



## **Valley Oaks Charter High School**

2023 / 2024

### **Student Handbook & Information Guide**

20419 Brian Way

Tehachapi, CA 93561

Phone: 661-825-2200

Office Hours: 8:00 AM – 4:00 PM

Kern County Superintendent of Schools

## Message from the Principal

Dear Parents and Students:

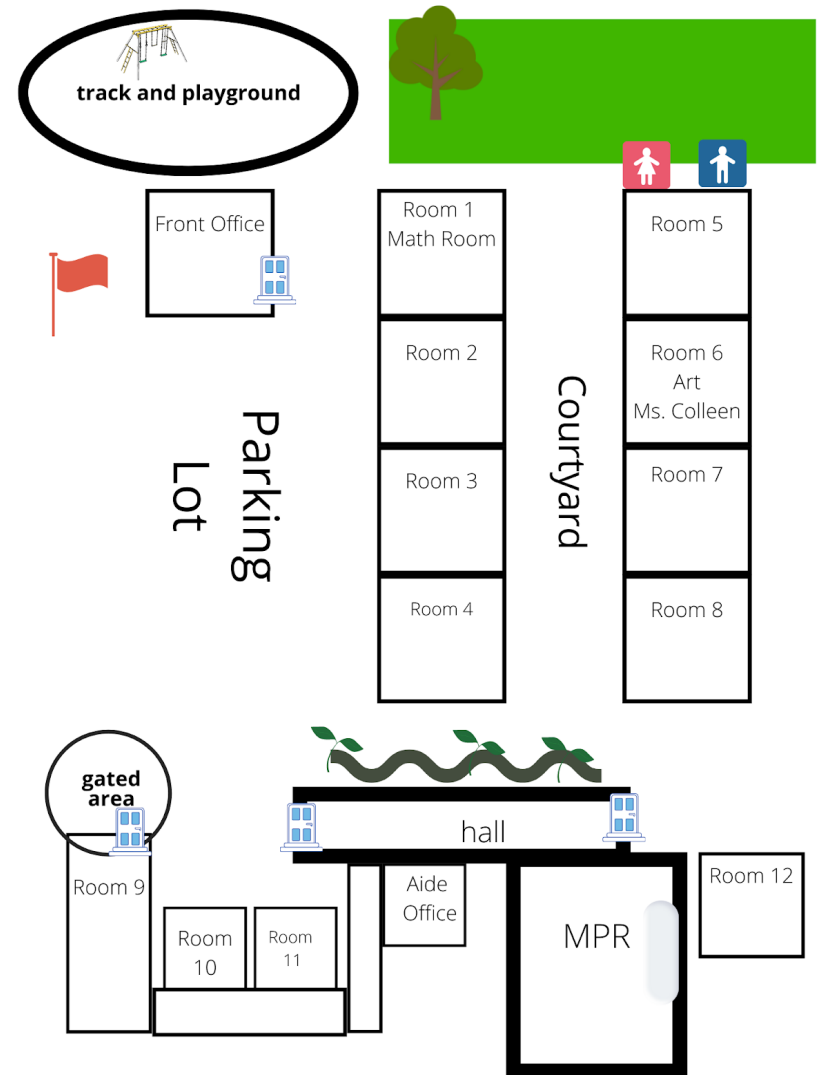
It is my pleasure to welcome you to the 2023-2024 school year. Valley Oaks Charter High School is a unique schooling option composed of passionate educators, involved parents, and engaged students. At Valley Oaks you will be part of the culture of learning where everyone works together to meet individual student needs and prepare them to move to the next step of college or career. We look forward to providing all of the unique options that make VOCS such a wonderful place.

In this guide you will find information that will assist the student and parents in navigating some of the intricacies of Valley Oaks Charter High School. If any questions should arise, please reach out to your advisor.

We are truly honored that you have chosen to entrust Valley Oaks with the education of your high school student.

Kristi Henry  
Principal  
Valley Oaks High School

## Valley Oaks Charter School Campus Map



# At Valley Oaks Charter School:

**We Own**

Our learning and behaviors

**We Achieve**

Our personal and academic goals

**We Know**

Our success is based on effort

**We Support**

One another as a community

**We Are Valley OAKS!**

## Valley Oaks Motto

We **O**wn  
Our learning and behaviors  
We **A**chieve  
Our personal and academic goals  
We **K**now  
Our success is based on effort  
We **S**upport  
One another as a community  
We Are Valley **OAKS**

## Mission Statement

Valley Oaks Charter School is a community that provides opportunities, support, and accountability for families seeking an alternative educational experience tailored to their students by providing programs rooted in parent choice.

## Our Vision

Empowering student growth by fostering academic excellence, igniting curiosity, and inspiring innovation.

## College and Career Readiness

VOCS graduates will be considered college and/or career ready by:

1. Completing all VOCS graduation requirements
2. Completing 1 or more of the following:
  - Taking and passing 2 college level courses through dual or concurrent enrollment with a grade of C- or better.
  - Completing a Career Technical Education (CTE) pathway **and** taking and passing 1 college level course through dual or concurrent enrollment with a grade of C- or better.
  - Completing the CSU/UC system A-G requirements **and** taking and passing 1 college level course through dual or concurrent enrollment with a grade of C- or better.

## VOCS Graduation Requirements

220 total credits are the minimum needed for graduation.

1 year of a course equals 10 credits.

1 semester of a course equals 5 credits in most courses.

|  |  |
|--|--|
| <b>English</b> - 40 Credits                                  | <b>Math</b> - 30 Credits with 10 being Algebra       |
| <b>World History</b> - 10 Credits                            | <b>US History</b> - 10 Credits                       |
| <b>Life Science/Biology</b> - 10 Credits                     | <b>Earth Science/Conceptual Physics</b> - 10 Credits |
| <b>Physical Education</b> - 20 credits                       | <b>Fine Art or Foreign Lang.</b> - 10 Credits        |
| <b>Health</b> - 5 Credits                                    | <b>Technology</b> - 5 Credits                        |
| <b>Senior Seminar</b> - 5 Credits                            | <b>Career Education</b> - 5 Credits                  |
| <b>Government</b> - 5 Credits                                | <b>Economics</b> - 5 Credits                         |
| <b>Various Electives</b> - 50 Credits (5- year long classes) |  |

## Plagiarism and Academic Dishonesty Policy

VOCS believes that academic honesty and personal integrity are fundamental components of a student’s education and character development. We expect that students, parents, and school staff will not cheat, plagiarize or commit other acts of academic dishonesty.

The school will not accept work submitted that is not the original work of the student. When a resource is being cited, care must be given to give credit to the originator of the work.

When parents are given teachers editions, they are to use them to plan lessons, assist students with concepts, and evaluate lessons. Teacher Editions and supplemental answer documents shall not be misused.

Students found to have committed an act of academic dishonesty shall be subject to discipline, up to and including a failing grade in the class.

## Off Campus Policy

VOCS places safety of students on campus as our number one priority. All students are to remain on campus during the school day. Students may leave campus if they are done for the day (schedule finishes early, prior to 3:30pm) by signing out of the front office.

Juniors and Seniors may leave campus for lunch only with a signed and approved Off Campus Lunch Form on file.

Students who have a “gap” in their schedules are required to stay on campus and attend Learning Lab (Study Hall) during breaks. Students are not permitted to come and go between classes.

## Work Permits

Students who wish to be employed while they attend school may do so under the conditions established by the State of California Department of Labor and Valley Oaks Charter School. The employment should never interfere with the required 4-6 daily hours necessary to complete required studies.

### Conditions of issuing work permits include:

1. A student must be enrolled in good standing with the school and passing all classes.
2. The number of employed hours shall not exceed statutory limits nor interfere with the student's education.
3. New students may receive a work permit as soon as a Master Agreement is signed and it is determined that they were in good standing with their previous school.
4. The student must be enrolled in a full schedule of course-work.

### The principal or designee will call an employer and invalidate a work permit if any of the following conditions occur:

1. The student drops.
2. The student is not meeting the standards for student success.
3. The student is placed on Tier III Probation

### Process of Getting a Work Permit:

1. Student gets verbal agreement of employment from their employer.
2. Student obtains a Request for Work Permit form from the Darla Lambeth at [dalambeth@kern.org](mailto:dalambeth@kern.org)
3. Paperwork is signed by the student, parent, and employer and is turned into Mrs. Lambeth.
4. An official Work Permit is issued.

## A – G Requirements

If a student desires to qualify to enroll directly into a 4-year CSU, UC, or most private 4-year colleges, they must complete the A-G requirements as created by the CSU/UC system. These requirements may all be met through college prep level courses offered at VOCS.

### (A) History/Social Science – 2 years required

Two years of history/social science, including one year of world history, and one year of U.S. history.

### (B) English – 4 years required

Four years of college-preparatory English that include frequent and regular writing, and reading of classic and modern literature.

### (C) Mathematics – 3 years required, 4 years recommended

Three years of college-preparatory mathematics

### (D) Laboratory Science – 2 years required

Two years of laboratory science providing fundamental knowledge in at least two of these three foundational subjects: biology, chemistry and physics.

### (E) Language Other than English – 2 years required, 3 years recommended

Two years of the same language other than English.

### (F) Visual and Performing Arts (VPA) – 1 year required

A single yearlong approved arts course from a single VPA discipline: dance, drama/theater, music or visual art.

### (G) College-Preparatory Electives – 1 year required

One year (two semesters), in addition to those required in "a-f" above, chosen from the following areas: visual and performing arts, history, social science, English, advanced mathematics, laboratory science and language other than English

## Dual/Concurrent Enrollment

Dual/Concurrent enrollment is an opportunity where a student may be authorized, with parent/guardian consent, to enroll in one or more courses of instruction offered at the community college level. Courses earn college and high school credit.

Concurrent Enrollment:

- Cerro Coso and BC classes are available to eligible students
- Tuition is free, but the student will be responsible for any fees or any required class materials

Dual/Concurrent enrollment process:

- Discuss Concurrent Enrollment with your Advisor
- Complete the matriculation steps with the community college
- Fill out the appropriate paperwork and school signatures
- And finally, register and attend class.

For more information contact:

Mrs. Lieske, [gelieske@kern.org](mailto:gelieske@kern.org) or 852-6772

## The Core Values of the VOCS Staff

**All individuals can learn and grow.**

- We encourage individuals to have a growth mindset and high expectations, which are essential for resilience and progress towards goals.

**Trusting relationships are essential to learning and growing.**

- We are a community of learners committed to building relationships with students, home-educators, and colleagues to learn and grow together.

**All students deserve rigorous, standards-based learning experiences.**

- Learning should be engaging, challenging, and purposeful. Instructional opportunities should be high-quality and personalized to move students toward meeting state standards.

**We value accountability, self-reflection and continuous improvement.**

- All members of our learning community are accountable to the realization of our vision and each play an interdependent role. We know our goals and continually strive to meet them. We reflect on our progress and look for ways in which we can improve.

**Individual support is essential to learning.**

- We treat each other as unique individuals and work to engage and challenge each individual to meet their own potential.

## Visiting Campus

Parents or home-educators are welcome to visit campus at any time. To ensure the safety of all students we ask that all visitors adhere to the following guidelines:

- All visitors must have a valid ID to check in with our Raptor Visitor Management System at the front desk and receive a temporary visitor's sticker.
- Temporary stickers must be worn in plain sight.
- If visiting a class setting, the teacher should be notified prior to the visit.
- Seats in class will be given to the students before available to a visitor.
- All visitors must sign out at the front desk upon leaving the campus.

## ASB

The Valley Oaks High School ASB consists of elected members as well as student volunteers. The ASB serves as the governing body of all student activities and clubs. All students are welcome to be part of the ASB either as an elected official or student volunteer.

The ASB plans and promotes many activities for the students to promote school culture.

## Interact Club

The Interact club is sponsored by the Rotary Club of Tehachapi dedicated to the mantra "service above self." The main focus is to better the community of Tehachapi through outreach and community service projects. Projects include Community Clean-up day, helping to host a holiday luncheon for the seniors of Tehachapi, working the Apple Festival doing children's rides and attractions, working with the Salvation Army, volunteering at community events such as Breakfast with Santa, Tehachapi Hometown Christmas event, and many other services to benefit our community.

Follow us on Instagram: ic\_vochs

Join Remind 101: Text @vocsi to the number 81010

## Career Technical Education (CTE)

CTE is education that combines academic and technical skills with the knowledge and training needed to succeed in today's labor market and introduces them to workplace competencies in a real-world, applied context.

At Valley Oaks Tehachapi, students can participate in and complete a CTE pathway.

- On the VOCS campus:
  - Complete an introductory, concentrator, and a capstone course within a CTE pathway
  - These courses are available to all students and begin in 10th grade:
    - Current pathways: Design, Visual, and Media Arts

## Valley Oaks Recipe for Student Success

Success at VOCS depends on:

- **Daily Engagement**
  - Dedicate 4-6 hours to work/learning every school day
- **Work Completion**
  - Complete all assigned work on or before due date
- **Class/Meeting Attendance**
  - Attend all scheduled classes, tutoring & meetings
- **Use of Student Supports**
  - Communicate with teachers, counselors & tutors often
  - Attend Monday Tutoring
- **Parent/Home-Educator Engagement**
  - Help create a daily schedule and ensure work is completed
  - Monitor student progress through Aeries weekly
  - Seek student support as needed

## Suggested Four Year Plan

cp= college prep pathway

| 9th Grade      | 10th Grade   | 11th Grade   | 12th Grade  |
|----------------|--|--|---|
| English 9      | English 10   | English 11   | English 12 or English B1A<br><b>(Dual Enrollment)</b> |
| Math           | Math   | Math   | Math <small>(CP)</small>                              |
| Conceptual     | Biology  | Chemistry <small>(CP)</small>                          | Senior Seminar  |
| Career Ed/Tech | World History  | US History   | Gov't/Econ  |
| P.E.           | P.E.   | Elective   | Elective  |
| Spanish 1      | Elective, CTE,<br>or<br>Spanish 2 <small>(CP Only)</small> | Elective, CTE or<br>Spanish 3 <small>(CP Only)</small> | Fine Art, CTE or<br>Elective                          |
| Health         |  |  |   |

## Communication is Key

As stated in the Recipe for Student Success, communication is a key aspect to student success at VOCS.

Remind is a texting application in which students, parents, and teachers can communicate in a safe environment in which individual numbers are not exchanged and administration can monitor all communications.

Parents are also encouraged to check ParentSquare messages.

## Mobile Device Policy

As technology becomes more and more prevalent in the learning process, mobile devices (cellphones, tablets, and laptops) are allowed for use on the Valley Oaks campus.

In the classroom:

- The teachers have the final say as to whether or not students may use the mobile devices during class time
- Students are expected to have their mobile devices put away during class unless specifically directed to use them.

## School Meal Program

Students may be on campus for an extended period of time with scheduled classes and academic support. Students are more than welcome to bring their own food and/or drinks, but an option for breakfast and lunch will be available Tuesday and Thursday.

Breakfast snacks and prepared lunches will be free of cost to all students this year.

- Breakfast 8:00 AM - 8:30 AM
- Lunch: 12:25 PM - 12:55 PM

A menu of the prepared lunches may be found at: <https://www.schoolnutritionandfitness.com/webmenus2/#/view?id=63b84555e96f1e321bbadbea&siteCode=3354>

Parents are also welcome to bring the student's lunch, during the lunch period. Parents must bring the lunch to the front office.



## Class Schedule

### Tuesday / Thursday Regular Class Schedule

- 1<sup>st</sup> Period 8:30 AM – 9:45 AM
- 2<sup>nd</sup> Period 9:50 AM – 11:05 AM
- 3<sup>rd</sup> Period 11:10 AM – 12:25 AM
- Lunch 12:25 PM – 12:55 PM
- 4<sup>th</sup> Period 12:55 PM – 2:10 PM
- 5<sup>th</sup> Period 2:15 PM – 3:30 PM

### Tuesday / Thursday 1 hr Delay Class Schedule

- 1<sup>st</sup> Period 9:30 AM – 10:35 AM
- 2<sup>nd</sup> Period 10:40 AM – 11:45 AM
- 3<sup>rd</sup> Period 11:50 AM – 12:55 PM
- Lunch 12:55 PM – 1:20 PM
- 4<sup>th</sup> Period 1:20 PM – 2:25 PM
- 5<sup>th</sup> Period 2:30 PM – 3:30 PM

## Tiered Levels of Support

We believe our primary role is to support the student and home-educator in making meaningful academic progress as well as meeting the Recipe for Student Success mentioned above, Valley Oaks implements a Multi-Tiered system of support.

### Tier I - Monitoring and Intervention

The subject teacher and grade level team monitors all students for progress in meeting the standards mentioned above and intervenes as necessary to support students and home educators. If support/intervention does not rectify an issue, the student may be placed in Tier II Intervention.

### Tier II - Structured Intervention

A counselor and subject teachers will work with the student and home-educator to create specific goals and intervention to meet specific needs. During this 4-week period:

- The student and home-educator will attend a planning meeting
- The student must attend Monday Tutoring, meet with their counselor and complete assignments.
- The student may not attend extracurricular activities, unless otherwise approved by the administrator

The student will be moved back to Tier I if they meet the stated goals. If the student does not meet the stated goals, they will be placed on Tier III academic probation.

### Tier III - Academic Probation and Urgent Intervention

An administrator will work with the student and home-educator to continue to work on specific goals. During this 4-week period:

- The student and home-educator will be closely monitored for progress through weekly meetings with the assigned administrator
- The student must attend Monday Tutoring, meet with their counselor and complete assignments.
- The student may not attend extracurricular activities

The student will be moved back to Tier II if they meet the stated goals. If the student does not meet the specific goals during the 4-week period, they may be involuntarily disenrolled. Should involuntary disenrollment take place, the student will be referred to their district school.

## Monday Tutoring Program

The purpose of this program is to add another layer of support for students and parents/home-educators. Teachers will be available to help students with the organization of home-school studies and academic content.

### Who qualifies to participate in the Monday Tutoring Program?

- Optional for all students to drop in at any time of the schedule
- Mandatory for all students on Tier II or III Intervention
- Highly encouraged for students who are recommended by subject teachers

### Why participate in the Monday Tutoring Program?

- Get individual help in academic classes
- To improve deficient grades by making up missing assignments/ tests
- Teachers are available to check work, give additional tutoring and help students' complete required weekly work.
- If a student was absent on a class day, they are able to complete make-up quizzes, tests, and pick up assignments.
- Get help in organizing a daily schedule based on weekly agendas.
- Students can develop a relationship with teachers, tutors, and counselors as they work through topics such as scheduling and post-graduation planning.

## Dress Code Policy

Students will wear clothing that is in good taste while on school grounds and/or involved in school activities. Decisions as to appropriate school dress, consistent with the following definitions/guidelines, will be at the discretion of the Valley Oaks administration.

### Valley Oaks defines "appropriate" dress as:

- Pants (undergarments not visible, no sagging)
- Shorts (undergarments not visible, hem located on thigh)
- Skirt / Dress (mid-thigh or longer)
- Top/Shirt/Dress (not revealing)
- T-shirt (appropriate words/logos)

### Dress that may NOT be appropriate:

- Any type of clothing with inappropriate or vulgar graphics or words.
- Any type of clothing that is ripped or torn in which the ripped area exposes the undergarments or is deemed exposing an inappropriate area of the body.
- Any type of clothing that is revealing. No part of any undergarment should be showing.
- Any clothing related to gang activity.
- Wearing of hats indoors unless allowed by a teacher or the person responsible for an indoor area.
- Any clothing that could be dangerous with spikes, studs, chains, etc.
- Anything that is deemed by administration as having a negative impact on the learning of other students.