may NOT wear or display clothing, jewelry, or personal items that:

- Are pornographic, contain threats, or that promote illegal and/or violent conduct, or that depict or advertise weapons, drugs, alcohol, tobacco, or drug paraphernalia
- Demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups
- Intentionally or unintentionally show private parts (nipples, genitals, buttocks). Clothing above the waistline (tops) and above the fingertips (bottoms) must be opaque (not see-through); if wearing a see-through item, another item that meets dress code regulations must be worn underneath
- Cover the student's face or body to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose)
- Demonstrate gang association/affiliation (this includes paisley bandanas)
- Blankets may not be worn as clothing (students may not bring blankets into class or wrap themselves in blankets in class)

Enforcement:

Typical consequences for a violation of this policy will include a written directive to cover, change, or remove the non-complying attire and loss of points on the Student Points Sheet for each period that the student chooses not to remedy the violation. Parent/guardian contact and/or conference may occur for repeat violations. A student may be instructed to leave their classroom briefly to change clothes.

Electronic Devices and Cell Phone Policy:

Cell phones and electronic devices that have the capacity to take pictures, access the internet or send/receive text messages are prohibited during school hours.

Journey Academy requires students to turn in their cell phone, bluetooth speakers, personal computers, cameras and/or all other prohibited electronic devices as defined by **Ed Code 51512** to office personnel during morning check in. Refusal to turn in devices during morning check-in will result in a denial of entry to class and parent or guardian being contacted. If the device has not been turned in and a student is caught using it on campus, the student will be asked to surrender it. Continued refusal will result in an alternate learning space for the remainder of the day, a meeting with parents/guardians and a request to keep technology at home.

Technology Use Policy:

Technology use is a privilege, not a right. Students are permitted to use computers and Chromebooks during class time only as directed by the teacher or staff. Misuse of technology, including unauthorized use, accessing inappropriate content, or failure to follow staff directions, may result in loss of technology privileges and/or disciplinary action. (*Ed. Code 5151.2*)

- All students are expected to review and sign the Student Use of Technology Agreement.
 - Consequences for violation of the Technology Agreement is up to the discretion of the JA staff. (**1st violation**-warning, **2nd violation**-1 day SUTA freeze, **3rd violation**-3 days SUTA freeze, **4th violation**- one week SUTA freeze). Continual violation can result in an extended loss of all technology and/or 1:1 staff supervision during technology use.
 - Students will be provided with alternate but equivalent learning activities if they are restricted from technology access.
- Sites that are not permitted include but are not limited to: Facebook, Instagram, TikTok and all other social media sites, personal Email, Twitter, music streaming sites, shopping sites, and pornography.
- Students are NOT permitted to download or stream music, videos, games or any other material at any time while using the computer nor may they download or stream to their own personal devices. If using a personal music device, music must be pre-downloaded.
- Personal electronic devices that make loud or distracting noises or keep students from engaging in class activities will not be considered appropriate coping tools and students will be asked to power them off and/or turn them into the office.

Health Policy:

Parents and Caregivers, please keep students at home or their place of residence if they have any of the following symptoms:

- Vomiting or diarrhea
- Suspicious rash
- Temperature over 100 degrees (***Students must be fever free for 24 hours before returning to school.***)
- Red, draining eyes
- Earache or draining ear
- Head lice

Please notify the school if the student has head lice. This school has a NO NIT policy. You will need to be checked in the office before returning to school.

Please notify Journey staff if your child/student develops or is diagnosed with a new health condition so we may be aware of their needs and assist in any special care required.

Medication:

Medications, including over the counter medication, are to be stored and locked in the school office.

- If a student requires prescription medication and/or inhalers to be administered at school, a completed consent form including parent and physician signatures must accompany the labeled prescription container.
- Over the counter medications may be given in accordance with labeled instructions if the consent form has been signed by parent, guardian or physician.
- Students may not carry any medications, including over the counter medications, on their person during the school day.

Personal Hygiene Expectations:

It is expected that students be prepared to begin their school day. All hygiene needs, including the application of make-up, are to be addressed prior to arrival on Journey Academy's campus. All non-urgent hygiene touch ups (hair brushing, make-up and deodorant reapplication, etc) should be conducted during social breaks.

- For issues of safety, Journey Academy and the broader TLC campus is a **scent-free campus**. Wearing or spraying of scented lotions, colognes or perfume during school hours is not permitted.
- Any students determined by staff to be wearing scents that are potent enough to be noticeable in the learning environment will be instructed to discontinue wearing it and will be asked to remove it with soap and water.

Expected Schoolwide Learning Results (ESLRs):

By the time Journey Academy students graduate or transition out of the nonpublic school setting, they will be:

Engaged learners who:

- Actively participate in class discussions and activities.
- Positively contribute to the learning environment with their unique perspective, learning style, and personality.
- Collaborate with school staff and peers to learn subject matter and develop social-emotional skills.
- Utilize technology to promote learning and creative expression.

Effective communicators who:

- Utilize verbal and written language to effectively present facts and opinions.
- Respectfully listen to and interact with those who have differing perspectives.
- Utilize nonviolent communication and engage in restorative processes when faced with disagreement or adversity.

Responsible citizens who:

- Make healthy choices for their academic, physical, mental, and emotional well-being.
- Reflect on their actions and their impact on others.
- Identify problems in their lives and the lives of others to promote positive change.
- Respect and value different cultures, perspectives, and intersectional identities as part of this complex community and world.

Critical thinkers who:

- Analyze and synthesize texts, media, and lived experiences to make connections and solve problems.
- Utilize sound reasoning and evidence to construct an argument and point of view.

Self and peer advocates who:

- Respectfully and assertively voice their own needs, desires, and concerns.
- Identify and take steps to realize their passions and goals.
- Develop and practice perseverance through challenges.
- Exercise their voice to help make this a safe environment for all students.

If there are any questions about the Journey Academy policies and procedures, please contact Journey Academy staff at the following numbers:

Journey Academy School	(707) 634-9942
Principal Jennifer Clopton-Jones	(707) 634-9055

Journey Academy School Staff:

Jennifer Clopton-Jones, Principal/NPS Director
Brittany Burns, Residential Director/Clinical Supervisor
Liz Jimenez, Chief Program Officer
Jesse Dungan, Special Education Teacher
Terra Christian, Special Education Teacher
Savannah Guzman, Special Education Teacher
Jordan Ashby, Special Education Teacher
Kathleen Matthews, Culinary Specialist
Julie Keeler, Instructional Aide
Alex Sicaud, Lead Instructional Aide
Nicole Martin, Registrar & Office Manager
Krista Faris, Administrative Assistant

Action Required: After reading the information contained in the JA Student Handbook, complete the section below and return to Journey Staff. **Refusal to sign this document does not excuse a student from following the rules and expectations outlined in the Student Handbook. If a student should refuse to sign, staff will document that the handbook was presented to the student and that the student was made aware of the contents:**

I have read and reviewed the Journey Academy Student Handbook. I understand the contents of the document and agree to abide by them.

_____	_____	_____
Student Name	Student Signature	Date

_____	_____	_____
Parent/Guardian Name	Parent/Guardian Signature	Date