



## **Grades 9-12 Guardian-Student Handbook**

## TABLE OF CONTENTS

BACKGROUND	3	FAMILY CODE	45
MISSION STATEMENT	3	HEALTH & SAFETY CODE	45
STUDENT LEARNING STANDARDS	3	UNITED STATES CODE, TITLE 20	45
GRADUATE PROFILE	3	CODE OF FEDERAL REGULATIONS, TITLE 34	45
HIGH SCHOOL GRADUATION REQUIREMENTS	6	EC§222 LACTATING PUPILS	45
GRADUATE PORTFOLIO SYSTEM (GPS)	6	ADDITIONAL INFORMATION FOR PARENTS	46
ACADEMIC REQUIREMENTS FOR STUDENTS WITH SPECIAL NEEDS	7	PARENTAL RIGHTS	46
GRADUATION CEREMONY	7	PARENT/ GUARDIAN INVOLVEMENT ACTIVITIES	47
COURSE ACCESS POLICY	8	PARENTS/ GUARDIAN AS DECISION MAKERS	47
COMMUNITY COLLEGE COURSE POLICIES	10	SCHOOL SITE COUNCIL	47
ENGLISH COURSE 101	10	ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)	47
STUDENT INSTRUCTIONAL SUPPORT	11	VAUGHN NEXT CENTURY LEARNING CENTER SINGLE PLAN	
COURSE RETAKES: GRADING POLICIES	11	FOR STUDENT ACHIEVEMENT	47
STUDENT ADVISEMENT PROGRAM	11	DISRUPTIVE PARENT CONDUCT	47
SERVICE LEARNING PROGRAM	12	UNIFORM COMPLAINT PROCEDURES	48
INDIVIDUALIZED LEARNING PLAN (ILP)	12	FEDERAL & STATE LAWS OF FAMILY EDUCATIONAL RIGHTS & PRIVACY	49
STUDENT ATTENDANCE ENROLLMENT	12	VISITORS ON CAMPUS	51
VISA ATTENDANCE PLAN	13	SUPERVISED AREAS	51
ADDRESS CHANGE	16	MEDIA RELEASE	51
COMMUNICATION	16	ADDITIONAL CURRICULUM & INSTRUCTIONAL MATTERS	
AERIES PORTALS FOR PARENTS & STUDENTS	16	REPORT CARDS	52
EIGHTEEN YEAR OLDS	17	ALTERNATIVE TO USING PRESERVED & LIVE ORGANISMS & LIVE ORGANISMS IN SCIENCE CLASSES	52
STUDENT DISCIPLINE & POSITIVE BEHAVIOR SUPPORT	18	RESTITUTION OF MONIES	52
STUDENT BEHAVIOR EXPECTATIONS	20	INTERNET ACCESS (VISA ACCEPTABLE USE POLICY, AUP)	53
BEHAVIOR REQUIREMENTS OF STUDENTS WITH SPECIAL NEEDS	21	SEX EDUCATION COURSES	59
SUSPENSION AND EXPULSION BEHAVIOR CHART	21	MEDICAL & HEALTH OFFICE INFORMATION	62
ALTERNATIVES TO SUSPENSION	23	EXTRA-CURRICULAR ACTIVITIES	65
ACADEMIC INTEGRITY POLICY	28	ATHLETES BILL OF RIGHTS	65
CONSEQUENCES FOR PLAGIARISM	29	COMMITMENT TO SPORTS	66
STUDENT LEADERSHIP	30	SPORTS INFORMATION	66
STUDENT CLUBS	30	CAMPUS CLUBS	66
ID CARDS	31	OTHER EXTRA-CURRICULAR ACTIVITIES	66
ELECTRONIC DEVICES AND CELL PHONES	31	CONTACT INFORMATION	67
CONSEQUENCES	32	VISA STAFF	67
STUDENT DRESS CODE	32	EMERGENCY MEDICAL & MENTAL HEALTH SERVICES	67
COVID 19 PREVENTION MASK DRESS CODE EXPECTATIONS	35	HELP LINES	67
HATS AND BEANIES	37		
SKATEBOARDS, SKATES, ROLLERBLADES & SCOOTERS	37		
SCHOOL DETENTION POLICY	37		
NON-PARTICIPATION LIST	37		
DETENTION FOR TARDINESS AND TRUANCY	38		
DETENTION FOR OTHER ACTS	38		
CONSEQUENCES FOR NOT SERVING DETENTION	38		
FREE EXPRESSION POLICY	39		
SAFE SCHOOL PLAN	40		
FOOD/DRINK DROP OFF	40		
PROHIBITION AGAINST ALCOHOL, TOBACCO OR DRUGS	40		
PROHIBITION AGAINST GUNS, FIREARMS & OTHER DANGEROUS WEAPONS	40		
ABUSE OF A PUPIL AT SCHOOL	40		
STUDENT SEARCHES	41		
SEXUAL HARASSMENT	42		
PROHIBITED BULLYING	43		
TITLE IX/STUDENTS	43		
MARRIED/PREGNANT/PARENTING STUDENT	44		
EDUCATION CODE	45		

**VAUGHN NEXT CENTURY LEARNING CENTER**  
**Vaughn International Studies Academy (V.I.S.A.)**

**BACKGROUND**

Vaughn Next Century Learning Center (Vaughn), a public charter school, established a High School Academy in 2005 named Vaughn International Studies Academy (V.I.S.A.) serving Grades 9-12. Vaughn is a California Distinguished School, a National Blue Ribbon School, and is accredited by the Western Association of Schools and Colleges. Vaughn maintains high academic and behavioral standards for all students. In addition to ongoing partnership with families to implement terms of Vaughn's home-school compact, this V.I.S.A. Parent/Student Handbook is provided to all High School Students and their parents to assure a clear understanding of student expectations and school policies. Shared mission and shared responsibilities among school staff, parents and students will create a positive learning environment in which all students will succeed.

**MISSION STATEMENT**

The goal of V.I.S.A. is to graduate students who possess the knowledge, skills and habits of mind necessary to work and live in the 21<sup>st</sup> Century global environment and to become contributing individuals and life-long learners.

**STUDENT LEARNING STANDARDS**

**Graduate Portfolio (adopted from Asia Society International Studies Schools Network)**

V.I.S.A. graduates are academically prepared to engage in post-secondary education and lifelong learning in a rapidly changing global environment. Upon leaving school, each V.I.S.A. student:

- Has expanded his/her natural intellectual curiosity and knows how to navigate, evaluate and organize learning opportunities to support his/her life-long learning
- Plans to go to college or other post-secondary education and is prepared for the requirements of matriculation
- Has earned a high school diploma with course credits sufficient for entry into any state's university system
- Has mastered the content and skills necessary to successfully engage in college-level coursework and complete a college degree or other post-secondary certification
- Has had the experience of achieving expertise of researching, understanding and developing new knowledge about a world culture or a pressing internationally relevant issue or problem and can transfer these skills as future demands require

**V.I.S.A. graduates have a deep foundation of knowledge and understanding about the world through mastery of content within and spanning across academic disciplines.**

They:

- Have mastered essential principles of mathematics and science and how they can be applied to understand the world around them
- Have developed an understanding and appreciation of the natural world and human experiences through broad exposure to literature and media from around the world
- Are proficient in a language other than English
- Know world geography sufficiently to understand how the location of natural and man-made

- phenomena influences cultural development and historical and contemporary world events
- Understands the history of world events and the development of major world cultures sufficiently to critically examine and understand contemporary world issues
- Understands global dynamics, how world economic, political, technological, environmental and social systems work and are interdependent across nations and regions
- Understands and use the arts and literature as lenses through which to view society and culture, as well as to express ideas and emotion

**V.I.S.A. graduates have skills to engage successfully in the life-long acquisition and development of knowledge and understanding in an increasingly interconnected world.**

They:

- Are safe, responsible and respectful
- Are proficient thinkers and problem solvers – able to understand and engage complex problems, collect, analyze and synthesize information from a range of sources, tolerate ambiguity and uncertainty , apply knowledge across domains and to novel situations, and produce potentially viable solutions
- Are literate for the global age - having the skills essential to comprehend, analyze, evaluate, develop and present information in an articulate, persuasive, and appropriate manner – orally, visually, in writing, and through digital communication tools in a manner that demonstrates awareness of diverse points of reference
- Are technological proficient – able to use essential computer and technological tools for communication, presentation and data analysis and to adapt such skills to new technologies as they emerge
- Are critical consumers of media and technology – able to evaluate sources of bias, validity and scholarly integrity

**V.I.S.A. graduates have the attitudes and habits of mind to work, live and learn with a diverse range of people.**

They:

- Are collaborative team members – understanding how and welcome opportunities to work and learn with individuals from other cultures and with those who hold varied points of view
- Are able to take and value cultural perspectives other than their own to construct a multi-dimensional understanding of the natural world and human experience
- Comfortably shift between cultures by choosing appropriate language, behaviors, and strategies of interaction
- Make healthy lifestyle decisions including personal wellness, fitness and relationships that enhance their physical, mental, and emotional health
- Understand that decisions and actions taken locally may have international consequences and that global issues have local implications
- Demonstrate ethical decision-making skills and the ability to make responsible choices for the benefit of themselves, others and development of a more just and peaceful world

#### **NON DISCRIMINATION STATEMENT**

Vaughn Next Century Learning Center (also referred to as Vaughn International Studies Academy) shall not discriminate against any pupil on the basis of disability, gender, gender identity, gender expression, nationality, race ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in section 422.55 of of the Penal Code.

## HIGH SCHOOL GRADUATION REQUIREMENTS

High School Graduation Requirements High School Subject Areas	VISA Graduation Requirements	Credits Needed To Graduate	Credits Needed to be a VISA Distinguished Graduate
A. History	3 years	30 Credits	30 Credits
B. English	4 years	40 Credits	40 Credits
C. Math*	3 years	30 Credits	40 Credits <i>*Students may appeal this requirement by requesting a review of their transcript.</i>
D. Laboratory Science	2 years	20 Credits	30 Credits
E. World Language	2 years	20 Credits	30 Credits
F. Visual & Performing Arts	1 year	10 Credits	10 Credits
G. College Prep Elective	1 year  <i>Choose from any of the approved "a-g" courses, except lower-level math, or visual &amp; performing arts</i>	10 Credits	10 Credits
Advisor y	2.5 credits earned per semester	20 Credits	20 Credits
Elective s	1 year	60 Credits	60 Credits <i>Including an extra year in Math, Science and World Language</i>

Communi ty Servi ce	80 hrs Community Service  <i>30 hrs each year</i>	Community Service plus 3.0 GPA 12 College Units (May consist of units earned from AP exams with score of 3 or higher- based on semester units)
------------------------------	---	---

<b>TOTAL</b>	<b>240 Credits</b>	<b>270 Credits</b>
Portfolio* See below for a description of GPS	Meet requirements of Graduate Portfolio System (GPS)	Present Portfolio to the GPS panel
College/University/Trade School Applications	Apply to minimum of 1 university or trade-school/ college.	Apply to a minimum of 3 universities or trade-school/college.

### **GRADUATE PORTFOLIO SYSTEM (GPS)**

The Graduate Portfolio System (GPS) is a system of performance expectations used to determine whether a student is ready to be successful in college with the knowledge, skills and dispositions to contribute effectively as a global citizen.

Beginning in the 9<sup>th</sup> grade and continuing to the 12<sup>th</sup> grade, students will compile a portfolio gathering a purposeful collection of student artifacts that evidence proficient or advanced competence in the seven areas, student reflections on the strength of the artifact(s) and how it addresses the ISSN graduate profile.

In their senior year, students will present their portfolio before a panel and will defend their reflection.

### **ACADEMIC REQUIREMENTS FOR STUDENTS WITH SPECIAL NEEDS**

Students identified with special needs or having a 504 are held to high academic standards and follow a rigorous academic program to the maximum extent possible as mandated by federal and state law. Academic program requirements (including graduation) and support are primarily the decision of an Individualized Education Program (IEP) or a Section 504 team.

### **GRADUATION CEREMONY**

The graduation ceremony is not a right but a privilege bestowed upon those that have earned the honor of participating and have satisfied all of the requirements. Vaughn NCLC reserves the right to remove a student from the graduation ceremony as a disciplinary measure resulting from a school violation.

In addition, any student with 20 or more unexcused absences in one school year will not be allowed to participate in VISA's graduation ceremony. This policy will be on hold for the 23-24 school year.



Students and their parents have the right to appeal a decision made to the Ad Hoc Senior Committee composed of the 12<sup>th</sup> grade teachers, counselors and administration. If the student and/or parent is not satisfied with the decision of the Ad Hoc Committee, it can be further appealed to our school board.

### **COURSE ACCESS POLICY**

The Governing Board of Vaughn NCLC encourages teachers and school administrators to make equitable access a guiding principle for all academic programs at Vaughn Next Century Learning Center. The Governing Board is committed to the principle that all students deserve an opportunity to participate in rigorous academically challenging courses and programs. Vaughn NCLC encourages the elimination of barriers that restrict access to honors, accelerated, advanced placement, or any of courses of study offered at Vaughn for students from ethnic, racial, and socioeconomic groups that have been traditionally marginalized or underserved. Vaughn will make every effort to ensure that course offerings, at all levels, reflect the diversity of their student population. Moreover, no student will be denied access to a course of study, or any academic, extra-curricular, or otherwise Vaughn associated program based on age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics, physical or mental disability, medical condition, or marital status.

Any proposed addition of a new course to Vaughn's High School instructional program will be submitted for approval via the University of California A-G Course Management Portal. The High School Curriculum Coordinator will work in conjunction with members of the Student Advisory Council, as well as parents, teachers, and administration to determine the interest, relevance, viability, and sustainability in proposed new courses of study. Certain programs that have been "pre-approved" by UC, such as Project Lead the Way or Advanced Placement courses," will nonetheless be submitted in accordance with policies set-forth by UC. Any addition of an Advanced Placement course will be submitted, in addition to the UC process, to the College Board via the AP Course Audit system. The College Board will review the submitted transcript for the proposed course and will notify the school of approval pending said review. The aforementioned elements of the Course Access Policy apply to all existing or proposed new courses of study at Vaughn.

V.I.S.A. is a college preparatory high school that maintains high expectations of our students. Therefore, we will always recommend that students complete any available A-G course once they have met their graduation requirements. Our goal is to have all students partake in four years of study in the following core content areas: English, Math, Science, and History. The following are examples for each content area:

#### **English:**

Currently students are required to take four years of English to graduate. Therefore, all students will be placed in an English class each year at V.I.S.A.

#### **Mathematics:**

Students are required to take three years of mathematics and complete at the minimum Integrated Math III (graduating classes 2018 and beyond) to graduate. Once students have completed Integrated Math III, they will be advised to take a fourth year of mathematics. They will be advised to take Calculus/Statistics/Math Analysis unless they choose to take a Mission College math class. This policy is in place due to the fact that many students entering college are placed in remedial math courses. In order to provide our students with the best preparation, we believe all students should take math every year in high school. V.I.S.A is a college preparatory high school.

**Science:**

Currently students are required to two years of laboratory science as a requirement to meet the CSU and UC requirements and the V.I.S.A graduation requirements. V.I.S.A. students will be advised to take a third year as CSU and UC strongly recommend additional years of science or related college prep electives.

**History**

Students will take World History, US History, and Government/Economics.

**Chinese/World Language:**

Vaughn International Studies Academy offers Mandarin as our World Language Requirement. Currently students are required to take a minimum of two years of the same foreign language to graduate. However, students will be enrolled in the third year of Chinese since V.I.S.A is a college preparatory high school and this is what colleges will look for in prospective students and CSU and UC strongly recommend an additional year of the same foreign language. Students desiring to qualify for the state bilingual seal of literacy must take a fourth year of the same language as well as meet the other requirements prescribed by the State of California.

Students who are part of our English Language Learners program are given the opportunity to take our Spanish for Spanish Speakers pathway as research demonstrates that students who are still developing English Language proficiency benefit from further developing their native language skills.

\* Seniors may be exempt from taking the additional year of math, science, history or Chinese under the following conditions and on a case by case:

- The senior is enrolled in one or more college classes (note the conditions for math described above)
- The senior is enrolled in one or more AP courses at VISA
- The senior is taking credit recovery classes at VISA
- The IEP team has determined that the student should be exempt
- The senior is ahead on credits and has met all A through G courses with a C or better
- Courses may be dropped in the first two weeks of the Fall semester only after the administrator and/or counselor has advised the parents

## **COMMUNITY COLLEGE COURSE POLICIES**

Vaughn students are strongly encouraged to take Community College courses at any Los Angeles Community College District, LACCD campus and receive college units and high school credits for non A-G courses. College units are also a requirement for V.I.S.A. Distinguished Graduate candidates.

### ***Students must be aware of the following conditions:***

- It is the student's sole responsibility to enroll into the Community College and complete all necessary paperwork
- It is the student's responsibility to register for any Community College course
- It is the student's responsibility to provide transcripts to their V.I.S.A academic counselor to earn high school credit
- Students will also be responsible for all required class materials including books
- Course units must be UC/CSU transferable
- Grading policy is weighed differently from a standard V.I.S.A. course
- Courses must be taken during non-school hours

### ***Fulfilling V.I.S.A course requirements with community college courses (12th grade only):***

- Students who wish to fulfill a V.I.S.A course with a Community College course instead, must complete the course by the summer before their senior year
- Students must pass with a "D" or better to receive V.I.S.A. course credit, and with a "C" or better for college admittance
- 3 units at a community college is worth 10 high school credits
- All senior students will be automatically enrolled in 12th grade courses; ERWC, Government, Economics, Math Analysis, Statistics unless they can show proof of passing grade.
- Students are responsible for providing their college transcripts to their academic counselor for a schedule change by the first week of the fall semester.
- If students are enrolled in a summer session end of 11th grade; only courses from the following sessions are accepted:
  - ❖ 5-week session A: June 12 to July 16
  - ❖ 6-week session: June 12 to July 23
  - ❖ 8-week session: June 12 to August 6

### **Only the following community college courses may be take in lieu of a V.I.S.A course:**

<b>V.I.S.A. Course:</b>	Expository Reading & Writ / ERWC A & ERWC B (year long course)	Government (Fall semester)	Economics (Spring semester)	Math Analysis (year long course)	Statistics (year long course)
<b>Community College Course that fulfills req. above:</b>	English 101	Political Science 001	Economics 001	245 College Algebra	227 Elementary Statistics

### **Credit Recovery & Additional Credits through Community College Courses**

Students may take a course at the Community College for additional high school credits. In addition, students may take a Community College course to recover non A-G requirements (ie. elective credits). We encourage students to speak to a Counselor to discuss course options and recommendations.

### **STUDENT INSTRUCTIONAL SUPPORT**

In addition to providing all V.I.S.A. students with a rigorous standards-based program, further instructional support services are provided. Students that have been identified as needing support are enrolled into Academic/Content Support classes. These classes assist students with organization, time-management, study skills, and teachers work to monitor the progress of each student.

Additionally, struggling readers are enrolled in the Read 180 program that has been proven to improve reading comprehension. For struggling math students are enrolled in Math Development within their school day to build basic skills in addition to their grade level math class.

Other supports are provided after-school / before-school to ensure the success of every student.

### **COURSE RETAKES: GRADING POLICIES**

**Students who Fail /NC a class are obligated to retake the course either at VISA during ESY, Summer, or with an approved credit recovery program. Students who receive a D in a course are highly encouraged to retake the course to maintain their status as college ready.**

### **Extended School Year (ESY) and Summer Session(s)**

Students taking courses here at V.I.S.A. during an ESY Session or a Summer Session must be advised the following:

For courses in English, Electives, Math, History, Science, and Chinese, students have the opportunity to retake the course, and earn any grade (A+ - Fail). This will fully replace their grade and improve their overall semester GPA. However, please note that both grades will appear on transcript and affect the overall cumulative GPA.

Students who have received a "Fail/NC" or a "D" will be given the opportunity to complete the class immediately after the pertaining semester.. *For example, Freshmen will only be eligible to take an English 9 class; Sophomores will only be eligible to take English 10, etc.*

### **Non-V.I.S.A. classes**

V.I.S.A. students also have the opportunity to retake a course at an approved off campus Educational Institution, or Credit Recovery Programs, in order to improve their grade. All off-campus institutions and credit recovery programs including: *Adult Schools, Community Colleges, Distant Learning Programs, Online Programs* must be approved by administration. Students are strongly encouraged to improve a course immediately after receiving a "D" or "Fail".

It is important that students understand that grades earned from a non- V.I.S.A. course, will not replace their V.I.S.A. grade, it will be averaged with their V.I.S.A. grade. Their transcript will reflect both grades and their GPA will then be calculated averaging both classes. This can still improve their overall GPA, but will not replace their entire grade.

### **STUDENT ADVISEMENT PROGRAM**

Every year students are enrolled in an Advisory course that focuses on issues relevant to a student's life as they

progress through high school. Students will remain with the same cohort of students and Advisor throughout the four years at V.I.S.A.

Topics covered in this course:

- PBIS expectations
- Social Emotional Learning
- College and Career Readiness

Class time will be provided (with guidance from the Advisor) for students to compile and organize their GPS.

### **SERVICE LEARNING PROGRAM**

12th grade students who are on-track to meet graduation requirements and are in good-standing, can have a Service Learning class. Service Learning gives the students the opportunity to work as a teacher's assistant in a VISA classroom, serve as a student runner for the main office, or support the VISA librarian or textbook and supplies clerk.

. The program can include:

- Exposure to career and the world of work
- Development of leadership and role modeling skills
- Promotion of personal responsibility
- Cross grade tutoring skills

### **INDIVIDUALIZED LEARNING PLAN (ILP)**

Each student will develop an ILP with their Advisory teacher and / or the College/Career Team. The ILP will include a strategic educational plan that works toward the completion of:

- "A-G" requirements and beyond
- Proficiency on exams and tests
- Asia Society International Studies School Network's Graduate Profile
- Service Learning requirements
- College credits
- College preparation log (college visitation, college search, financial aid, letter of recommendations, etc.
- Extracurricular activities

### **STUDENT ATTENDANCE ENROLLMENT**

Governing Law: "The means by which the school will achieve a racial and ethnic balance among its pupils that is reflective of the general population residing within the territorial jurisdiction of the school district to which the charter petition is submitted." Ed Code 47606 (b)(5)(G)

1. Vaughn is a neighborhood, community-based public school with no admission criteria.
2. Vaughn will not discriminate on the basis of ethnicity, national origin, religion, gender, gender preference, geographic residence, or disabilities.
3. There will be no school geographic boundary. All students residing in the State of California may enroll in accordance with the California Charter School Law. However, enrollment preference will be given to students who reside in our pre-charter geographic boundary.

4. Application of the preference specified in Education Code 47605 to give admission preference to students residing in the school's former attendance area shall be allowed unless the application of that preference results in a student population grossly dissimilar to the ethnic and racial balance of the district, in which case the preference to be granted would become a statistical advantage, not an absolute guarantee of admissions.
5. If there are more applicants than spaces, a lottery will be conducted.
6. All procedures related to confidentiality and privacy of student records will be adhered to.

## ATTENDANCE MATTERS

A student's attendance will determine their success at VISA. Attendance is an important life skill that will help them get good grades, graduate on time, keep a job, and graduate from college. Absences are a sign that a student is losing interest, struggling with school work, and requires intensive support.

**The goal of VISA is that all students arrive at school everyday and on time.** We expect the support and collaboration of all staff, parents and students, to help us achieve this goal.

### **V.I.S.A. ATTENDANCE PLAN**

Parents are required by law to send their student(s) to school. Failure to comply with these requirements may lead to a referral to the District or City Attorney's Office, and/or the Juvenile Court. When necessary, legal action can be taken against the parent or the student, depending on who is responsible for failing to comply.

Los Angeles City and Los Angeles County have loitering ordinances. They prohibit any person under the age of eighteen and subject to compulsory school attendance from loitering in or upon the public streets, highways, roads, alleys, parks, playgrounds, or other public grounds between the hours of 8:30 a.m. and 1:30 p.m. on days when school is in session. Students who violate these ordinances may receive a citation, have to appear in court with his/her parent/guardian, and have a fine imposed by the court, and risk having his/her driver's license held. Students who do not attend ESY during Winter receive a sticker for their ID as evidence that they are on break from school.

Student absences have a direct impact on performance and grades. The V.I.S.A. attendance plan was devised to keep students in class and reduce the number of absences.

The VISA Plan includes the following policies:

- An absence will be considered excused only for the following reasons (See below for more details on senior tardies and absences):
  - 1) Documentation from a doctor, dentist, parent verification (illness only). or if the student is sent home by V.I.S.A.'s medical assistant
  - 2) Court appearance (proper documentation must be provided)
  - 3) Participation in religious activities with prior notification to the administration
  - 4) When participating in a "take your child to school" activity with prior notification to the administration
  - 5) Funeral services (documentation will be needed if the absences exceeds three days)
  - 6) Attendance for a naturalization ceremony
  - 7) Quarantine
  - 8) Cultural Ceremonies/ Events

## 9) Mental Health

- The school will make every effort to notify parents of troublesome attendance patterns, which may include automatic phone calls home and/or request for meetings. However, it's the student's responsibility to maintain satisfactory attendance.
- Students must arrive before the start of school to clear a previous absence in the Office.
- Students with verified excused absences may be allowed to submit makeup work for credit.
- Students may receive 10 additional community service hours for any class(es) in which they have thirteen or more days of absences per semester (ten hours for each day that exceeds thirteen absences).
- Seniors may be placed on a contract and may lose their senior activities (including graduation) should they accumulate more than 13 days of absences per semester in their last year of high school.

\* Long term absences and extenuating circumstances will be reviewed and taken into consideration on a case by case by the VISA Administrative team during the SSTP process.

### Excessive Absences and Tardy Policy

Absences must be cleared by phone or with a note from the parent/doctor. Students and parents will receive a phone blast and a letter sent home for every 3 tardies accumulated in one week. This includes being tardy to school in the morning as well as to any class during the day. Students with 3 or more tardies accumulated in one week will receive a demerit. Late arrivals (more than 30 minutes) and early pick-ups (30 minutes before school is out) are considered absences. (A note from the Doctor/Dentist/Office may be required).

**13 absences or more** to any class in a semester **excused or unexcused** may result in 10 additional community service hours per hour after the 13<sup>th</sup> absence. Please note that when a parent provides a note or calls to report student absences, this marks the absence verified and not excused. Excused absences require documentation.

### VISA's Tardy Policy:

1. First tardy through third: Teacher conversation with student
2. Fourth tardy: Teacher writes MIR
3. Fifth tardy: Teacher add N for Cooperation on upcoming report card
4. Sixth & Seventh tardy: Teacher conversation and warning of upcoming consequences
5. Eighth tardy: Teacher adds U for Cooperation on upcoming report card  
Teacher writes ODR which triggers a letter home and meeting with administration for parent conference  
Administration assigns 2 weeks of detention  
Seniors are given an attendance contract outlining their next steps. Seniors will not attend any Senior Activities that occur while they are in detention
6. 9th-11th tardy: All additional tardies will add additional days of detention
7. 12th tardy: Teacher writes second ODR which triggers a second letter home and second meeting with administration for parent conference
8. 13th-15th tardy: All additional tardies will add additional days of detention
9. 16th tardy: Teacher writes third ODR and triggers meeting(s)/referrals to support student attendance

### **E.C. 48260 - TRUANCY DEFINITION**

**Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or the superintendent of the school district.**

- **First Truancy Notice**- A student who misses class more than 30 minutes on three or more days and/or is absent for 3 or more full days **without a valid excuse is considered truant according** to California law. Parents/Guardians will receive by mail/phone call or email the First Truancy Letter as is required by the California Education Code's Truancy law.
- **Second Truancy Notice** - Students will receive a Second Truancy Letter if they are again absent without a valid excuse after receiving the First Truancy Letter. Admin will make a conscientious effort (means "attempting to communicate with the parents of the pupil at least once using the most cost-effective method possible, which may include electronic mail or a telephone) and completes TRUANCY [CASE REVIEW FORM](#)
- **Third Truancy Notice** - When a pupil who has been reported as a truant is again absent from school without a valid excuse one or more days after receiving the 2nd truancy notice, Admin must make a "conscientious effort" (means "attempting to communicate with the parents of the pupil at least once using the most cost-effective method possible, which may include electronic mail or a telephone) and sends out 3RD Truancy letter. Case Manager also coordinates an SSPT meeting with the school's support team (Admin, Counselor, Lead Teacher, Support Service providers if applicable, and School Social Worker, if applicable), and pupil's parent or guardian (and the pupil, if applicable). If the school makes such a conscientious effort, the pupil is deemed a "habitual truant".
- **Fourth Truancy Notice** - If a student is absent one or more days after an SSPT meeting an SSPT Follow-Up Action Plan is developed [SSPT FOLLOW UP](#). Case manager will schedule a follow up meeting with the counselor, MSW, parents, teacher, administrator, and school psychologist AND the school admin consults with the executive director to schedule a School Board meeting (SB). The SB will notify the administrator to communicate with parents the date/time of meeting using the most cost-effective method possible, which may include electronic mail or a telephone call.

### **SCHOOL RESPONSIBILITIES**

#### **Attendance**

1. Maintain accurate student records (attendance, address, telephone, emergency information).
2. Comply with our National School Breakfast/Lunch Program.
3. Supervise students during before school, break, lunch, passing periods, and after school.
4. Provide presentation on the attendance expectations and procedures to staff, teachers, parents, and students in advisory.
5. Notify parents of any absences via phone calls, conferences, emails, and letters home.
6. Support students and families to improve their student's attendance.

### **PARENT/STUDENT RESPONSIBILITIES**



## Attendance

1. Make sure your student arrives at school on time every day in order to avoid any disciplinary action and participates in the National School Breakfast Program.
3. Notify the school when your student is or will be absent, and provide appropriate documentation in writing or verbal confirmation (after three days of absences, a doctor's note may be required).
4. Notify the school office immediately (within one week) when there is a change of address or telephone number. In the event of a medical emergency and the school is unable to reach anyone on the emergency card, the school will call 911 and contact the police department.
5. Do not leave for vacation while school is in session. In case of emergencies, contact the High School Office immediately. If your son/daughter leaves while school is in session, your child may lose their placement as we continue to enroll new students. **Finals will not be given earlier or later than the teacher's scheduled days.**
6. Students should return to school the first day after all vacations. (Example: Fall Break, Winter Break and Spring Break.)
7. **In order to protect the integrity of exams, VISA teachers will NOT give finals before or after the scheduled day. Plan family trips, appointments, and other events accordingly.**
8. If you must go out of town for an emergency, you or your student must notify their teachers and the main office at least with a one week's notice or provide documentation of the emergency.
9. Make sure your student is picked-up or leaves campus upon dismissal. Failure to pick-up or to make arrangements for your son/daughter afterschool may be reported to the police or child services.

## Seniors

Student contracts will be drafted by the school administrator for students with chronic tardiness to school. Seniors will be placed on contract when accumulating 60 or more minutes in one school year. A senior activity (including prom and grad night) may be lost for each 30 minutes thereupon. Seniors that exceed 30 minutes (unexcused absence) on three school days, will receive the first truancy letter as prescribed above. Upon receiving the fourth tardy of more than 30 minutes, the senior will be put on contract. The senior will lose a senior activity each time he/she exceeds 30 minutes of tardy (unexcused absence) thereupon.

### Other policies on Attendance include:

- **Students returning from an absence are expected to bring a doctor's note or a parent note to the office before school in order to clear his/her absence.**
- *Early leaves:* If a student must leave early during the school day, she or he must be picked up by their guardian/parent. There are NO early leaves permitted during finals or testing or during the last 30 minutes of any school day.
- *Absences from Final Exams:* Students who miss final examples due to verifiable medical reasons may receive an "incomplete." All incompletes must be processed through the Counseling Office. All cases are reviewed by the Administrative Team and Counseling team. Students who are absent the day of the final exam due to health reasons must provide receipt of a physician's note. If approved for a Final Exam Appeal, the Administrative/Counseling team will help the student make arrangements with instructors to make up the exam within the first six weeks of the next semester. At that time, the teacher will update the grade from an incomplete to a final subject mark. Failure to make the arrangements with the teacher within this interval, the teacher will submit a final grade that includes the evaluation of the final examination as a 0. Students will not be able to make up exams they miss for failure to follow this policy. In certain cases, students may receive N/A on

their final exam, so that there is no impact on the student's final grade.

- Students absent to school without a doctor's note may not participate in extracurricular activities on the day of the absences (This includes sport games, graduation and other senior activities).
- Students that cannot attend a scheduled school activity (e.g. music performance, or sports program) due to religious reasons must notify the instructor and the administration with ample notice.

## **ADDRESS CHANGE**

A change of address must be reported to the school in writing within 30 calendar days.

## **COMMUNICATION**

### **COMPUTER COMMUNICATION**

### **AERIES PORTALS FOR PARENTS AND STUDENTS**

Vaughn believes in collaboration and communication between parents and schools. In an effort to build on this belief and to ensure academic success for all students, Vaughn has implemented Parent Portal. Aeries Parent Portal is a web-based application giving parents secured access to view their child's information on-line. Parents will have access to various information such as: report cards, progress reports, class assignments, attendance and student schedules. A student, who knows his /her parents are monitoring his/her performance, often performs at a higher level. A parent that is aware of his/her child's struggles can work with the child to affect an improvement. With Parent Portal this information flows more freely so that intervention is affected in a timelier manner.

VISA provides several trainings throughout the school year to set up accounts or you can call the VISA main office to register. Sign up takes place during Back to School Night and during Student-Led conferences. Parent Portal Aeries connects parents to teachers through:

- Browser-based access anytime, anywhere, with any device
- Stay up-to-date with school events and assignments with the portal calendar
- Single, secure sign-in for parents or guardians with multiple students, regardless of school
- Multi-lingual support (English, Spanish, Vietnamese, Chinese, Korean and Arabic)
- Student Profile provides a comprehensive view of students' progress
- Quick access to critical information, including real-time attendance, grades, test scores and more
- Real-time gradebook summary with visual trend analysis, as well as drill down capability to the assignment level

### **VAUGHN NEXT CENTURY LEARNING CENTER WEBSITE**

Parents/guardians and students can check our website at [www.myvaughncharter.com](http://www.myvaughncharter.com) for school information, news and policies. Parents/guardians and students can download flyers and other school information.

### **GOOGLE CLASSROOM- PARENT/GUARDIAN ACCOUNTS**

Parents and guardians have the ability to receive email summaries showing their students' progress in Google Classroom. At the beginning of each semester, an email invitation will be sent to each student's parent/guardian email on file with the school.

Google guardian email summaries include:

- Missing work
- Upcoming work
- Class activities (announcements, assignments, and questions recently posted by teachers)

## **PARENT EMAIL**

Parents who have provided their email address on the enrollment forms will receive important school communications via our Aeries portal.

## **TELEPHONIC COMMUNICATION**

Aeries communication is used to notify families of important upcoming events, emergencies, and to send individual messages.

## **EIGHTEEN YEAR OLDS:**

Students that are 18 or older may sign themselves off campus; however, must have a parent approval and/or notification. Students that are 18 years old or older may not drive students to school sponsored events under any circumstance.

## **STUDENT BEHAVIOR EXPECTATIONS**

V.I.S.A. requires pupils to follow school regulations, be safe, responsible, and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language.

V.I.S.A. promotes the principle that every teacher shall hold pupils strictly accountable for their conduct on the way to and from school, and while on campus. While California Law prohibits the use of corporal punishment against students, a teacher, assistant principal, principal, or any other certified employee of a school district shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

<b>Location Expectation</b>	<b>In the Hallways</b>	<b>In the Bathroom</b>	<b>In the Library</b>	<b>In the Office</b>	<b>In the Lunch Area</b>	<b>Recreational Areas</b>	<b>Arrival/Dismissal</b>
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>-Follow directions</li> <li>-Use school language and tone</li> <li>-Use indoor voices</li> </ul>	<ul style="list-style-type: none"> <li>-Follow directions</li> <li>-Use school language and tone</li> <li>-Use indoor voices</li> <li>-Honor privacy (Do your business, and <i>only</i> your own business)</li> </ul>	<ul style="list-style-type: none"> <li>-Follow directions</li> <li>-Use school language and tone</li> <li>-Use indoor voices</li> <li>-Be aware of others learning around you</li> </ul>	<ul style="list-style-type: none"> <li>-Follow directions</li> <li>-Use school language and tone</li> <li>-Use indoor voices</li> <li>-Wait patiently</li> </ul>	<ul style="list-style-type: none"> <li>-Follow directions</li> <li>-Use school language and tone</li> <li>-Wait patiently in line</li> </ul>	<ul style="list-style-type: none"> <li>-Follow directions</li> <li>-Use school language and tone</li> <li>-Follow Sports Schedule</li> </ul>	<ul style="list-style-type: none"> <li>-Follow directions</li> <li>-Wait for dismissal</li> <li>-Allow for personal space when entering and exiting</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>-Manage time efficiently</li> <li>-Follow phone protocol (e.g. phones should be away and/or turned off during school hours)</li> </ul>	<ul style="list-style-type: none"> <li>-Pick up after yourself</li> <li>-Manage time efficiently</li> <li>-Wash your hands with soap and water before exiting</li> </ul>	<ul style="list-style-type: none"> <li>-Pick up after yourself</li> <li>-Follow phone protocol (e.g. phones should be away and/or turned off)</li> <li>-Keep snacks and drinks away from technology</li> </ul>	<ul style="list-style-type: none"> <li>-Arrive on time</li> <li>-Follow office protocol (e.g. check in, be there at appropriate times)</li> </ul>	<ul style="list-style-type: none"> <li>-Pick up after yourself</li> <li>-Put tray, utensils, and garbage in the appropriate locations</li> <li>-Walk to class when the bell rings</li> </ul>	<ul style="list-style-type: none"> <li>-Use sports equipment appropriately</li> <li>-Keep sports equipment in the field area</li> <li>-Practice good sportsmanship (e.g. play fairly, be friendly)</li> </ul>	<ul style="list-style-type: none"> <li>-Arrive on time</li> <li>-Report to your designated area</li> <li>-Enter and exit from designated areas only</li> </ul>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>-Keep hands, feet, and objects to self</li> <li>-Follow the dress code</li> <li>-Respect privacy of yourself and others</li> <li>-Walk on the right</li> </ul>	<ul style="list-style-type: none"> <li>-Keep hands, feet, and objects to self</li> <li>-Follow the dress code</li> <li>-Respect privacy of yourself and others</li> <li>-Report any problems, vandalism, etc.</li> </ul>	<ul style="list-style-type: none"> <li>-Keep hands, feet, and objects to self</li> <li>-Follow the dress code</li> <li>-Use materials only for their intended purpose</li> </ul>	<ul style="list-style-type: none"> <li>-Keep hands, feet, and objects to self</li> <li>-Follow the dress code</li> <li>-Respect privacy of yourself and others</li> </ul>	<ul style="list-style-type: none"> <li>-Keep hands, feet, and objects to self</li> <li>-Follow the dress code</li> </ul>	<ul style="list-style-type: none"> <li>-Keep hands, feet, and objects to self</li> <li>-Be mindful of your surroundings (e.g. passersby, spectators, etc.)</li> <li>-Stay clear of turf area when games are on</li> </ul>	<ul style="list-style-type: none"> <li>-Keep your hands, feet, and objects to self</li> <li>-Be mindful of your surroundings (e.g. cars on street, pedestrians, etc.)</li> <li>-Walk on the right</li> <li>-Notify adults when you have a concern and/or notice suspicious behavior</li> </ul>

## **STUDENT DISCIPLINE AND POSITIVE BEHAVIOR SUPPORT**

**Discipline at VISA consists of three approaches: (add diagram of three and how they intersect)**

1. **Positive Behavior Support: we commit to teaching students what it means to be safe, respectful, and responsible.**
2. **Restorative Practices:**
3. **Traditional Means of Correction:**
4. **Add circle image**

**Add PBIS Information here :)**

1. **have the three tiered system**
2. **add what we do in terms of teaching expectations**
3. **we have teams at the school and who participates**
4. **how teams employ the tiers with VISA examples**
5. **add norms and expectations that are schoolwide (Tier 1 practices)**
6. **add student recognition system--students can be recognized by ...**
7. **student behavior expectations**
8. **what happens when not met:**
  - a. **add explanation of Ed Handbook, MIR and ODR--where does this go?**
  - b. **Do we want to add the behavior flow chart for students and parents to see?**

**RESTORATIVE DISCIPLINE PRACTICES IS A EFFECTIVE APPROACH THAT KEEPS SCHOOLS SAFE WHILE HOLDING STUDENTS ACCOUNTABLE FOR THEIR BEHAVIOR**

[https://docs.google.com/document/d/10FbMX3OUcLSEpkyErC\\_eWPT8pANtOiL/edit](https://docs.google.com/document/d/10FbMX3OUcLSEpkyErC_eWPT8pANtOiL/edit)

V.I.S.A believes that every student has the right to high-quality education and learn in a safe and respectful school environment. V.I.S.A uses Restorative Discipline Practices to address student behavior because it aims to help students learn from their actions, supports their social-emotional development and values them as of our school community.

### **RESTORATIVE DISCIPLINE PRACTICES CORE VALUES**

The core belief of Restorative Practices is that students will make positive changes when those in positions of authority do things with them rather than to them or for them. Therefore, Restorative Practices are used to:

- 1) build systems that develop and strengthen healthy relationships
- 2) improve the social behavior of staff and students
- 3) bring together all affected to figure out how to repair harmful behavior collaboratively
- 4) restore positive relationships by collaborative problem solving with staff, students, and parents/ guardians to ensure accountability and growth.
- 5) welcome back students into the school environment

A comparison of traditional punitive and restorative discipline responses in schools.

Traditional Punitive Discipline Practices	Restorative Discipline Practices
---	----------------------------------

<ul style="list-style-type: none"> <li>• Who broke the rule?</li> <li>• What rule was broken?</li> <li>• What punishment do the offenders deserve?</li> <li>• The person harmed (victim) is not involved</li> <li>• Rules, fault, and punishment are key</li> </ul>	<ul style="list-style-type: none"> <li>• Who was involved and how?</li> <li>• Which relationships have been harmed?</li> <li>• What do participants (particularly those harmed) need?</li> <li>• Everyone impacted has an opportunity to create an agreement to heal and prevent future harm</li> <li>• Relationships, respect, and responsibility are key</li> </ul>
---	---

## A HEALTHY SCHOOL WITH NORMS AND EXPECTATIONS USING A TIER SYSTEM

V.I.S.A. uses a Multi-Tiered System of Support (MTSS) to build, identify interventions, and provide support for developing school-wide norms and expectations for teachers, staff, students, and parents/guardians.

Tier I behavior supports are behavioral strategies that all students have access to. These interventions set the foundation for behavior in and outside the classroom.

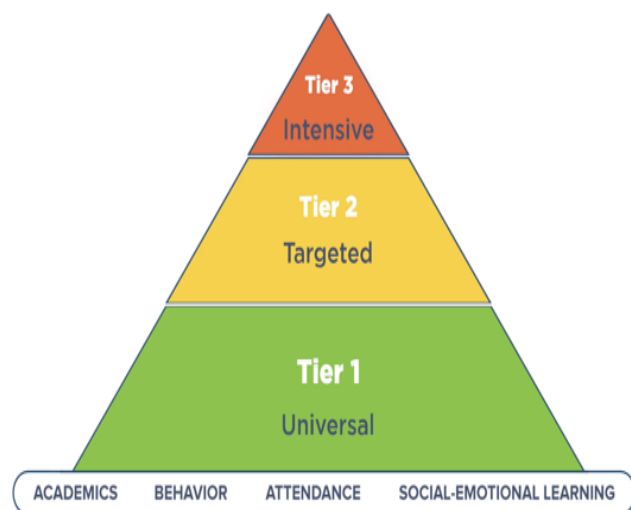
### Tier 1: Universal (All Students)

- Teach and model school-wide positive behavior expectations and procedures.
- Positive reinforcement, recognition, and rewards for all students.
- Consistent consequences for problem behavior
- Effective procedures and supervision in non-classroom areas
- Effective instruction and classroom management
- Collaboration with families
- Active supervision and monitoring

Tier 2 behavior supports are behavioral strategies that some groups of students have access to. These interventions are more specific behavioral supports to succeed.

### Tier 2: Targeted (Small Groups of Students)

- Behavior plans/ contracts
- Targeted social instructions
- Alternatives to suspension
- Increased academic support
- School-based mentors
- Classroom management support



Tier 3 behavior supports are behavioral strategies for a few students requiring individual and intensive support and services. These interventions are based on the student's level of need.

**Tier 3: Intensive ( A Few Students)**

- Highly specialized and individualized alternatives to suspension for students who have been documented as unresponsive to Tier 1 and Tier 2.
- Intensive academic support
- Intensive social skills counseling
- Individual behavioral student contract
- Develop intensive SST goals to address the continued misconduct
- Multi-agency collaboration
- Community and service-learning

**BEHAVIOR REQUIREMENTS OF STUDENTS WITH SPECIAL NEEDS**

Students identified with special needs, with an Individualized Educational Plan (IEP) or a Section 504 Plan, are held to the same behavior standards as general education students as mandated by federal, education and state law. If the behavior in question is not a manifestation of a student's disability, the Education Code permits consequences to be determined at a principal's discretion.

**Vaughn is committed to supporting students via PBIS and Restorative methods. We will try alternatives to suspension however, given consequences must be consistent, logical, and apply to the function of the behavior of the incident. We also must comply with what the law mandates.**

**Add sentence about equity in our process**

**Student Suspension and Expulsion Behavior Chart**

**SUSPENSION AND EXPULSION**

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at the school or at any other school or a school-sponsored event at anytime including but not limited to:

- While on school grounds
- While going to or coming from school
- During, going to, or coming from a school-sponsored activity

<b><u>Category 1</u></b>	<b><u>Category 2</u></b>	<b><u>Category 3</u></b>
Principal <b>shall</b> immediately suspend and recommend expulsion when the following occurs at school or at a school	Principal <b>may</b> suspend when the following occurs at school or at a school activity off campus-may or may not lead to expulsion.	Principal <b>may</b> suspend when the following occur at any time, including, but not limited to, while on school grounds; during the lunch period, whether on or off the

activity off campus. (E.C. 48915[c])	<i>*Depending on the severity/frequency of violation, Expulsion hearing is possible.</i>	campus' or during, or while going to or coming from, a school-sponsored activity.  <i>*Depending on the severity/frequency of violation, Expulsion hearing is possible.</i>
1. Possessing a firearm (object that fires actual bullets). EC. 48195 (c)(1), 48900(b)	1 Causing serious physical injury to another person, except in self-defense. E.C. 48915(a)(1); 48900(a)(1), maybe also 48900(a)(2)	1. Caused, attempted to cause, or threatened to cause physical injury to another person. (Unless, in the case of "caused," the injury is serious. [See II.1]) E.C. 48900(a)(1); 48915(b)  2. First offense of possession of marijuana of not more than one ounce, or alcohol. E.C. 48900(c); 48915(b)  3. Sold, furnished, or offered a substitute substance represented as a controlled substance. E.C. 48900(d); 48915(b)
2. Selling or otherwise furnishing a firearm. EC. 48195 (c)(1), 48900(b)	2. Possession of any knife, explosive with less power than an M-80, or other dangerous object of no reasonable use to the pupil. EC 48915 (a)(1)(B), 48900(b)	4. Caused or attempted to cause damage to school or private property. E.C. 48900(f); 48915(e)  5. Stole or attempted to steal school or private property. E.C. 48900(g); 48915(e)  6. Possessed or used tobacco. E.C. 48900(h); 48915(e)  7. Committed an obscene act or engaged in habitual profanity or vulgarity. E.C. 48900(i); 48915(e)
3. Brandishing a knife at another person. EC. 48915(c)(2)	3. Unlawful possession of any controlled substance (except for the first offense of no more than an ounce of marijuana, and over-the-counter and prescribed medication) E.C. 48915(a)(3); 48900(c)	8. Possessed, offered, arranged, or negotiated to sell any drug paraphernalia. E.C. 48900(j); 48915(e) 9. Disrupted school activities (school-wide activities; issued only by an administrator) E.C. 48900(k); 48915(e) 10. Knowingly received stolen school or private property. E.C. 48900(l); 48915(e) 11. Possessed an imitation firearm. E.C. 48900(m); 48915(e) 12. Engaged in harassment, threats, or intimidation against a pupil or group of pupils or school district personnel. E.C. 48900.4**; 48915(e)



4. Unlawfully selling a controlled substance listed in <i>Health and Safety Code</i> Section 11053 et. Seq EC. 48915(c)(3), 48900(c)	4. Robbery or extortion. EC 48915 (a)(1)(D), 48900(e)	<p>13. Engaged in sexual harassment. E.C. 48900.2**; 48915(e)</p> <p>14. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. E.C. 48900.3**; 48915(e)</p> <p>15. Made terrorist threats against school officials or school property, or both. E.C. 48900.7; 48915(e)</p> <p>16. Willfully used force or violence upon the person of another, except in self-defense. E.C. 48900(a)(2); 48915(b)</p>
5. Committing or attempting to commit a sexual assault or committing sexual battery EC. 48915(c)(4), 48900(n)	5. Assault or battery, or threat of, on a school employee. EC 48915(a)(1)(E)	<p>17. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a disciplinary action. E.C. 48900(o); 48915(e)</p> <p>18. Any behavior listed in Category I or II that is related to school activity or school attendance but that did not occur on campus or at a school activity off campus. E.C. 48915(b)</p> <p>19. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. E.C. 48900(p); 48915(e)</p> <p>20. Engaged in, or attempted to engage in, hazing, as defined in Section 32050. E.C. 48900(q); 48915(e)</p> <p>21. Engaged in an act of bullying, including, but not limited to, bullying committed by means of electronic act directed specifically toward a pupil or school personnel. E.C. 48900(r); 48915(e)</p> <p>22. Aided or abetted the infliction of physical injury to another person (suspension only). E.C. 48900(t); 48915(e)</p>
6. Possession of an explosive (M-80 or		

## **ALTERNATIVES TO SUSPENSION**

Vaughn International Studies Academy is dedicated to keeping with the goals of AB1729 that other means of correction will be utilized for students in a consistent and age-appropriate manner prior to any suspension or expulsion unless any offense is under Education Code 48915. ( c ) category 1 offenses, or when the student's presence causes a continuing danger to the physical safety of the pupil or others. It is understood the alternative to suspension agreement does not prevent the school from recommending disciplinary action, up to and including suspension and expulsion, should the student violate any school rules or Education Code sections in the future. By agreeing to the alternatives to suspensions, students and parents/guardians are committed to adhering to the terms of the agreement which are immediately implemented.

## **SUSPENSIONS NOTICES AND APPEALS**

If a student is suspended, parents should receive:

- a Pupil Suspension Notice with the E.C. violation, duration of suspension, date of return, and date of conference

### **Suspension Time Limits, Recommendation for Placement/Expulsion**

- Suspension, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension and not to exceed 20 school days per school year.
- In-school suspension will be used as often as possible provided that there will be adequate supervision on the school site including supervision provided by parent/guardian.
- Teachers have the right to suspend students from the classroom for a day.

## **SUSPENSION PROCEDURES**

Suspension shall be initiated according to the following procedures:

### **Conference**

- Suspension shall be preceded, *if possible*, by a conference conducted by an Administrator with the student and his or her parent/guardian, and, whenever practical, the teacher or school employee who referred the student to the Administrator.
- The conference may be omitted if the Administrator determines that an emergency situation exists. An emergency situation involves a clear and present danger to the lives, safety or health of students or school personnel.
- If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference.
- At the conference, the student shall be informed of the reason for the disciplinary action and the

evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense.

- The conference shall be held within two (2) school days, unless the student waives this right or is physically unable to attend for any reasons including, but not limited to, incarceration or hospitalization.

## **EXPULSION PROCEDURES**

When a student is expelled, the procedures will be followed (adopted from LAUSD Bulletin 6050.2):

1. **If student is a student with an IEP or 504, the site administrator will consult with SPED team immediately** (SEE SPED/504 Instructions Below from LAUSD Bulletin 6050.2 p13-18)
  - a. A manifestation determination meeting (pre-expulsion meeting) will be scheduled
2. **The student may be suspended pending expulsion**
  - a. Student may not be suspended for more than 5 days, unless the decision is made to suspend pending expulsion
    - i. The team may need to consider interim placement that may be needed if suspension is to extend for period of time greater than allotted number of days.
3. **Site Administrator will Identify Panelists and Set Panel Date.**
  - a. Panel must include 3 or more individuals who ARE NOT involved in investigation of incident (certificated leadership recommended)
  - b. Hearing must be held within 30 school days after expulsion recommendation (notification of extension of suspension for expulsion panel)
  - c. If family is bilingual, we will provide additional team member to serve as translator
4. **Once Date of Expulsion Panel is Determined Parents/Guardians will receive CERTIFIED MAIL THE FOLLOWING:**
  - a. **best practice to share in person/email/call in addition to mail**
  - b. VNCLC Expulsion Hearing Process Notification For Families
  - c. VNCLC Summary of Investigation
  - d. Notification of Expulsion Panel Scheduled Letter includes:
    - i. Date/place of hearing
    - ii. Statement of facts/charters/offenses upon which expulsion is based
  - e. If less than 10 days notice is given, letter needs to include VNCLC 10 Day Notification Waiver
    - i. This must be signed if less than 10 days notice is given
  - f. VNCLC Suspension and Expulsion Procedures/ Discipline Policy (from school charter)
  - g. VNCLC Due Process Rights Handout
    - i. This must be signed by parent/guardian
5. **If plan is to reinstate, Site Director immediately reaches out to family to plan re-entry meeting to include panel recommendations/review - panel recommendation is shared with family**
6. **If panel recommends expulsion:**
  - a. Site Director will call and/or email the parents to:
    - i. inform them of the expulsion decision
    - ii. inform them that they have 5 days from the day of the decision to appeal the decision, which means filling out the attached expulsion appeal form and sending it to the school or CEO
    - iii. inform parent/guardian that they must call the LAUSD Expulsion Unit at (213) 202-7555.
  - b. Certify Mail AND Email and/or provide in-person the:
    - i. Official Expulsion Hearing Decision (Ex 22),
    - ii. Expulsion Appeal form (VNCLC Expulsion Appeal Form),
    - iii. The completed Expulsion Notice to the parents (VNCLC Expulsion Notice) \*

## **REHABILITATION PLANS**

Students who are expelled from Vaughn shall be given a rehabilitation plan upon expulsion as developed by the Administrative Panel at the time of the expulsion recommendation. The plan may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date no later than one year from the date of expulsion when the student may reapply to Vaughn for readmission.

## **EXPELLED STUDENTS AND ALTERNATIVE EDUCATION**

Vaughn will notify the district in which the student resides. Students who are expelled may seek alternative education programs within the district or the county of residence.

## **READMISSION**

- The decision to readmit a student or to admit a previously expelled student from another school or school district shall be the sole discretion of the Governing Board following a meeting with the Charter School Director and the pupil and parent/guardian to determine whether the student has successfully completed the rehabilitation plan and to determine whether the student poses a threat to others or will be disruptive to the school environment.
- The Charter School Director shall make recommendations to the Governing Board following the meeting regarding his or her determination.
- The readmission is also contingent upon the school's capacity at the time the student seeks readmission.

## **Academic Integrity Policy**

Academic integrity means that you are submitting work that you completed on your own. The following behaviors are not acceptable at V.I.S.A online or in person.

Plagiarism is defined as presenting someone else's work or ideas as your own includes, but is not limited to:

- Copying or using ideas or words from another classmate without proper citation.
- Copying or using ideas or words from an internet resource without proper citation.
- Copying online work or lending any of your work to another student to be copied.
- Representing any part of your work as your own that you did not complete.

Cheating is defined as providing, receiving, or using unauthorized information includes, but is not limited to:

- Asking, receiving, or giving information about any online assignments and exams to another student.
- Talking or communicating in any way with other students during an online exam.
- Sending screenshots of your own work or exam questions to other students.
- Using peer's work to complete your own.
- Using the Internet on a computer or phone device to search for answers during online quizzes/exams.
- Obtaining a test before it is administered.
- Two or more students working together on an individual assignment without the teacher's permission.
- Sharing work with peers (sharing a doc electronically, showing work on a computer screen, showing work done on paper, sending photos of work, etc.).
- Allowing other students, siblings, or parents to post answers or complete online assignments and exams using your login information and password.

Fabrication is defined as falsifying information, data, or citations includes, but is not limited to:

- Citing a source that does not exist.
- Creating false information (e.g., fabricating an interview, fabricating survey results, etc.).
- Reusing an assignment that has already been submitted (by another student or yourself).

Duplicate submission is defined as submitting past or current work for multiple classes without the teacher's permission, but is not limited to:

- Submitting the same or similar essay for two different classes within the same semester.
- Submitting the same or similar assignment for two different classes within the same semester.

Sabotage is defined as preventing others from completing their work includes, but is not limited to:

- Deleting work that another student has added to a collaborative assignment without their permission.
- Disabling electronic access to an assignment.

Deception is defined as providing false information to an instructor concerning an assignment or activity includes, but is not limited to:

- Fabricating notes/excuses relating to the completion of work.
- Falsely claiming to have submitted work

Forgery is defined as altering your work or instructor feedback includes but is not limited to:

- Changing answers on assignments after work has been graded.
- Changing or attempting to change instructor grades.

## **Resources to prevent academic dishonesty:**

<https://catalog.csun.edu/policies/academic-dishonesty/> or [https://en.wikipedia.org/wiki/Academic\\_dishonesty#Types](https://en.wikipedia.org/wiki/Academic_dishonesty#Types)

## CONSEQUENCES FOR PLAGIARISM

The teacher will determine if the plagiarism violation is minor or major and may consult with the administration team.

Minor plagiarism means doing any of the following	Major plagiarism means doing any of the following
<ul style="list-style-type: none"><li>● Minimal summarizing or paraphrasing without proper citation.</li><li>● Revising minimal portions of work by inserting a few synonyms without proper citation.</li><li>● Using minimal verbatim key terms, phrases, and/or sentences of work without quotation marks and or/proper citation.</li></ul>	<ul style="list-style-type: none"><li>● Summarizing and paraphrasing substantial portions of work without proper citation.</li><li>● Revising substantial portions of work by inserting a few synonyms without proper citation.</li><li>● Using substantial verbatim key terms, phrases, and/or sentences of work without quotation marks and or/proper citation</li></ul>

First minor violation:

- The teacher contacts the student and provides feedback on how the assignment violates the academic integrity policy.
- The teacher summarizes the conversation in an email and sends it to the student, parent, and administration team.
- The student must redo the assignment and will receive partial credit.

First major violation:

- The teacher contacts the student and provides feedback on how the assignment violates the academic integrity policy.
- The teacher contacts parents through a phone call and notifies the administration team.
- The student will receive no credit on the assignment.
- The student must complete online training on plagiarism with Ms. Larios.
- If the student does not complete the online training with Ms. Larios, a parent conference will be held.

Second minor and/or major violation:

- The teacher contacts the student and provides feedback on how the assignment violates the academic integrity policy.
- The teacher contacts the parent through a phone call and notifies the administration team.
- The student will receive no credit on the assignment.
- The administration team may hold a conference with the student and parent.
- Severe consequences will be issued such as a reduced or failing grade in the class.

Consequences for cheating, fabrication, duplicate submission sabotage, deception, and forgery.

- The teacher contacts the student(s) and provides feedback on how the assignment violates the academic integrity policy.
- The teacher contacts parents through a phone call and notifies the administration team.
- The administration team may hold a conference with the student and parent.
- The student(s) will receive no credit and or/ a "0" for the exam.
- If this behavior continues, severe consequences will be issued such as a reduced or failing grade in the class.

## **STUDENT LEADERSHIP**

Representatives of the Student Advisory Council hold meetings once a week throughout the school year. The activities of the S.A.C. are reported to each advisory class by its respective representative following every meeting. Students are offered the opportunity to voice their opinions, concerns, questions, and ideas to S.A.C. representatives during this time in advisory.

## **STUDENT CLUBS**

Vaughn NCLC promotes equal access for all students to participate in student organizations and clubs in accordance with the Equal Access Act (20 U.S. Code § 4071). Namely, Vaughn NCLC will not deny equal access or a fair opportunity to, or discriminate against, any students who wish to conduct a meeting within that limited open forum on the basis of the religious, political, philosophical, or other content of the speech at such meetings.

Students wishing to establish student clubs must attain a minimum of 30 student signatures indicating a need for and/or interest in the club (clubs do not need to have 30 members but must have enough members to establish officers). Students must recruit a staff member to sponsor the club for supervisory purposes. The sponsor should be a credentialed staff member but non-credentialed staff members may be considered. Students will submit a completed club application to the High School Curriculum Coordinator.



## ID CARDS

Students must have a school ID card in his/her possession whenever they are on campus. There is a make-up ID card day in September for students who did not receive his/her card in August. After that date, students who lose or misplace his/her card need to go to the Library to obtain a form for a replacement ID to fill out, and pay a \$5.00 replacement fee. Replacement fee must be paid before replacement ID is issued.

## HALL PASSES

Students must have a hall pass any time he/she leaves a classroom. Students are not allowed out of class during the first or last ten minutes of every period **unless of an emergency**. Hall passes will be color-coded for each floor and offices, including bathrooms. Students must be mindful of the limitations of each colored pass.

## ELECTRONIC DEVICES AND CELL PHONES

### **Cell phones/earbuds**

While many students use personal electronic devices and cell phones to maintain communication with parents or keep themselves entertained, **they are NOT TO BE USED during school hours from 7:35 am- 3:35 pm every day**. The school will not be responsible for damaged, lost or stolen phones, and school personnel will not investigate such losses.

### **YNDR Pouches:**



#### **POUCH**

As a student enters school, they place their phone in their assigned Yondr pouch.



#### **SECURE**

The pouch is closed and secured. Each student keeps their pouch throughout the day.



#### **EXIT**

When leaving school, the student taps their pouch to an unlocking base to release their phone.

Vaughn Next Century Learning Center has always promoted a cell phone-free campus.

**VISA HS will continue making our school a phone-free space to improve teaching and learning** using a system called Yondr. Yondr has been implemented in over 1,000 schools across 21 countries to facilitate an engaged learning environment.

We believe that phones have great utility. We have also found that learning and social behavior improve drastically when students are fully engaged with their teachers and classmates.

**The Yondr Program utilizes a simple, secure pouch that stores a phone.** Every student will secure their phone in a personally assigned Yondr pouch when they arrive at school. Students will maintain possession of their phones and will not use them until their pouches are opened at the end of the school day. Students are required to bring their Yondr pouch to and from school each day and are responsible for their pouch at all times.

#### Forgotten Pouch

If a student forgets to use or bring their Pouch:

- **First offense** - the student will be given a Yondr loaner pouch for the day. The student will unlock their phone and return the pouch to the main office before going home.
- **Second offense** - The student's phone will be collected in the front office and staff will call home to remind the parent/guardian of the policy. The students' parent/guardian will need to pick up the phone from the main office.
- **Third offense** - The student's phone will be collected in the front office and the parent/guardian will be called to have a virtual or in person conference with administration. The student's parent/guardian will need to pick up the phone from the main office. Additional Consequences may include: Checking cell phone into office daily, Community Service, Loss of free time, Restorative Justice practices, alternatives to suspension, suspension

If a student consistently forgets their Pouch, it is considered Lost.

**Refer to the Lost Pouch policy above.**

#### **Ipods,CD Players, MP3s**

iPods, CD Players, MP3s are not allowed on campus. If confiscated, they will be taken to the office. Students or parents may contact an administrator for pick up dates and times. Please note that the school will not be responsible for lost or stolen items, and school personnel will not investigate such losses. A student may receive additional community service hours should this occur multiple times in a school year.

#### **Smartwatch**

If a smartwatch is being used other than to know the time, the smartwatch will be confiscated after the teacher provides one verbal warning. The school will not be responsible for damaged, lost or stolen smartwatch, and school personnel will not investigate such losses.

**Cell phones,earbuds/earphones, smartwatches, confiscated during high stake testing such as iReady, SMARTER BALANCE et.al, will be confiscated for a week and will be returned only to a guardian or emergency contact.**

## **STUDENT DRESS CODE**

All students shall be required to show proper attention to personal cleanliness, health, neatness, safety, and adhere to the school dress code policy at all times. School dress code will be enforced at all times. Students are encouraged to “dress for success” to school at any time and for class presentations. Students are required to dress appropriately daily. We ask that parents ensure that their child wears clothing that is clean with no missing buttons and free of tears and holes.

<b>CATEGORY</b>	<b>YES</b> (for daily use and all school related functions)	<b>NOT ACCEPTABLE <u>EVER</u></b> (not even on school related functions)
<b>T-SHIRT/POLO</b>	<ul style="list-style-type: none"> <li>• Polo (any solid color <i>except</i> red)</li> <li>• Honor Roll t-shirts</li> <li>• VISA Sport/Team/Club t-shirts</li> <li>• Dress/collared professional dress shirt</li> <li>• College/University t-shirts</li> </ul>	<ul style="list-style-type: none"> <li>• Sleeveless shirts</li> <li>• Cut up or altered shirts</li> <li>• Spaghetti or thin strapped tops</li> <li>• Tube tops</li> <li>• Halter tops</li> <li>• Low cleavage tops</li> <li>• See-through tops</li> <li>• Professional sports team jersey or t-shirts</li> </ul>
<b>SWEATER/JACKET</b>	<ul style="list-style-type: none"> <li>• Plain sweater or jacket with no logos</li> <li>• Sweater or jacket with Vaughn or College/University</li> </ul>	<ul style="list-style-type: none"> <li>• Sweaters or jackets with professional sports team or <u>large</u> name brand logos*</li> <li><i>Example: Adidas, Nike, Aeropostale</i></li> <li>• Hoods worn neither in classroom or on warm days</li> </ul>
<b>PANTS</b>	<ul style="list-style-type: none"> <li>• Black pants, slacks, jeans</li> <li>• Tan or khaki pants, slacks</li> <li>• Blue jeans</li> <li>• Slacks or Dress pants</li> <li>• No-logo sweats <i>only</i> on game days (Vaughn logo ok)</li> </ul>	<ul style="list-style-type: none"> <li>• Any pants that are torn up, unhemmed, cut-off, and/or with holes</li> <li>• Sagging, large, or oversized pants</li> <li>• Leggings</li> <li>• Exercise/sweat pants</li> <li>• Yoga pants/capris</li> <li>• Any color other than black, tan, white, or blue jeans.</li> </ul>
<b>SHORTS</b>	<ul style="list-style-type: none"> <li>• Black or tan with a minimum length to mid-thigh</li> </ul>	<ul style="list-style-type: none"> <li>• Torn up, unhemmed or cut-off shorts</li> <li>• Shorts shorter than mid-thigh</li> </ul>

	<ul style="list-style-type: none"> <li>• Jean shorts</li> </ul>	<ul style="list-style-type: none"> <li>• Large or oversized shorts</li> <li>• Basketball shorts</li> <li>• Rompers</li> </ul>
<b>DRESSES/SKIRTS</b>	<ul style="list-style-type: none"> <li>• Minimum length to mid-thigh</li> </ul>	<ul style="list-style-type: none"> <li>• Mini dress or skirt</li> <li>• Low cleavage dresses</li> <li>• See-through or spaghetti strap dresses</li> </ul>
<b>SOCKS</b>	<ul style="list-style-type: none"> <li>• Ankle socks</li> <li>• Low calf socks</li> <li>• Mid calf socks</li> </ul>	<ul style="list-style-type: none"> <li>• Socks higher than mid-calf</li> </ul>
<b>TIGHTS/STOCKINGS/LEGGINGS</b>	<ul style="list-style-type: none"> <li>• Can only be worn under a skirt or long dress sweater no shorter than 3 inches above the knee</li> </ul>	<ul style="list-style-type: none"> <li>• Tights, stockings, and leggings are <u>not pants</u> and should <i>not</i> be used with a short top.</li> <li>• Lacey or torn tights/stockings/leggings</li> <li>• Mid-thigh tights or stockings</li> <li>• Garter belts and Thigh bands</li> </ul>
<b>SHOES</b>	<ul style="list-style-type: none"> <li>• Tennis shoes</li> <li>• Closed-toe</li> <li>• Sneakers</li> <li>• Ballet flats</li> <li>• Closed toe dress shoes 3" or lower in height</li> </ul>	<ul style="list-style-type: none"> <li>• Open-toe/open-heel</li> <li>• Sandals, flip-flops, beach/pool shoes</li> <li>• Slippers/house shoes</li> <li>• Stiletto heels or big platform shoes</li> <li>• Slip-on shoes</li> <li>• Soft or bendable shoes</li> </ul>
<b>HATS/BEANIES (Other headgear)</b>	<ul style="list-style-type: none"> <li>• Beanies plain, with Vaughn logo, or with College/University or armed forces logo</li> <li>• Sun Hats plain, with Vaughn logo, or with College/University logo to be worn during P.E. only</li> <li>• Other hats (for medical reasons only) must be approved by administration</li> </ul>	<ul style="list-style-type: none"> <li>• Hair rollers</li> <li>• Bandanas</li> <li>• Forehead/sweat bands</li> <li>• Head scarves (unless approved by administration for medical reasons)</li> </ul>
<b>PERSONAL PRESENTATION &amp; PIERCING POLICY</b>	<ul style="list-style-type: none"> <li>• Personal cleanliness and health</li> <li>• Neatness in presentation</li> <li>• Hair must be clean</li> <li>• Stud earrings or <i>only</i></li> <li>• Tattoos must be covered with a band aid or clothing at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Distracting hair color or styles</li> <li>• Spiked or mohawaked hair</li> <li>• Hoop/spike/long/big earrings or stretchers</li> <li>• Facial, tongue, body piercings that present a safety concern or hazard</li> <li>• Visible midriiffs, cleavage, or underwear</li> <li>• Visible tattoos</li> </ul>
<b>MASK (See section below for more information)</b>	<ul style="list-style-type: none"> <li>• Disposable</li> <li>• Two layer fabric</li> </ul>	<ul style="list-style-type: none"> <li>• Face shield without the mask</li> <li>• Solid red color mask</li> <li>• Expression (e.g., phrase, word or words) or Insignia (e.g., picture, symbol, patch, or pin) on mask which contains alcohol, tobacco, and/or other drug references,</li> </ul>

		libelous statements, obscenity, defamation of persons, discriminatory statements, vulgarity, subject matter advocating racial or religious prejudice, hatred, violence, gang affiliation, or sport affiliation. <ul style="list-style-type: none"> <li>• Subject matter promoting sexual or other harassment, or which, itself, may reasonably lead to disruption of the educational process.</li> </ul>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Evening wear for school-sponsored dances only (MORP, Spring Formal, Prom, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Clothing or accessories depicting drugs, alcohol/liquor, offensive/obscene pictures or language, gang attire or <i>colors</i></li> <li>• Belts with initials, pocket chains, or spikes</li> </ul>

**CONSEQUENCES FOR VIOLATING THE DRESS CODE (including facial piercing code):**

VIOLATION	CONSEQUENCE
1 <sup>ST</sup>	<p>Student will be sent to the main office.          Student will trade pants/top for a loaner. Loaner must be returned the following day.          Student will remove any facial piercing with nurse supervision.          Students will receive a face mask (if they are violating mask policy).</p> <p>Teacher/staff reminds and provides a copy of the dress code/ facial piercing/ mask policy to the student.</p> <p>1st written notice of dress code violation will be given to student for parents and students to sign and return to the main office.</p> <p>* Guardians may be asked to bring appropriate clothing for dress code violations. or shadow the student.</p>
2 <sup>ND</sup>	<p>Teacher/staff call home to notify the guardian of the 2nd dress code/facial piercing/ mask violation.          2nd written warning notice for guardians to sign.          Student demerit</p> <p>*Guardians may be asked to bring appropriate clothing for dress code violations.or shadow the student.</p>
3 <sup>RD</sup>	<p>Teacher completes an ODR for 3rd dress code/facial piercing/ mask violation.          Admin team member to call home to set up a conference with guardian and student to discuss concerns and develop a plan with the student and guardian.</p> <p>3rd written warning notice will be provided for guardians to sign.          Student demerit.          *Guardians may be asked to bring appropriate clothing for dress code violations or shadow the student.</p>

4 <sup>TH</sup>	Admin notifies guardians of 4th dress code violation, and 5 student community service hours will be added to the student. (Each subsequent violation will receive 5 community service hours as well.) *Guardians may be asked to bring appropriate clothing for dress code violations or shadow the student.
5 <sup>TH</sup>	Administrative team sets up a guardian / student conference to create a special compact / dress code support plan with V.I.S.A. administrative team. *Guardians may be asked to bring appropriate clothing for dress code violations or shadow the student.

### **Covid-19 Prevention Mask Dress Code Expectations**

All students, staff, and visitors may wear a face mask/covering at all times while on school grounds, or while waiting to enter or leave campus, unless you are under age 2, have a medical or mental health condition or disability. If a student, staff, or visitors falls under one or more of these exemptions please contact the school nurse Martha Fonseca (email: [mfonseca@myvaughncharter.com](mailto:mfonseca@myvaughncharter.com)) and Aide Quiroz (email: [aquiroz@myvaughncharter.com](mailto:aquiroz@myvaughncharter.com)) for further collaboration and documentation.

Face mask/coverings must:

- Fully cover your nose and mouth
- Fit comfortably but securely against the side of the face
- Be secured with ties or ear loops
- Include at least two layers of fabric
- Be washed daily after every use, unless it is a disposable mask
- If disposable, be thrown away after each use

In order to maintain a safe and welcoming learning environment please note face mask/coverings which have an expression (e.g., phrase, word or words) or insignia (e.g., picture, symbol, patch, or pin) which contains the following will NOT be permitted:

- Alcohol, tobacco, and/or other drug references
- Libelous statements, obscenity, defamation of persons, discriminatory statements
- Vulgarity, subject matter advocating racial or religious prejudice, hatred, or violence
- The breaking of laws and school policies and regulations
- Subject matter promoting sexual or other harassment, or which, itself, may reasonably lead to disruption of the educational process or that is not consistent with the basic educational mission of the school
- Sport affiliation

Additionally, face mask/coverings which, by virtue of its color, arrangement, trademark, or other attribute, is reasonably perceived, or intended, to intimidate, threaten, incite violence, reflect gang affiliation, or membership in a group that advocates drug use or other illegal or violent activity will not be permitted.

In every case the dress and grooming of the student shall be clean and shall not:

- Cause actual distraction from or disturbance in any school activity or actually interfere with the participation of a student in any school activity.
- Create a hazard to the safety of him/herself or others.
- Create a health hazard.

### **HATS and BEANIES**

Students are reminded that hats, caps, wave caps, headbands, scarves, skull caps or beanies may not be worn at school unless they are V.I.S.A. baseball hats, university/college, armed forces or just plain . Hats may be worn after school, but they must be kept in a backpack and not visible while school is in session. The administration strongly discourages the use of any hat to and from school for safety reasons. Hoods may not be worn in school on warm days. Students are not to wear hair rollers or bandanas. Confiscated hats will be kept until the end of the semester or returned to a guardian during the conference. In cold weather, the same rules apply. Should a student require the use of a hat for health reasons during school hours, he/she must have prior approval from the Director.

### **SKATEBOARDS, SKATES, ROLLERBLADES AND SCOOTERS**

Students may not bring skates, rollerblades or scooters to school. Skates and rollerblades represent a safety hazard to others. Items of students who are referred for possessing or riding on campus will be confiscated, detention will be assigned, and a parent will be required to pick them up. Students that use skateboards and bicycles as a mode of transportation to and from school must wear a helmet pursuant to Vehicle Code 21212.

### **SCHOOL DETENTION POLICY**

When students accumulate 5 or more demerits in any given quarter, the student will be assigned detention for the duration of that quarter. Students that accumulate more than 5 demerits will have the excess number of demerits transferred to the next quarter. Students that accumulate 10 or more demerits in one quarter will be assigned Saturday detention. Students may have one demerit removed per semester (for level 1 offenses only) by serving 5 hours of community service. It is the responsibility of the student to inform the parents when demerits are issued considered to be serious and/or excessive. Students that receive 5 demerits for a level 3 offense will serve 10 full weeks of detention.

Students in detention may not participate in any extra-curricular activities while in detention (an expectation to this will be sporting events). Extra-curricular activities include all senior activities (including graduation). If seniors become ineligible to participate in activities, there will be no refund on any money paid towards senior dues and/or activities.

Students that receive 5 demerits for a level III offense will serve 10 weeks of detention.

### **NON-PARTICIPATION LIST**

Students that receive 3 or more “U”s in Citizenship/Cooperation on their report card, will receive 5 demerits and will be placed in detention and adhere to the detention policy listed above. Students may be removed from detention if the “U”s total less than 3 on the following grading period. In addition, students that receive 3 or more “U”s in work habits will be ineligible to participate in any extra-curricular activities including field trips but excluding sporting events. Students will be eligible to participate when the number of “U”s is less than 3 on the next grading period.

### **DETENTION FOR TARDINESS AND TRUANCY**

Tardiness and truancy to school seriously affect students’ work habits and cooperation. In order to improve attendance and punctuality, teachers and administrators adopted a policy of assigning detention as a consequence for truancy and tardiness. Students who are out of class without a proper pass, and/or students referred by teachers for excessive tardiness to class or behavior problems are subject to detention. Students will receive 1 demerit for every 3 tardies accumulated in any given week.

Detention is served daily during Nutrition and Lunch. Detention may also be served by other community service type activities designated by the school. Students who are in detention or who do not clear other school obligations such as library, or textbook debts are eligible for various activities. Participation in activities such as graduation or prom is not permitted to students who have not cleared obligations. Students who fail to meet his/her obligations are considered to be defiant and face additional consequences, including suspension from school.

### **DETENTION FOR OTHER ACTS**

Detention may be assigned for:

- Every tardy over three to any period in a 1 week period
- Truancy
- Being out of class without a complete and proper pass.
- Class disrupting behavior.
- Disobedience or defiance as determined by the administration.
- An excess of 5 demerits during any quarter period.

### **CONSEQUENCES FOR NOT SERVING DETENTION**

Possible consequences for not serving detentions may include but are not limited to:

- 5 additional community service hours added for each day missed.
- Ineligible to participate in student activities such as sports, band, chorus, leadership roles, after school clubs, field trips, dances, prom, and graduation.
- Admin will contact parent/guardian to set up a conference with parents and administrator.



## **FREE EXPRESSION POLICY**

California law permits school site administrators to establish reasonable parameters for those students who wish to exercise their free speech rights on campus or during the school day. School site administrators may impose restrictions on the times, place, and manner of speech or activity in order to maintain a safe and peaceful campus for all students and employees. Students who fail to follow the directive of school site administrators or school police concerning demonstrations, assemblies, sit-ins, or walk-outs, may be disciplined.

Students who voluntarily leave the school campus or the classroom during a demonstration will be directed to return to the campus or classroom. A student's refusal to adhere to this directive may result in disciplinary action against the student. If the student demonstration or walk-out causes a disruption to the general public, then local law enforcement may respond to the situation.

While V.I.S.A. recognizes and respects a student's freedom of speech rights, employees shall not promote, endorse, or participate in any student demonstration, distribution of materials, assembly, sit-in, or walk-out.

## **SAFE SCHOOL PLAN**

### **Student Safety**

Vaughn has prepared safety plans addressing violence prevention, emergency preparedness, traffic safety and crisis intervention. A copy of the plan is available in the Main Office. Vaughn is committed to ensuring that employee-student relationships are positive, professional and non-exploitative. Improper employee- student relationships are not tolerated.

### **FOOD/DRINK DROP OFF**

Due to safety and sanitation concerns, foods and/or drinks may not be dropped off for students. Students may not bring glass bottles on to the campus due to safety concerns. Students may bring water bottles or hydroflasks.

### **PROHIBITION AGAINST ALCOHOL, TOBACCO OR DRUGS**

Alcohol, tobacco and nicotine products (such as cigarettes, chew, or other related products) are prohibited and students found in possession, or having used such products under school jurisdiction, will receive specified consequences that could include suspension, recommendation for participation in a deterrent program, exclusion from extracurricular activities or expulsion. Possession of drugs at school may also constitute a crime and will be reported to the proper authorities.

Any student found to have participated in the unlawful sale of drugs will be recommended for expulsion and may be subject to criminal prosecution.

### **PROHIBITION AGAINST GUNS, FIREARMS AND OTHER DANGEROUS WEAPONS**

V.I.S.A. maintains a “Zero Tolerance Policy” for any type of dangerous object. Therefore, school administrators will take immediate appropriate action against any student found in possession of a dangerous object. Dangerous objects include, but are not limited to, knives (including Swiss Army-style knives, X-Acto knives, utility knives), razor blades, martial arts combat equipment, clubs, brass knuckles, explosives, handcuffs, studded belts or accessories and any type of firearm or BB/Pellet gun (including replica guns). Any student who inadvertently brings an object onto campus that is prohibited should turn it in to a teacher or administrator immediately; doing so will avoid disciplinary consequences. Pursuant to the Federal Gun Free Schools Act, and in accordance with California law, any student found in possession of a firearm shall be recommended for expulsion. Storage of any of these items in areas such as, but not limited to, lockers, purses, backpacks, or automobiles is deemed to be “in possession.”

### **ABUSE OF PUPIL AT A SCHOOL**

The appropriate local law enforcement agency shall investigate complaints filed by parents or guardians of pupils against a school employee or other person that commits an act of abuse at a school site.

## **STUDENT SEARCHES**

The 4<sup>th</sup> Amendment of the United States Constitution protects individuals from unlawful searches. However, the law allows school officials to conduct searches of students under certain limited circumstances.

Searches based on reasonable suspicion include, but is not limited to:

- If a student has engaged in conduct that causes an administrator to have reasonable suspicion that the student has committed or is about to commit a crime or has violated statutory laws or school rules, the administrator may conduct a search of that student. The administrator must:
  - o Be able to articulate the reason for his or her suspicion and the facts and/or circumstances surrounding a specific incident.
  - o Be able to reasonably connect the student to a specific incident, crime or rule or statute violation.
  - o Have relied on recent, credible information from personal knowledge and/or other eyewitnesses.
  - o Ensure that a search based on reasonable suspicion is not excessively intrusive in light of the student's age and gender and the nature of his offense.
  - o Follow-up on a credible tip.
- When conducting a student search based on reasonable suspicion, school officials must adhere to the following practices:
  - o Conduct the search if there are clear and specific reasons for suspicion and there are facts that connect the student to a specific incident of misconduct.
  - o Jackets, purses, pockets, backpacks, bags, and containers in the student's possession may be searched to the extent reasonably necessary.
  - o Under no conditions may a strip search be conducted.
- Searches based on reasonable suspicion will be conducted in a private area whenever possible.
- Random searches may be conducted on an ongoing weekly basis at the discretion of the Administration team. The searches will be conducted by an administrator or a designee and a security aide. Before entering the classroom, the search team will present pre-selected numbers that will correspond to the teacher's classroom roster. The search team will ask the teacher to call the names to which the number corresponds. Parents will be notified that their student was randomly selected to participate in the random search.
- *Canine Search Program:* As part of our safety plan, periodic unannounced canine visits will take place. Any canine inspection may not be arbitrary, capricious, or discriminatory.
- *Surveillance Cameras:* For student and staff protection, certain areas of the school campus are subject to surveillance by camera.
- *Parental Notifications of Searches/Interviews:* While every effort will be made to maintain open and strong communication between the school and home, it may be necessary to administratively search and/or interview a student without notifying the parent or guardian.

## **SEXUAL HARASSMENT POLICY**

It is the policy of V.I.S.A. to maintain a learning and working environment that is free from sexual harassment. Sexual harassment, of or by students or employees, is a form of sex discrimination in that it constitutes differential treatment on the basis of sex. For that reason, it is a violation of state and federal laws and a violation of school policy. The school considers sexual harassment to be a major offense that can result in disciplinary action to the offending employee or the suspension or expulsion of the offending student.

Any student or employee of V.I.S.A. who believes that she or he has been a victim of sexual harassment shall bring the complaint to the attention of an administrator, so that appropriate action may be taken to resolve the complaint. The school prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Any such complaint is further advised that civil law remedies may also be available to them. Complaints will be promptly investigated in a way that respects the privacy of the parties concerned.

V.I.S.A. considers any unwelcome sexual advances; request for sexual favors; and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, to be classified as sexual harassment under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose of having a negative impact upon the individual's work or academic performance, of creating an intimidating, hostile, or offensive work or education environment.
- Submission to, or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at through the education institution.

### **Sexual harassment may include, but is not limited to:**

- Verbal conduct such as the use of suggestive, derogatory, or vulgar comments (including catcalls and whistling); sexual innuendos or slurs or making unwanted sexual advances, invitations, or comments; repeatedly asking for dates; making threats; and/or spreading rumors about or rating others as their sexual activity or performance that is unwelcome.
- Visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, drawings or graffiti of a sexual nature and/or use of obscene gestures, leering, or staring that is unwelcome.
- Physical conduct such as unwanted touching, pinching, kissing, patting or hugging; the blocking of normal movement; stalking; assault; and/or interference with work or study directed at an individual because of the individual's gender.
- Threats and demands or pressure to submit to sexual requests in order to keep a job or academic standing or to avoid other loss and/or offers of benefits in return for sexual favors.
- Retaliation for opposing, reporting, threatening to report, or participating in an investigation or proceeding on a claim of sexual harassment.

## **PROHIBITED BULLYING**

V.I.S.A believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

V.I.S.A will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off-campus.

Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.

V.I.S.A expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying will be promptly investigated.

## **TITLE IX / STUDENTS**

Federal law, Title IX, State law and V.I.S.A. policy prohibit anyone at a school from discriminating against any student on the basis of sex, sexual orientation or gender. Males and females must be treated the same in all areas, including:

- Participation in athletics
- Enrollment in classes
- Counseling services
- Participation in extracurricular activities
- Treatment in the classroom
- Recognition and honors, special awards, scholarships

Pregnant and parenting students, regardless of their marital status, have the right to attend school and participate in any program or activity in an environment free from discrimination or harassment, the same as any other student. When pregnant or parenting students transfer to specialized alternative programs such as Pregnant Minor Schools or Cal-SAFE Programs, those transfers must be voluntary. Classes and materials must be equal to those offered to other students, and/or students must be provided access to the classes to complete his/her course study.

In addition, Title IX protects students from sexual harassment. This means that no student, teacher, administrator, or other employee can make unwelcome sexual advances, speak in a sexual manner to, or request sexual favors from students at school or at a school-sponsored event. If a parent or student believes that the student's rights under Title IX have been violated, there is a process to resolve the grievance.

## **MARRIED/PREGNANT/PARENTING STUDENTS**

Married, pregnant and parenting students in the district shall have the same educational opportunities as all students.

(cf. 0410 – Nondiscrimination in District Programs and Activities)  
(cf. 5127 – Graduation Ceremonies, Promotion Ceremonies and Activities)  
(cf. 6145 – Extracurricular and Co-curricular Activities)

For school-related purposes, married students under the age of 18 are emancipated minors and have all the rights and privileges of a student who is 18, even if the marriage has been dissolved.

The Governing Board believes that pregnancy and parenting should not be a barrier to education or a reason for dropping out of school. Rather than ending the teenager's need for education, pregnancy and parenting increase the need to cope with adult responsibilities and to prepare for an economically self-sufficient future.

(cf. 5147 – Dropout Prevention)  
(cf. 5149 – At-Risk Students)

The instructional program provided for pregnant students shall be determined on a case-by-case basis and shall be appropriate to the student's individual needs. The student may continue attending school in the regular classroom setting, may attend a separate program established for pregnant students, or may pursue a home instruction or independent study program. The district shall coordinate transportation and scheduling, so that students may attend their regular classes for part of the day and specialized classes for the remainder. When selecting the program to be followed, the student shall be encouraged to consult with her spouse or parent/guardian, her physician, and appropriate district medical and educational advisors.

(cf. 6011 – Academic Standards)  
(cf. 6146.1 – High School Graduation Requirements/Standards of Proficiency)  
(cf. 6146.11 – Alternative Credits Toward Graduation)  
(cf. 6146.2 – Certificate of Proficiency/High School Equivalency)  
(cf. 6158 – Independent Study)  
(cf. 6183 – Home and Hospital Instruction)  
(cf. 6200 – Adult Education)

Pregnant or lactating students shall qualify for nutrition program supplements as provided under Education Code 49559(b). All applications and eligibility records concerning these supplements shall be confidential. (Education Code 49558)

After the birth of her baby, the student may:

1. Return to regular school program
2. Remain in an alternative program
3. Attend continuation high school or adult education classes
4. Request exemption from attendance because of personal services that must be rendered to a dependent.

**(Education Code 48410(c))**

***Legal Reference:***

### **EDUCATION CODE**

2551.3 Determination of state aid for pregnant minors program  
17293 School facilities for pregnant/parenting teen programs  
48220 Compulsory education requirement  
48410 Persons exempted from continuation classes  
49553 Nutrition supplements for pregnant/lactating students  
49558 Confidentiality of applications and records for free or reduced price meals  
51220.5 Parenting skills and education  
51745 Independent study 52610.5 Enrollment of pregnant and parenting students in adult education  
54740-54749.5 California School Age Families Education Program (Cal-SAFE)

### **FAMILY CODE**

7002 Description of emancipated minor  
7050 Purposes for which emancipated minor considered an adult

### **HEALTH AND SAFETY CODE**

124175-124200 Adolescent and Family Life Act

### **UNITED STATES CODE, TITLE 20**

1681-1688 Title IX, Education Act Amendments

### **CODE OF FEDERAL REGULATIONS, TITLE 34**

106.40 Marital or parental status

### ***Management Resources:***

#### **CDE PUBLICATIONS**

Pregnant and Parenting Students: A Report to the Legislature, April 1996

#### **STATE BOARD OF EDUCATION POLICIES**

Policy statement on adolescent pregnancy and parenting, July 9, 1993

#### **WEB SITES**

California Department of Education: <http://www.cde.ca.gov>

California Department of Public Health: <http://www.cdph.ca.gov>

Department of Social Services: <http://www.dss.cahwnet.gov/cdssweb/default.htm>

### **EC§222 LACTATING PUPILS**

Vaughn NCLC operates in accordance with Ed. Code, which requires a school operated by a school district or a county office of education, the California School for the Deaf, the California School for the Blind, and a charter school to provide, only if there is at least one lactating pupil on the school campus, reasonable accommodations to a lactating pupils on a school campus to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding. These reasonable accommodations include, but are not limited to, access to a private and secure room, other than a restroom, to express breast milk or breastfeed an infant child, permission to bring onto a school campus any equipment used to express breast milk, access to a power source for that equipment, and access to a place to safely store expressed breast milk.

This provision also requires that a lactating pupil on a school campus be given a reasonable amount of time to

accommodate the need to express breast milk or breastfeed an infant child and prohibits a pupil from incurring an academic penalty as a result of her use, during the school day, of these reasonable accommodations. A complaint of noncompliance with the requirements of the bill may be filed with the local educational agency, and would require the local educational agency to respond to such a complaint, in accordance with specified procedures. A complainant may appeal a decision of the local educational agency to the State Department of Education and would require the department to issue a written decision within 60 days of its receipt of the appeal. The LEA must provide a remedy to the affected pupil if the local educational agency finds merit in a complaint or if the Superintendent of Public Instruction finds merit in an appeal. This includes a statement of legislative findings and declarations.

## **ADDITIONAL INFORMATION FOR PARENTS**

### **PARENTAL RIGHTS**

Parent/Guardians of pupils enrolled at V.I.S.A. have the right to work together in a mutually supportive and respectful partnership to help their students succeed. Parent/Guardians subject to certain conditions and notifications, have the right to:

- Observe the classroom(s) in which their student is enrolled or will be enrolled.
- Meet with their student's teacher(s), counselor, and/or administrator.
- Volunteer, under the supervision of V.I.S.A. employees, their time and resources for the improvement of school facilities and programs. However, please note that in order to keep all students safe and in consideration of the best interest of the school, V.I.S.A. may require volunteers to be fingerprinted at the County Office of Education. Please see the Parent Center for more details.
- Be notified if their student is absent from school without permission.
- Receive the results of their student's performance on standardized and statewide tests and information on the performance of the school.
- Have a school environment for their student that is safe and supportive of learning.
- Examine the curriculum materials of the class (es) in which their student is enrolled.
- Be informed of their student's progress in school and of the appropriate school personnel whom they should contact if problems arise with their student.
- Have access to the school records of their student and to question anything that they feel are inaccurate, misleading or is a violation of the student's privacy rights and to receive a response from the school.
- Receive information concerning the academic performance standards, proficiencies, or skills their student is expected to accomplish.
- Be informed in advance about school rules, attendance policies, dress codes, and procedures for visiting the school. Information is contained in this handbook.
- Receive information about any psychological testing the school does involving their student and to deny permission to give the test.
- Participate as a member of a school-wide committee, governing board or parent organization, in accordance with any rules and regulations governing membership in these groups.

\*\*\*Parents can review Vaughn's School Accountability Report Card, Safe School Plan, State-wide testing Data, programs for students with special needs (Title 1, Teacher and teacher assistant qualifications, English Learners, students with disabilities, and gifted/talented students) at [www.myvaughncharter.com](http://www.myvaughncharter.com) . Written copies can be requested at the Main Office.



## **PARENT INVOLVEMENT ACTIVITIES**

V.I.S.A. recognizes that, when schools and parents form strong partnerships, the student's potential for educational success improves significantly. Therefore, parents are strongly encouraged to be involved in their child's education.

## **PARENTS AS DECISION MAKERS**

- Identifying goals, priorities and needs
- Participating in Governance Subcommittee
- Setting budget priorities
- Evaluating the curriculum and expanded learning opportunities
- Approving new school programs
- Improving community support
- Investigating student or parent problems and complaints

## **SCHOOL SITE COUNCIL**

VNCLC Site Council (SSC) is open to all parents who wish to participate. Members of the SSC help to write the school site plan, to give input concerning the plan and the program and to help evaluate it. Parental involvement in the SSC helps to provide the best education possible for their children. You may also participate in our Governance Committees which meet the first Tuesday of every month and last approximately 1½ hours starting at 1:30pm.

## **ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)**

VNCLC ELAC is open to all parents who wish to participate. Parents of English learners comprise at least the same percentage of the ELAC membership as English learners constitute of the school's total student population.

1. The ELAC shall be responsible for advising the Executive Director and staff on programs and services for English learners and the School Site Council on the development of the Single Plan for Student Achievement (SPSA).
2. The ELAC shall assist the school in the development of:
  - a. The school's needs assessment.
  - b. Ways to make parents aware of the importance of regular school attendance.

## **VAUGHN NEXT CENTURY LEARNING CENTER SINGLE PLAN FOR STUDENT ACHIEVEMENT**

A school plan is similar to the blueprint for a building. Our school plan outlines our school goals. You might think that all classrooms would be identical if they were all working with the same school plan, but they aren't. Each classroom builds on the basic plan, putting in additional projects and programs that reflect the individuality of that particular teacher and his/her students

## **DISRUPTIVE PARENT CONDUCT**

Pursuant to California Penal Code Section 626.4, the school principal or administrator may order a parent or any other person to leave the school grounds if his/her conduct is disruptive in any way to the school program. This includes school activities and programs such as sporting events and performances. In addition, any disruptive behavior on the

part of a parent or any other person will result in the school staff contacting law enforcement. If the parent or adult does not leave after being asked or if he/she returns without following the posted requirements to contact the administrative offices of the campus, he/she will be guilty of a crime which is punishable by a fine of up to \$500 or imprisonment in the County jail for a period of up to six (6) months, or both. Additionally, any further conduct of this nature by the parent or any other person will lead to Vaughn NCLC pursuit of a restraining order against the parent or adult which would prohibit he/she from coming to school grounds, attending school activities, or contacting the charter school directly or through an agent for any purpose for a period of three (3) years.

Under Education Code Section 44811, disruption by a parent or guardian or other person at a school sponsored activity is punishable, upon the first conviction, by a fine of not less than five hundred dollars (\$500) and not more than one thousand dollars (\$1,000) or by imprisonment in a county jail for not more than one (1) year, or both. \* 2014 Law Offices of Young, Minney & Corp. LLP

### **UNIFORM COMPLAINT PROCEDURES**

Parents have the right to file complaints regarding school procedures affecting their rights with the Director of Vaughn Next Century Learning Center or California State Department of Education and/or the Family Educational Rights and Privacy Act Office, Department of Health, Education and Welfare, 330 Independence Avenue, S.W., Washington, D.C. 20201.

The Governing Board ("Board") of Vaughn Next Century Learning Center has adopted the following Uniform Complaint Procedures in order to comply with state laws and regulations governing educational programs. This Uniform Complaint Procedure provides for an immediate, thorough and objective investigation of any claim of unlawful or prohibited harassment, appropriate disciplinary action against one found to have engaged in prohibited harassment and appropriate remedies for any victim of harassment.

Each Vaughn Next Century Learning Center school campus has the responsibility to ensure compliance and investigate complaints as set forth herein and as required by law.

Most issues are the best handled informally and resolution of the complaint at the site level is highly encouraged whenever possible. If you have a concern you are welcome to visit the site administrator at the pertinent school campus. Should you find that this is not feasible, you may then proceed to the formal complaint policy and procedures as described below.

Vaughn Next Century Learning Center shall post a standardized notice with educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district (EC sections 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2). The notice shall include complaint process information as applicable.

In order to identify appropriate subjects of state preschool health and safety issues pursuant to Section 1596.7925 of the California Health and Safety Code (HSC) a notice shall be posted in each California state preschool program classroom at Vaughn Next Century Learning Center notifying parents, guardians, pupils and teachers of the following:

- The health and safety requirements under Title 5 of the California Code of Regulations (5 CCR) apply to California state preschool programs pursuant to HSC Section 1596.7925
- That the complaint form may be obtained free of charge by visiting the main office, via the school website at [www.myVaughncharter.com](http://www.myVaughncharter.com) or via de California Department of Education website (CDE) at [cde.ca.gov](http://cde.ca.gov)

The purpose of this formal complaint procedure is to provide uniformity in the processing of the following complaints:

1- Complaints alleging unlawful discrimination, harassment, intimidation, or bullying against any protected group as identified under Education Code (EC) sections 200 and 220 and Government Code Section 11135, including any actual or perceived characteristic as set forth in Penal Code Section 422.55, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in EC Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance. Violations in reference to any of the following individuals, groups or subgroups:

Age, ancestry, color, mental disability, physical disability, ethnic group identification, immigration status, citizenship, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, medical condition, marital status, sex or sexual orientation, on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics

2- Complaints alleging a violation of state or federal law or regulation governing the following programs:

- a. Accommodations for Pregnant, Parenting or Lactating Students;
- b. Career Technical and Technical Education
- c. Career Technical and Technical Trainings
- d. Child Care and Development Programs
- e. Consolidated Categorical Aid
- f. Education of Students in Foster Care, Students who are Homeless, former Juvenile Court Students now enrolled in a public school, Migratory Children and Children of Military Families
- g. Every Student Succeeds Act
- h. Migrant Education Programs
- i. Regional Occupational Centers and Programs; and/or School Safety Plans

3- Complaints alleging that a student enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below.

- a. "Educational activity" means an activity offered by the charter school that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.
- b. "Pupil fee" means a fee, deposit or other charge imposed on students, or a student's parents or guardians, in violation of Education Code section 49011 and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all students without regard to their families' ability or willingness to pay fees or request special waivers, as provided for in *Hartzell v. Connell* (1984) 35 Cal.3d 899. A pupil fee includes, but is not limited to, all of the following:
  - i. A fee charged to a student as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory or is for credit.
  - ii. A security deposit, or other payment, that a student is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment.
  - iii. A purchase that a student is required to make to obtain materials, supplies, equipment or uniforms associated with an educational activity.

- c. A pupil fees complaint and complaints regarding local control and accountability plans ("LCAP") only, may be filed anonymously (without an identifying signature), if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with Education Code sections 52060 - 52077, including an allegation of a violation of Education Code sections 47606.5 or 47607.3, as referenced in Education Code section 52075, regarding local control and accountability plans.
- d. If Vaughn Next Century Learning Center finds merit in a pupil fees complaint, or the California Department of Education ("CDE") finds merit in an appeal, Vaughn Next Century Learning Center shall provide a remedy to all affected students, parents or guardians that, where applicable, includes reasonable efforts by Vaughn Next Century Learning Center to ensure full reimbursement to all affected students and parents, or guardians, subject to procedures established through regulations adopted by the state board.
- e. Nothing in this Policy shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or Vaughn Next Century Learning Center and other entities from providing student prizes or other recognition for voluntarily participating in fundraising activities.

4- Complaints alleging noncompliance with the requirements governing the Local Control Funding Formula ("LCFF") or Sections 47606.5 and 47607.3 of the Education Code, as applicable. If Vaughn Next Century Learning Center adopts a School Plan for Student Achievement in addition to its LCAP, complaints of noncompliance with the requirements of the School Plan for Student Achievement under Education Code sections 64000, 64001, 65000, and 65001 shall also fall under this Policy.

5. Complaints alleging noncompliance regarding child nutrition programs established pursuant to Education Code sections 49490-49590 are governed by Title 7, Code of Federal Regulations ("C.F.R.") sections 210.19(a)(4), 215.1(a), 220.13(c), 225.11(b), 226.6(n), and 250.15(d) and Title 5, California Code of Regulations ("C.C.R.") sections 15580 - 15584.

6- Complaints alleging noncompliance regarding special education programs established pursuant to Education Code sections 56000-56865 and 59000-59300 are governed by the procedures set forth in 5 C.C.R. sections 3200- 3205 and 34 C.F.R. sections 300.151-300.153.

Vaughn Next Century Learning Center acknowledges and respects every individual's rights to privacy. Unlawful discrimination, harassment, intimidation or bullying complaints shall be investigated in a manner that protects (to the greatest extent reasonably possible and as permitted by law) confidentiality of the parties, including but not limited to the identity of the complainant, and maintains the integrity of the process. Vaughn Next Century Learning Center cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential. However, Vaughn Next Century Learning Center will attempt to do so as appropriate. Vaughn Next Century Learning Center may find it necessary to disclose information regarding the complaint/complainant to the extent required by law or necessary to carry out the investigation or proceedings, as determined by the Executive Director or designee on a case-by-case basis. Vaughn Next Century Learning Center shall ensure that complainants are protected from retaliation.

Retaliation of any form against the complainant is strictly prohibited. Participation in the complaint process shall not in any way affect the status, grades or work assignment of any student. Confidentiality of the parties involved and the integrity of the process shall be maintained and protected at all times.

**Compliance Officer**

The Governing Board ("Board") designates the following compliance officer(s) to receive and investigate complaints and ensure that Vaughn Next Century Learning Center is in compliance with the law:

**Fidel Ramirez**

**Vaughn Next Century Learning Center, CEO**

**13215 Davenport Street**

**Pacoima, CA 91331**

**818-896-7461**

The compliance officer or his/her designee shall ensure that employees designated to conduct the investigation of the complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Compliance Officer, Executive Director or designee.

**Notifications**

The Executive Director or designee shall make available copies of this Policy free of charge. The annual notice of this Policy may be made available on Vaughn Next Century Learning Center's website.

Written notification of the Uniform Complaint Procedures is to be shared on an annual basis with students, employees, parents/guardians and applicable committees, private school officials or representatives, and or interested parties.

If 15 percent or more of the student population attending Vaughn Next Century Learning Center speaks a primary language other than English, the policy shall be translated into that language and made accessible.

Notification is sent home with students and is also accessible at each school's main office. It is also sent via email to parents who have opted to receive electronic notifications and made accessible via school website at [www.myvaughncharter.com](http://www.myvaughncharter.com)

The annual notice will include the following:

1. A list of the types of complaints that fall under the scope of the UCP and the state and federal provisions that govern complaints regarding child nutrition programs and special education programs.
2. A statement clearly identifying any California State preschool programs that Vaughn Next Century Learning Center is operating as exempt from licensing pursuant to Health and Safety Code section 1596.792(o) and corresponding Title 5 health and safety regulations and Any California State preschool programs that Vaughn Next Century Learning Center is operating pursuant to Title 22 licensing requirements.
3. A statement that the Vaughn Next Century Learning Center is primarily responsible for compliance with federal and state laws and regulations.
4. A statement identifying the title of the compliance officer, and the identity(ies) of the person(s) currently occupying that position, if known.

5. A statement that if a UCP complaint is filed directly with the CDE and the CDE determines that it merits direct intervention, the CDE shall complete an investigation and provide a written decision to the complainant within (60) calendar days of receipt of the complaint, unless the parties have agreed to extend the timeline or the CDE documents exceptional circumstances and informs the complainant.
6. A statement that the complainant has the right to appeal Vaughn Next Century Learning Center's decision to the CDE by filing a written appeal within thirty (30) calendar days of the date of Vaughn Next Century Learning Center's decision, except if Vaughn Next Century Learning Center has used its UCP to address a complaint that is not subject to the UCP requirements.
7. A statement that a complainant who appeals Vaughn Next Century Learning Center's decision on a UCP complaint to the CDE shall receive a written appeal decision with sixty (60) calendar days of the CDE's receipt of the appeal, unless extended by written agreement with the complainant or the CDE documents exceptional circumstances and informs the complainant.
8. A statement that if Vaughn Next Century Learning Center finds merit in a UCP complaint, or the CDE finds merit in an appeal, Vaughn Next Century Learning Center shall take corrective actions consistent with the requirements of existing law that will provide a remedy to the affected student and/or parent/guardian as applicable.
9. A statement advising the complainant of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws if applicable, and of the appeal pursuant to Education Code section 262.3
10. A statement that copies of Vaughn Next Century Learning Center's Uniform Complaint Policy Procedures are available free of charge.

### **Procedures**

The following procedures shall be used to address all complaints which allege that Vaughn Next Century Learning Center has violated federal or state laws or regulations enumerated in the section "Scope" above. The compliance officer shall maintain a record of each complaint and subsequent related actions for at least three (3) calendar years.

Investigation and resolution of all complaints will conclude within 60 calendar days of the school's receipt of the complaint.

The Compliance Officer shall maintain a record of each complaint and related actions, including all information required to ensure compliance with the California Code of Regulations, Title 5, sections 4631 and 4633

All parties involved in the allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

### **1: Filing of Complaint**

Any individual, public agency or organization may file a written complaint of alleged noncompliance by Vaughn Next Century Learning Center. A complaint alleging unlawful discrimination, harassment, intimidation

or bullying may be filed by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying.

Any individual, including a person's duly authorized representative or an interested third party, public agency, or organization may file a written complaint of alleged noncompliance or unlawful discrimination, harassment, intimidation or bullying pursuant to this Policy. A complaint of unlawful discrimination, harassment, intimidation or bullying may be filed by an individual who alleges that that individual has personally suffered unlawful discrimination, harassment, intimidation or bullying or by one who believes any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying, or by a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. An investigation of alleged unlawful discrimination, harassment, intimidation or bullying shall be initiated by filing a complaint no later than six (6) months from the date the alleged discrimination, harassment, intimidation or bullying occurred, or the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying unless the time for filing is extended by the Executive Director or designee, upon written request by the complainant setting forth the reasons for the extension. Such extension by the Executive Director or designee shall be made in writing. The period for filing may be extended by the Executive Director or designee for good cause for a period not to exceed ninety (90) calendar days following the expiration of the six-month time period. The Executive Director shall respond immediately upon a receipt of a request for extension.

All other complaints under this Policy shall be filed not later than one (1) year from the date the alleged violation occurred. For complaints relating to the LCAP, the date of the alleged violation is the date on which the Board approved the LCAP or the annual update was adopted by Charter School.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and date stamp.

Complaints filed pursuant to this Policy must be in writing and signed. A signature may be handwritten, typed (including in an email) or electronically generated. Only complaints regarding pupil fees or LCAP compliance may be filed anonymously as set forth in this Policy. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, the Charter School staff shall assist the complainant in the filing of the complaint.

**\*Note\*\*** per complainant written request, the Compliance Officer may extend the filing period for up to 90 calendar days.

## **2: Mediation**

Within three (3) business days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall arrange for this process.

Before initiating the mediation of an unlawful discrimination, harassment, intimidation or bullying complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

The use of mediation shall not extend the Charter School's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

If mediation is declined by one or all parties or does not resolve the problem within the parameters of the law, the Compliance Officer shall proceed with his/her investigation of the complaint

Mediation does not extend the school's 60-day timeline for investigation and resolving the complaint unless the complainant agrees in writing to such an extension of time

### **3: Complaint Investigation**

The compliance officer is encouraged to hold an investigative meeting within five (5) business days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or the complainant's representative to repeat the complaint orally.

The complainant and/or the complainant's representative shall have an opportunity to present evidence or information leading to evidence to support the allegations in the complaint.

A complainant's refusal to provide the compliance officer with documents or other evidence related to the allegations in the complaint, or a complainant's failure or refusal to cooperate in the investigation or the complainant's engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

Likewise, Vaughn Next Century Learning Center's refusal to provide the compliance officer with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

Vaughn Next Century Learning Center complaints will be investigated and a written Vaughn Next Century Learning Center Investigation Report will be issued to the complainant within 60 calendar days from the date of the receipt of the complaint, unless the complainant agrees in writing to an extension of time.

### **4: Final Written Decision**

Vaughn Next Century Learning Center shall issue an investigation report (the "Decision") based on the evidence. Vaughn Next Century Learning Center's decision shall be in writing and sent to the complainant within sixty (60) calendar days of Vaughn Next Century Learning Center's receipt unless the timeframe is extended with the written agreement of the complainant. Vaughn Next Century Learning Center's decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The Vaughn Next Century Learning Center Investigation Report will contain the following elements:

1. Findings of fact based on evidence gathered
2. A conclusion that provides a clear determination for each allegation as to whether Vaughn Next Century Learning Center complying with the relevant law;
3. Corrective actions if Vaughn Next Century Learning Center finds merit in a complaint:
4. Notice of the complainant's right to appeal the decision by Vaughn Next Century Learning Center within thirty (30) calendar days to the CDE, except when Vaughn Next Century Learning Center has used its UCP to address complaints that are not subject to the UCP requirements.
5. Procedures to be followed for initiating such an appeal.



## Investigation regarding state preschool programs

1. The preschool program administrator or designee of Vaughn Next Century Learning Center Next Century Learning Center will

- a. Make all reasonable efforts to investigate any problem within his/her authority
- b. Investigations shall begin within 10 days of the receipt of the complaint
- c. Determine resolution within a reasonable timeframe, but not to exceed 30 working days from the date the complaint was received
- d. Report resolution of the complaint to the complainant within 45 working days of the initial filing

If the preschool program administrator makes this report, he/she shall also report the same information in the same timeframe to the designee of Vaughn Next Century Learning Center

If an employee is disciplined as a result of the complaint, the Decision shall simply state that effective action was taken and that the employee was informed of Vaughn Next Century Learning Center's expectations. The Decision shall not give any further information as to the nature of the disciplinary action except as required by applicable law.

## Appeals to the California Department of Education

If the claimant is dissatisfied with the decision reached by Vaughn Next Century Learning Center, they may file an appeal in writing to the CDE. The appeal should be filed within thirty (30) calendar days of receiving the decision by Vaughn Next Century Learning Center. The appeal should specify the reason for the appeal and whether the facts are incorrect and or/if the law has been misapplied. The appeal must also be accompanied by a copy of the complaint initially filed and the written decision reached by Vaughn Next Century Learning Center. When appealing to the CDE, the complainant must specify and explain the basis for the appeal, including at least one of the following:

- Vaughn Next Century Learning Center failed to follow its complaint procedures and/or
- The Vaughn Next Century Learning Center Investigation Report lacks material findings of fact necessary to reach a conclusion of law, and/or
- The material findings of fact in Vaughn Next Century Learning Center's Investigation Report are not supported by substantial evidence, and/or
- The legal conclusion in Vaughn Next Century Learning Center's Investigation Report is inconsistent with the law, and/or
- In a case in which Vaughn Next Century Learning Center is found noncompliant, the corrective actions fail to provide a proper remedy

The appeal shall be sent with

1. A copy of the locally filed complaint; and
2. A copy of Vaughn Next Century Learning Center's Investigation Report

## Filing appeals regarding State Preschool Health and Safety Issues

- If a complainant is not satisfied with the resolution of the preschool program administrator or designee, he/she has the right to present the complaint to the governing board of Vaughn Next Century Learning Center at a regularly scheduled hearing of the governing board, as applicable.

- A complainant who is not satisfied with the resolution proffered by the preschool program administrator or designee, he/she has a right to appeal the State Superintendent of Public Instruction (SSPI) within 30 days of the date of the Vaughn Next Century Learning Center Investigation Report.
- Complainants shall comply with the appeal requirements of 5 CCR Section 4632
- The State Superintendent of Public Instruction (SSPI) or designee shall comply with the requirements of 5 CCR Section 4633 and shall provide a written Vaughn Next Century Learning Center Investigation Report to the State Board of Education describing the basis for the complaint. Vaughn Next Century Learning Center's response to the state preschool health and safety issues pursuant to HSC Section 1596.7925 complaint and its remedy or proposed remedy and, as appropriate, a proposed remedy for the issue described in the complaint, if different from Vaughn Next Century Learning Center's remedy.
- Vaughn Next Century Learning Center shall report summarized data on the nature and resolution of all state preschool health and safety issues complaints pursuant to HSC Section 1596.7925 on a quarterly basis to the county superintendent of schools and the governing board or body as applicable of Vaughn Next Century Learning Center. The summaries shall be publicly reported on a quarterly basis at a regularly meeting of Vaughn Next Century Learning Center's governing board. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints.
- All complaints and responses filed with Vaughn Next Century Learning Center are public records

Upon having received notification by the CDE that the complainant has filed an appeal, the Compliance Officer must forward the following documentation to the CDE within ten (10) calendar days of the date of notification:

- A copy of the original complaint
  - A copy of the decision reached by the school (should include summary of extent of investigation)
  - Copy of the investigation file including but not limited to, all notes, interviews and documents submitted by parties and gathered by investigator;
  - Report of any actions taken to resolve the complaint
  - A Copy of the Uniform Complaint Procedures adopted by Vaughn Next Century Learning Center
- Other relevant information as requested by the CDE

If the CDE determines the appeal raises issues not contained in the local complaint, the CDE will refer those new issues back to Vaughn Next Century Learning Center for resolution as a new complaint. If the CDE notifies Vaughn Next Century Learning Center that its Decision failed to address an allegation raised by the complaint and subject to the UCP process, Vaughn Next Century Learning Center will investigate and address such allegation(s) within twenty (20) calendar days of the CDE's notification. The amended Decision will inform the appellant of the right to separately appeal the amended Decision with respect to the complaint allegation(s) not addressed in the original decision.

Within thirty (30) calendar days of the date of the CDE's appeal Decision pursuant to 5 C.C.R. section 4633(f)(2) or (3), either party may request reconsideration by the State Superintendent of Public Instruction ("SSPI") or the SSPI's designee. The request for reconsideration shall specify and explain the reason(s) for contesting the findings of fact, conclusions of law, or corrective actions in the CDE's appeal Decision. The SSPI will not consider any information not previously submitted to the CDE by a party during the appeal unless such information was unknown to the party at the time of the appeal and, with due diligence, could not have become known to the party. Pending the SSPI's response to a request for reconsideration, the CDE appeal Decision remains in effect and enforceable, unless stayed by a court.

The CDE may directly intervene in the complaint without waiting for action by Vaughn Next Century Learning Center when one of the conditions listed in 5 C.C.R. section 4650 exists including but not limited to cases in which through no fault of the complainant, Vaughn Next Century Learning Center has not acted within sixty (60) calendar days of the date the complaint was filed with Vaughn Next Century Learning Center.

### **Civil Law Remedies**

A complainant may pursue available civil law remedies outside Vaughn Next Century Learning Center's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

For complaints alleging unlawful discrimination, harassment, intimidation or bullying based on state law, a complainant shall wait until sixty (60) calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if Vaughn Next Century Learning Center has appropriately, and in a timely manner, apprised the complainant of their right to file a complaint.

## **General Complaint Procedure**

### **Introduction**

This is the Standard Operating Procedure (SOP) for Vaughn Next Century Learning Center on how handle parent complaints concerning any complaint not covered under the Uniform Complaint Procedure (UCP). These procedures have been presented to the Vaughn Next Century Learning Center Board of Trustees and has been approved for implementation.

The guidance provided herein does not apply to complaints in relations to actions or decisions by the school on allegations of child protection, refusals to enroll and those decisions which may discriminate against a child. For issues or complaints of this nature please see below:

### **Complaints Related to Child Protection or Reports of Child Abuse Concerns:**

All employees of a California public school are considered "mandated reporters." A list of persons whose profession qualifies them as "mandated reporters" of child abuse or neglect is found in California Penal Code Section 11165.7. It includes all school/district employees, administrators, and athletic coaches. All persons hired into positions included on the list of mandated reporters are required, upon employment, to be provided with a statement, informing them that they are a mandated reporter and their obligations to report suspected cases of abuse and neglect pursuant to California Penal Code Section 11166.5."

Parents who have a child protection concern should contact the Child Protective Services. Click on the website below for information on reporting or call Childhelp® (800-422-4453) for assistance.

<http://www.cdss.ca.gov/Reporting/Report-Abuse/Child-Protective-Services/Report-Child-Abuse>

### **Suspension, Expulsion, or Refusal to Enroll:**

Parents can appeal a decision by the school to expel their child from its school, or to suspend their child as outlined in the school's current charter petition in Element 10.

**Discrimination:**

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any federally funded education program or activity. If you wish to file a complaint alleging discrimination on such basis as noted above, please follow the Uniform Complaint Procedure, complete the complaint form accordingly and submit your complaint as stated..

Further information about Title IX can be obtained at: <https://www.justice.gov/crt/overview-title-ix-education-amendments-1972-20-usc-1681-et-seq>.

**Miscellaneous:**

- Legal Representation: Legal representation or representation by person(s) acting in a professional capacity is NOT permitted within this procedure.

Note: This procedure does not take away from the statutory rights of any of the participants

- Recordings: You may only record a meeting with school personnel if you provide 24 hours' notice of your intent to record.
- Where the complainant is a member of Vaughn governing board
  - o If the complainant is a member of Vaughn governing board, they will play no part in the management or appeal of the complaint as set out in this procedure.

**GENERAL COMPLAINT PROCEDURE GUIDELINES FOR MAKING A COMPLAINT**

The purpose of the procedure here within is to facilitate the resolution of difficulties where they may arise in an agreed and fair manner. The procedure is as follows:

**I.INFORMAL STAGE**

Step 1: Speaking with the teacher about your concern(s)

- In the first instance, a complaint should normally be brought up verbally with the teacher concerned (whether that be a classroom teacher, Assistant Principal or Principal), so that s/he may have an opportunity to address the issue(s).
- Please observe the school's existing protocols for arranging and conducting such meetings and follow the school's policy with respect to access to members of teaching staff.
- If the complaint does not relate to a teacher in the school but rather related to office, maintenance or afterschool staff, it should be referred to the Principal.

**II.FORMAL STAGE**

Step 2a: Contact the Principal if your complaint is against a member of staff other than the School Director

- If your complaint remains unresolved following Step 1 you should arrange a meeting with the Principal to discuss the issue(s). In advance of this meeting you should inform the Principal in writing, of the nature of your complaint so that s/he may be in a position to resolve the problem without further delay.
- The principal should bring the precise nature of the written complaint to the notice of the teacher or member of staff and seek to resolve the matter between the parties within 10 school days of receipt of the written complaint.
- In some circumstances the Principal may not be able to deal effectively with your complaint immediately and s/he may require some time to investigate and prepare a response. If further time is required you will be informed of the timescale and the likely date by which a response will be issued.
- If you are unsatisfied with the result of the Principal's decision, you may appeal the decision to Vaughn's CEO. See Step 3a.

#### Step 2b: Contact Vaughn's CEO if your complaint is against the school Director

- If your complaint is against the school director and remains unresolved following Step 1 you should write to the CEO. The CEO should bring the precise nature of the written complaint to the notice of the school director and seek to resolve the matter between the parties within 10 school days of receipt of the written complaint.
- In some circumstances the CEO may not be able to deal effectively with your complaint immediately and s/he may require some time to investigate and prepare a response. If further time is required you will be informed of the timescale and the likely date by which a response will be issued.

If you are unsatisfied with the result of the director's decision, you may appeal the decision to the Vaughn Board of Trustees. See Step 3b

### III. APPEAL STAGE

#### Step 3a: Appeals Process-Appeals to CEO

- If you are dissatisfied with the decision of the school director, you may appeal that decision. In order to appeal, you must write to the CEO within 10 school days of receiving written feedback from the director. Your written request should be as concise as possible and set out specifically the grounds for your appeal.
  - You will have the opportunity to meet with the CEO where your appeal will be heard
  - Within 10 school days of this meeting, you should expect a final written response. This will indicate the CEO's findings, recommendations and the reasons supporting the decision.
  - Once the CEO provides a decision, the decision is final, the Complaints Procedures is exhausted, and the matter is considered closed.

#### Step 3b: Appeals Process-Appeals to the Vaughn Board of Trustees

- If you are dissatisfied with the decision of the CEO, you may appeal that decision. In order to appeal, you must write to the Chair of the Vaughn Board of Trustees within 10 school days of receiving written feedback from the CEO. Your written request should be as concise as possible and set out specifically the grounds for your appeal.

- You will have the opportunity to meet with the Vaughn Board of Trustees, where your appeal will be heard
- Within 10 school days of this meeting, you should expect a final written response. This will indicate the Vaughn Board of Trustees' findings, their recommendations and the reasons supporting their decision.
- Once the Vaughn Board of Trustees provides a decision, the decision is final, the Complaints Procedures is exhausted, and the matter is considered closed.

#### **IV. RECORDKEEPING:**

The school shall maintain a record of all correspondence, conversations and meetings concerning your complaint. These records shall be held confidentially in the school and shall be kept apart from pupil records. All such records will be destroyed three years after the date of the last correspondence on the issue.

#### **V. MALICIOUS OR VEXATIOUS COMPLAINTS**

Where Vaughn's governing board considers the actions of a parent/group of parents to constitute frivolous or vexatious behavior, it will seek advice from its legal representatives in order to protect staff from any further similar actions.

#### **FEDERAL AND STATE LAWS OF FAMILY EDUCATIONAL RIGHTS AND PRIVACY**

The privacy of school records is protected by Federal and State laws which cover nearly every type of pupil record maintained by local schools or school district central offices. Such records might include information about attendance, health, grades, behavior, athletic eligibility, or activities in class. The law prohibits the release of pupil records information without written consent of the parent of the student (18 years or older). Records maintained by any school official exclusively for personal reference or use are not considered pupil records and are not subject to Federal and State privacy laws. Unless otherwise prohibited by law, any natural parent, adopted parent or legal guardian may have access to and review the pupil records of their son/daughter. Also, students who are 18 years or older have the right to access and review his/her record. School employees who have a legitimate educational interest have a right to access pupil record information without the consent of the parent or student. Other individuals or agencies may be authorized to access, review and/or obtain pupil records by court order or by statute.

Directory information is routine information maintained by the school. It is not considered pupil record information and does not require the same level of confidential treatment as pupil record information. Under the law, V.I.S.A. may identify certain categories of information as directory information and may provide directory information to certain individuals, officials, and organizations identified by the district as those who have legitimate need to know. Parent and/or adult students have the right to limit or deny the release of any portion of directory information. Additionally, parents and/or adult students may deny the release of directory information to any designated recipient.

Any and all of the following items of directory information relating to a pupil may be released to a designated recipient upon request unless a written request is on file to withhold its release.

- Name
- Address
- Telephone
- Date of Birth

- Dates of attendance
- Previous school(s) attended Location of Pupil Records

The following is a list of records and where they are maintained:

- Pupil records pertaining to student health are maintained in the Health Office with the school nurse as immediate custodian.

Academic progress, counseling, or guidance assistance are maintained in the Counseling Office, with the High School Administrator who oversees the Counseling Office as the immediate custodian.

- Attendance is maintained in the High School Office, with the High School Administrator who oversees the High School Office as the immediate custodian.
- Athletic records are maintained in the Health Office and with the coaches of each team as immediate custodian.
- Class grades are maintained in each class with each teacher as the immediate custodian.

### **Pupil Record Information**

The review of any or all pupil records will be during regular school hours and will be arranged at a time mutually convenient to the parent (or student, when applicable) and the school official, i.e. counselor, administrator. When a pupil record of one student includes information concerning other students, the parent or adult student who wishes to inspect and review such material may see only such a part as relates to the son/daughter of that parent or to the particular adult student. If the parent or adult student requests a copy of the whole or any part of a pupil record, the copy will be provided. The school may charge a fee for the copy.

For all pupil records, other than grades, a parent (or former student) may challenge the content of such pupil records by filing a written request to remove or correct any record information that is:

- An unsubstantiated personal conclusion or inference.
- Inaccurate.
- A conclusion of inference outside of the observer's area of competence.
- Not based on the personal observation of a names person with the time and place of the observation noted.
- Misleading.
- In violation of privacy or other rights.

With regard to the challenge of grades, in the absence of clerical or mechanical mistakes, fraud, bad faith, or incompetence, the grade given to each pupil in a course by a teacher shall be final.

Challenges to grades must be submitted in writing to the administrator supervising the teacher's department. The review of a grade challenge will be conducted by the administrator.

Records or information maintained by a school official exclusively for personal reference or use and which are not available to any other person, except his or her substitute, are not pupil records available for inspection, review, or challenge by the parent or adult pupil.

Upon written request by a school in which the student seeks or intends to enroll, education records of the student will be forwarded to the school, unless there is a hold on the record.

### **VISITORS ON CAMPUS**

Generally, visitors are not permitted on campus. For an exception to this rule, campus visitors must have the consent

and approval of the Director or designee. Permission to visit must be given at the time requested if at all possible or within a reasonable period of time following the request. Visitors may not interfere, disrupt or cause substantial disorder in any classroom or school activity. Visitors are expected to:

- Follow the established school policy in requesting a classroom visitation.
- Complete a visitor's permit upon arrival at the site.
- Enter and leave the school and/or classroom as quietly as possible.
- Not converse with the students, teacher and/or instructional aides during visitation.
- Do not interfere with any school activity.
- Keep the length and frequency of classroom visits reasonable.
- Follow the school's established procedures for meeting with the teacher, counselor, dean and/or administrator after the visit, if needed.
- Exit from the main office.

### **SUPERVISED AREAS**

Students are to be in areas that are supervised at all times and are never to be in classrooms without teacher supervision. Students are not to loiter in hallways before school, during nutrition, during lunch or after school unless the area is supervised.

Students may only use the playing field with adult supervision. If the vehicles are damaged by students or if people are injured as a result of a loose ball while the area is supervised, the student will be held responsible and pay for any damages caused.

### **MEDIA RELEASE**

Occasionally, members of the news media may visit schools to cover activities such as sport competitions, school assemblies, special programs and general newsworthy events. The law provides that when members of the news media are lawfully on campus, they may interview, photograph and/or film students. However, the law also provides that a student may decline to speak to the media and may refuse to be interviewed, filmed or photographed. When visits from the news media are prearranged, schools shall make every effort to notify parents in advance and to provide parents with the opportunity to authorize or to withhold permission for media access to their son/daughter.



## **ADDITIONAL CURRICULUM AND INSTRUCTIONAL MATTERS**

### **REPORT CARDS**

Progress report cards are issued each 5 and 15 weeks of the Fall and Spring semesters. Report cards are issued every 10 and 20 weeks.

### **FINAL GRADE APPEALS**

All twenty week grades are final and cannot be expunged or removed from the transcript. Only the teacher, with approval from an administrator, may change the final grade. Parent/guardians or student may request, within the first thirty (30) school days of the semester following the one in which the grade was issued, a final grade appeal review of a student's final grade based on the reasons listed below:

- Mistake;
- Fraud;
- Bad faith; and/or
- Incompetence in assigning the grade.

Students / parents can request a [FINAL Grade Appeal Form](#) from the counselor, the student or parent, or both must first meet with the teacher to resolve the issue within the first ten (10) school days of the next semester. If the Grade Appeal cannot be resolved at the teacher level, the student/guardian must submit the grade appeal to the Counselor and Administrators within the first thirty (30) school days of next semester.

Questions about comments, quizzes, exams, individual assignments, group assignments, or report card grades other than final grade must be directed to the teacher.

### **ACADEMIC PARENT/TEACHER CONFERENCES**

The following steps must be taken to set up a parent-teacher conference to discuss your student's academic performance:

- Parents should email teachers directly (there are links to each teacher's email on the School's website) or leave a message for the teacher in the main office .

If the teacher does not call/write back, contact your student's counselor by email or calling the main office to leave a message.

- If the situation continues after speaking with the counselor, contact the Administrator via email or call the main office to set up an appointment.

### **ALTERNATIVE TO USING PRESERVED AND LIVE ORGANISMS IN SCIENCE CLASSES**

Students with a moral objection to participation in science laboratory instruction in which animals are used will be informed of the opportunity to be excused or provided with alternative activities. In order to be excused or provided with alternative activities, the student must have a note from his/her parent or guardian requesting an alternative assignment. This assignment must require a comparable time effort investment by the student.

### **RESTITUTION OF MONIES**

V.I.S.A. policy and State law mandates that the parent or guardian of a minor is liable to a school district or private school for all property loaned to and not returned or willfully damaged by the minor. It also authorizes local school districts to adopt a policy whereby the marks, diploma, or transcripts of these students would be withheld until the pupil or the parent/guardian pays for the damages or returns the property.

It is the policy of V.I.S.A. to seek restitution, including but not limited to, when a student willfully cuts, defaces,

causes the loss, non-return or otherwise injured any property, real or personal, belonging to the school district or a school employee. The parent/guardian of the student is liable for such damages, not exceeding \$10,000.

Upon receiving notification, the parent(s) or guardian(s) may pay the outstanding obligation, or the student or parent may complete a voluntary work assignment determined by the school. Upon satisfactory completion of the school voluntary work assignment, the marks, diploma, or transcripts will be released and/or the debt discharged.

#### **INTERNET ACCESS (V.I.S.A. Acceptable Use Policy, AUP)**

As part of our School Technology Plan, V.I.S.A. provides computer network and internet access for its students and employees, V.I.S.A. Teachers use the internet for staff and parent communication and as an instructional tool in classrooms, labs and the library media center. V.I.S.A. students use the internet to research and create school-based projects, to learn and reinforce new concepts, and to fulfill the profile of the international studies academy profile as defined by the Asia Society.

Each year, students and employees need to acknowledge receipt of/and agreement with this Policy. Students who are under 18 also must have his/her parent, or guardian, sign this Policy. By signing the Parent-Student Handbook agreement, the student, employee, and parent or guardian agree to follow the rules set forth in this Policy and to report any misuse of the computer network or the internet to a teacher or administrator. Parties agreeing to this Policy also understand that V.I.S.A. may revise the AUP, as it deems necessary. Any such change will be posted on the V.I.S.A. website, <http://www.myvaughncharter.com>.

### **Acceptable uses of the Computer Network or the Internet**

Access to the V.I.S.A. computer network (including, but not limited to: host computers, file servers, application servers, laptops, network hardware, printers, Personal Digital Assistants, palmtop computers, software, applications, data files, email systems, and all internal and external computer and communications networks and peripherals) and our internet access is a privilege not a right. User rights may be limited or revoked at any time, in the sole discretion of V.I.S.A. The V.I.S.A. computer network, internet access, and student and employee accounts should be used only for educational or professional purposes.

The account may only be used during the time the user is a student or an employee of V.I.S.A. Anyone who receives an account is responsible for using it properly. The student or employee is required to change the password the first time he or she uses the account and routinely thereafter. Use of passwords to gain access to the V.I.S.A. network does not imply that the user has an expectation of security or privacy.

If a user is uncertain about whether a particular use of the computer network, internet or e-mail is appropriate, he or she should consult a teacher or administrator. Additional information about appropriate user communication is available in the V.I.S.A. Netiquette booklet available in school offices.

### **Unacceptable Uses of the Computer Network, E-Mail or Internet**

Uses that violate state or federal law or municipal ordinance which include, but are not limited to:

- Selling or purchasing any illegal substance;
- Accessing, transmitting; or downloading child pornography, obscene depictions, harmful materials, or materials that encourage others to violate the law;
- Transmitting or downloading confidential information or copyrighted materials

Uses that involve the accessing, transmitting or downloading of inappropriate materials on the internet, as determined by the Vaughn Governing Body or any related authority.

- Uses that involve obtaining and/or using anonymous email sites.
- Uses that cause harm to others or damage to his/her property are unacceptable.
- Deleting, copying, modifying, or forging other users' e-mails, files or data
- Installing or using encryption software
- Accessing another users' e-mail without his/her permission, and as a result of that access, reading or forwarding the other users' e-mails or files without that users' permission
- Damaging computer equipment, files, data or the network
- Using profane, abusive, or impolite language
- Disguising one's identity, impersonating other users, or sending anonymous e-mail messages
- Threatening, harassing, or making defamatory or false statements about others
- Accessing, transmitting, or downloading offensive, harassing, or disparaging materials
- Accessing, transmitting, or downloading computer viruses or other harmful files or programs, or in any way degrading or disrupting any computer system performance including, but not limited to "email bombs"
- Accessing, transmitting, or downloading large files, including "chain letters" or any type of "Pyramid schemes"
- Using any V.I.S.A. computer to pursue "hacking", "phishing", or "spamming" internal or external to V.I.S.A., or attempting to access information that is protected by privacy laws
- Access and interference: Using any robot, spider, other automatic device, or manual process to monitor or copy V.I.S.A. web pages or the content contained thereon or for any other unauthorized purpose; or, using any device, software or routine to interfere or attempt to interfere with the proper working of the website.
- Wasting V.I.S.A. network resources such as emailing mass mailings and chain letters, engaging in spam, subscribing to a non-work related listserv, spending excessive time on the internet for personal reasons, playing games, engaging in non- V.I.S.A. related online chat groups, printing multiple copies of documents or otherwise creating unnecessary network traffic
- Inappropriate use of webcam.

Uses that jeopardize access or lead to unauthorized access into accounts or other computer networks are unacceptable. Unacceptable uses include, but are not limited to the following:

- Using other users' account password or identifiers
- Disclosing one's account password to other users or allowing other users to use one's account
- Getting unauthorized access into other users' accounts or other computer networks
- Interfering with other users' ability to access his/her accounts

Commercial uses are unacceptable. Unacceptable uses include, but are not limited to the following:

- Selling or buying anything over the internet for personal or financial gain;
- Using the internet for advertising, promotion, or financial gain;
- Conducting for profit business activities and engaging in non-governmental related fundraising or public relations activities such as solicitation for religious purposes, lobbying for political purposes, soliciting votes;
- Sending any email that is deceptive, misleading, or violates any state or federal statute or regulation including, but not limited to, the CAN-SPAM Act of 2003, or any state email or deceptive practice statute.

### **Copyright Policy**

V.I.S.A. prohibits the use of Charter School equipment or resource networks to download or to print text, music, or pictures for the purpose of selling or giving the files to others unless specifically authorized by the Charter School.

### **Internet Safety**

- In compliance with the Child's Internet Protection Act (CIPA), V.I.S.A. implements firewall filtering/blocking software and hardware to restrict access to internet sites containing child pornography, obscene depictions, or other materials harmful to minors under 18 years of age. Although V.I.S.A. takes every precaution to ensure that such materials are not accessed through the computer network, there is still a risk an Internet user may be exposed to a site containing such materials. An account user who incidentally connects to such a site must immediately disconnect from the site and notify a teacher or administrator. If an account user sees another user is accessing inappropriate sites, he or she could notify a teacher or administrator immediately.
- In compliance with CIPA, V.I.S.A. and its representatives monitor all minors' on-line activities, including website browsing, e-mail use, chat rooms or blog participation and other forms of electronic communications. Such a mechanism may lead to discovery that a user has violated or may be violating this Policy, the appropriate disciplinary code or the law. Monitoring is aimed to

protect minors from accessing inappropriate material, as well as to help enforce this Policy as determined by the V.I.S.A. Governing Board or other related authority. V.I.S.A. reserves the right to monitor other users' (e.g. employees, students 18 years or older) on-line activities, and to access, review, copy, store or delete any electronic communications or files and disclose them to others as it deems necessary.

- If a student under the age of 18 accesses his/her V.I.S.A. account or the internet outside of school, a parent or legal guardian must supervise the student's use of the account or Internet at all times and is completely responsible for monitoring the use. Filtering and/or blocking software may or may not be employed to screen home access to the Internet. Parents and legal guardians should inquire at V.I.S.A. if they desire more detailed information about the software.
- Student information shall not be posted unless it is necessary to receive information for instructional purposes, and only if the student's teacher and parent or guardian has granted permission.
- Safety and Identity Theft: Account users shall not reveal on the Internet personal information about themselves or about other persons. For example, account users should not reveal his/her full name, home address, telephone number, school address, social security number, credit card number, photograph, parent/guardians' name or any other information that could identify them to anyone except V.I.S.A. staff. It is illegal to post other employees' personal information electronically, without prior consent from them.
- Accounts users shall not meet in person anyone they have met on the Internet in a secluded place or a private setting. Account users who are under the age of 18 shall not meet in person anyone they have met on the Internet without his/her parents/guardians' permission.
- Account users will abide by all V.I.S.A. security policies and by the Child's Internet Protection Act (CIPA). The School Network Administrator/Manager at V.I.S.A. has the authority to monitor all accounts, including e-mail and other materials transmitted or received via the accounts. Users cannot expect anything created; stored or received using the V.I.S.A. network will be private. Files and email are backed up on a regular basis; therefore their contents may still be available even though the user has deleted them. Files, email and/or the history of websites a user has visited may be read by V.I.S.A. if it is believed that the user violated the AUP, the school discipline code, the school ethics policy, the school academic integrity policy, or the law. All such materials are the property of V.I.S.A. Account users do not have any right or expectation of privacy regarding such materials.

### **Student Email**

All V.I.S.A. students are assigned a school email account. Student e-mail accounts are for instructional purposes and are governed by the V.I.S.A. Acceptable Use Policy for the Internet and CIPA. Built-in features are: email and spam filters, virus scanning, school monitoring and moderate discussion forums.

Access to the V.I.S.A. computer network and our Internet service provider is a privilege, not a right. The account may only be used during the time the user is a student of V.I.S.A. As a part of our AUP and CIPA, the school has the right and duty to monitor and control access to student email. It is our intent to provide a safe and useful communication tool for students.

V.I.S.A. students will receive his/her individual email and school account username and password in his/her assigned homeroom and will also be available to parents. It is very important that students keep his/her username and password private and do not share either with other students. The assigned username is the first initial of the first name and the full last name@s.myvaughncharter.com. Usernames cannot be changed. Students will be able to use his/her email account from classroom and library computers on campus. Because email is web-based, students and parents can also access student email accounts from home and public library computers. Email is the preferred method of communication for many coaches and sponsors of clubs, activities and athletics. Be sure to check email every day. Please note that V.I.S.A. Teachers can be reached by sending to: first initial last name@myvaughncharter.com. If a User is uncertain about whether a particular use of the computer network, Internet or e-mail is appropriate, he or she should review the V.I.S.A. Acceptable Use Policy for the Internet or consult a teacher or administrator. Internet use policies for students and employees help to ensure a safe learning environment for everyone.

### **Restriction of Free Speech**

The V.I.S.A. network is not a public access service or a public forum. V.I.S.A. has the right and responsibility to restrict material, including text, graphics, and all other forms of expression, accessed, posted or stored on the system.

### **Waiver of Privacy Rights**

Students expressly waive any right of privacy, as to V.I.S.A., in anything they create, store, send, or receive using the V.I.S.A. network. They understand and consent to V.I.S.A. use of human and/or automated means to monitor the use of the V.I.S.A. network including e-mail and Internet access.

### **Storage Capacity**

To ensure that account users remain within the allocated disk space, user with email accounts should check his/her email frequently and delete unwanted messages and other files or data that take up excessive storage space. The V.I.S.A. school network administrators/managers will also routinely delete messages from account users' inbound and outbound log files and messages saved to the archive folders on the system.

### **Penalties for Improper Use**

The use of the account is privileged, not a right, and inappropriate use will result in the restriction or cancellation of the account. Inappropriate use may lead to any disciplinary and/or legal action, including but not limited to suspension or expulsion or dismissal from employment from V.I.S.A. or criminal prosecution by government authorities V.I.S.A. will attempt to tailor any disciplinary action to meet the specific concerns related to each violation.

### **Disclaimer:**

V.I.S.A. makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs or other obligations arising from the unauthorized use of the accounts. V.I.S.A. also denies any responsibility for the accuracy or quality of the information obtained through the account. The Internet or the website may automatically produce search results that reference or link to third party sites throughout the World Wide Web. V.I.S.A. has no control over these sites or the content within them. V.I.S.A. cannot guarantee, represent or warrant the content of any third party site is accurate, legal and/or inoffensive. V.I.S.A. does not endorse the content of any third party site, nor do we guarantee that the site will contain viruses or otherwise impact an internal or external computer. Any statement accessible on the computer network or the Internet is understood to be the author's individual point of view and not that of V.I.S.A., its affiliates, or employees. Account users are responsible for any losses sustained by

V.I.S.A. or its affiliates resulting from the account users' intentional misuse of the accounts.

## **SEX EDUCATION COURSES**

Complying with the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act, schools are required to:

1. Provide students with the knowledge and skills necessary to protect his/her sexual and reproductive health from unintended pregnancies and sexually transmitted diseases.
2. Encourage all students to develop healthy attitudes about adolescent growth and development, body image, gender roles, sexual orientation, dating, marriage and family.

### **Authorized Comprehensive Sexual Health Education**

1. V.I.S.A. provides comprehensive sexual health education through the Peer Health Exchange (PHE) Program which provides education regarding human development and sexuality, including education on pregnancy, family planning, and sexually transmitted diseases.
2. The Peer Health Exchange Educators instruct and also use trained outside consultants who know the most recent medically accurate research on human sexuality, pregnancy, and sexually transmitted diseases. The instruction must meet the following requirements:
  - The instruction and the material used to teach must be suitable for the intellectual emotional and behavioral ability of students of the age being taught.
  - All information taught must be medically accurate and objective, meaning it must be verified or supported by research conducted in the scientific method, reviewed by scientific peers, and recognized as accurate and objective by federal agencies and professional organizations with expert knowledge in health matters.
  - Instruction must be available on an equal basis to a student who is an English learner consistent with the existing curriculum and alternative options for an English learner.
  - Instruction and material must be appropriate for use with students of all races, gender, sexual orientations, ethnic and cultural background, and students with disabilities.
  - Instruction and materials must be appropriate for students with disabilities through modified curriculum, materials, instructional format, auxiliary aids, and other means.
    - Instruction and materials must teach respect for marriage and committed relationships.
  - Instruction and material must teach that not having sexual intercourse is the only certain way to prevent sexually transmitted diseases and that not having sexual intercourse has other personal and social benefits as well.
  - Also instruction and materials must provide medically accurate information on other methods preventing pregnancy and sexually transmitted diseases.
  - Instruction and materials must provide information about sexually transmitted diseases, including how they are and are not transmitted, the effectiveness and safety of all federal Food and Drug Administration (FDA)-approved methods of reducing the risk of contracting sexually transmitted diseases, and information on local sources for testing and medical care for sexually transmitted diseases.



- Instruction and material must provide information about effectiveness and safety of all FDA-approved contraceptive methods in preventing pregnancy, including emergency contraception, and other means.
  - Instruction and material must provide students with skills for making and carrying out responsible decisions about sexuality.
  - Instruction and materials must provide students with information on the fact that a parent or other person who surrenders physical custody of baby three-days old or younger at a lawfully identified hospital or “safe-surrender site” will not be prosecuted, as detailed in Section 1255.7 of the Health and Safety Code and Section 271.5 of the Penal Code.
  - Instruction and materials must not teach or promote religious doctrine.
  - Instruction and materials must not reflect or promote bias against any person on the basis of sex, ethnic group identification, race, national origin, religion, color, mental or physical disability, ancestry, gender, or sexual orientation (as further listed in Section 422.6 of the Penal Code).
- Required HIV/AIDS Prevention Education

HIV/AIDS-prevention education must be provided at least once in high school from instructors trained in teaching the subject. HIV/AIDS-prevention education, whether taught by school personnel or outside consultants, will consist of age appropriate instruction using instructors trained in appropriate courses; and must meet the requirements set forth in the previously mentioned Section entitled, “Authorized Comprehensive Sexual Health Education.”

HIV/AIDS-prevention education must accurately reflect the latest information and recommendations from the United Surgeon General, the federal Center of Disease control and Prevention, and the National Academy of Sciences; and must include the following:

- Information on the nature of HIV/AIDS and its effect on the human body.
- Information on the manner in which HIV is and is not transmitted and on activities that present the highest risk of HIV infection.
- Discussion of methods to reduce the risk of HIV infection and instruction that emphasizes that sexual abstinence, monogamy, avoidance of multiple sexual partners, and avoidance of intravenous drug use are the most effective means of HIV/AIDS prevention and that includes statistics on the latest medical information on the success and failure rates of condoms and other contraceptives in preventing sexually transmitted HIV infection and on methods that may reduce the risk of HIV transmission from intravenous drug use.
- Discussion on the public health issues associated with HIV/AIDS.
- Information on local resources for HIV testing and medical care.
- Instruction on the development of refusal skills to help students overcome peer pressure and use effective decision-making skills to avoid high-risk activities.
- Discussion about societal views on HIV/AIDS and instruction that emphasizes understanding of stereotypes, myths about people with HIV/AIDS, and compassion for people living with HIV/AIDS.

## **Notice and Parental Excuse**

An open line of communication between parents or guardians and their students about human sexuality and HIV/AIDS is encouraged. We are respectful of the rights of parents or guardians to supervise their son/daughter's education on these subjects. Furthermore, parents and guardians may review materials and evaluation tools related to comprehensive sexual health education and HIV/AIDS-prevention education so that they can decide whether or not to have their son/daughter participate in all or part of the instruction or evaluation. Parents and guardians have the ultimate responsibility for imparting values regarding human sexuality to their child.

A parent or guardian of a student has the right to have their child participate or not participate in all or part of comprehensive sexual health education provided through the PHE, HIV/AIDS-prevention education, and assessments related to that education under the following conditions:

- At the beginning of each year or for a student who enrolls later, schools must notify parents or guardians about instruction in sexual health behaviors that will be used in instruction. The notice of parents or guardians must include all of the following information:
  - o The written and audiovisual education materials used in comprehensive sexual health education and HIV/AIDS-prevention education are available for inspection.
  - o The parent or guardian has the right to request a copy of Chapter 5.6 California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act.
  - o The parent or guardian may request in writing that his or her child not receive comprehensive sexual health education or HIV/AIDS-prevention education.
- No questionnaire, survey, or examination containing any questions about the student's personal beliefs or practices in sex, family life, morality, or religion or any questions about the student's parents' or guardians' beliefs and practices in sex, family life, morality and religion will be administered unless the parent or guardian of the student is notified in writing that such test, questionnaire, survey, or examination is to be administered, and the parent or guardian of the pupil gives written permission for the student to participate in the activity. V.I.S.A. may administer anonymous, voluntary, and confidential research and evaluation tools to measure students' health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the students' attitudes concerning or practices related to sex, if the parent or guardian is given the opportunity to review the material and to request in writing, that his or her son/daughter not participate.

A student must not attend any class in comprehensive sexual education or HIV/AIDS-prevention education or participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on student health behaviors and risk if the school has received a written request from the student's parent or guardian excusing the student from participation.

A student must not be subject to disciplinary action, academic penalty, or other penalty if the student's parent or guardian declines to permit the student to receive comprehensive sexual health education or HIV/AIDS-prevention education or to participate in anonymous, voluntary, and confidential tests, questionnaires, or surveys on student health behaviors and risks.

While comprehensive sexual health education, HIV/AIDS-prevention education, or an anonymous, voluntary, and confidential test, questionnaire, or survey on student health behaviors and risks is being administered,

and alternative educational activity must be made available to students whose parent or guardian has requested that they not receive the instruction or participate in the test, questionnaire, or survey.

### **Condom Distribution**

V.I.S.A. will make condoms available at no cost to students who request them through the Peer Health Exchange Program. This is in an effort to decrease the spread of sexually transmitted disease including HIV. While the school does offer education that emphasizes abstinence as the only one hundred percent effective method of preventing infection, the proper use of condom does provide protection against sexual transmission of the HIV/AIDS virus and other sexually transmitted diseases. In making condoms available V.I.S.A. assumes no liability.

## **MEDICAL AND HEALTH OFFICE INFORMATION**

### **Health Office Visit**

The health office is open Monday through Friday from 7:30 a.m. - 3:45 p.m. Bilingual medical assistant is assigned daily to the health office and a credential school nurse is a consultant. Students must come to the health office with a written pass from his/her teacher regarding physical, medical or emotional problems. It will be determined what care the student needs. *Students are not allowed to use their own cell phones to arrange to go home on their own during school hours.*

### **Going home when ill or injured**

Students are not allowed to use their own cell phones to arrange to go home on their own during school hours. VISA's nurse assistant will contact the guardians listed on the students' emergency contact list.

### **Absences**

Students persistently absent, or absent for 3 days or longer **may be** required to bring a doctor's note to the Main Office. A written note from a parent/guardian is required upon returning to school from an absence. The note should include the reason, the date and a phone number where the parent/guardian can be reached. Please refer to the V.I.S.A. Policy on absences mentioned above.

### **Miscellaneous Health Information**

A student returning to school with sutures, casts, crutches, brace(s), or a wheelchair must have a health care provider's written permission to attend school and comply with any safety procedures required by the school administration and services personnel. A student returning to school following a serious or prolonged illness, injury, surgery, or other hospitalization (including psychiatric and drug or alcohol inpatient treatment), must have written permission by the health care provider to attend school including any recommendations regarding physical activity.

An excuse (less than 10 weeks) from a physical education class may be granted to a student who is unable to participate in regular or modified curriculum for a temporary period of time due to illness or injury. A parent's request is needed from the student's health care provider.

A current District Emergency Information Card must be on file at the school, so that parents can be notified promptly in case of accident or illness involving their child.

## **Immunization**

All students new to the district or transfer students within the district must show that they have received all currently required immunizations in order to be enrolled. The immunization status of all students will be reviewed periodically. Those students who do not meet the State guidelines must be excluded from school until the requirements are met.

## **Communicable Disease**

Temporary exclusion of a student from school generally occurs for communicable disease, including, but not limited to, the following conditions; Covid-19, conjunctivitis ("pink eye"); impetigo, strep throat, chickenpox, scabies, head lice, and pertussis ("whooping cough"). Exclusion may occur immediately or at the end of the school day. Readmission to school is based on condition and appropriate treatment.

## **Health Screening**

Screening of the student vision and hearing will be done at the school site in accordance with state mandates.

## **Administration of Medications**

Students who are required to take during regular school day, medication prescribed from his/her by an authorized health care provider may be assisted by designated school personnel if the school district receives (1) a written statement from an authorized health care provider licensed by the state of California to prescribe medications detailing the method, amount, and time schedules by which such medication is to be taken; and (2) a written statement from the parent/guardian of the student indicating the desire that the school district assist the student in the matters set forth in the health care provider's statement. The required forms are available from the health office or administrator. Student's may carry and self-administer certain medication (e.g. inhaled asthma medication or auto-injectable epinephrine medication) if the school district receives the appropriate documentation. This includes (1) a written statement from the authorized health care provider detailing the name, medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the student is able to self-administer the medication; (2) a written statement from the parent/guardian release for health care personnel to consult with the health care provider of the student regarding any questions that may arise with regard to the medication, and releasing the school district and school personnel from liability in the case of adverse reaction. The required forms are available from the health office and administrator. Students may be subject to disciplinary action if the medication is used in a manner other than as prescribed.

## **Interscholastic athletic competition (sports) physical**

Each student in grades 9 through 12 planning to participate in interscholastic competition must pass a physical examination yearly by a licensed health provider that complies with current District policy. Final decisions allow a student athlete to participate in sports (including tryouts) due to health and safety reasons are made by the school nurse. Students must be cleared in order to try out for any sports team.

## **Extra-Curricular Activities**

Students must maintain a 2.0 average at the 10 and 20 week periods in order to participate in any extra-curricular activities. If a student falls below a 2.0 GPA at the 10 or 20 week reporting period they will be placed on probation and will have until the next grading period to improve their grades. If grades do not improve, the student may be disqualified from the extra-curricular activity. Once students have brought their GPA back to a 2.0 at the 10 and 20 week periods they will be allowed to participate in the activities they were removed from. Students will be notified by the Athletic Director or sponsoring teacher when these circumstances arise. Additionally, the following applies to students involved in extracurricular activities:

- If a student fails more than 3 courses at the 10 or 20 week report card they will automatically be deemed ineligible.
- Ineligible students may not take the bus to games, play in games, or practice after school with the team while they are ineligible.
- Any student that takes a bus for an extracurricular activity must return on the bus unless Administration approves student to be picked up by guardian/parent in advance.
- Students who are absent from 2 or more periods on block days or 4 or more periods on a regular day will not be allowed to participate in the extra-curricular event held the day of their absence.

\*This does not apply to counseling groups.

## **ATHLETES BILL OF RIGHTS**

- A. You have the right to fair and equitable treatment and you shall not be discriminated against based on your sex.
- B. You have the right to be provided with an equitable opportunity to participate in all academic extracurricular activities, including athletics.
- C. You have the right to inquire of the athletic director of your school as to the athletic opportunities by the school.
- D. You have the right to apply for athletic scholarships.
- E. You have the right to receive equitable treatment and benefits in the provision of all of the following:
  - a. Equipment and supplies.
  - b. Scheduling of games and practices.
  - c. Transportation and daily allowances.
  - d. Access to tutoring.
  - e. Coaching.
  - f. Locker Rooms.
  - g. Practice and competitive facilities.
  - h. Medical and training facilities and services.
  - i. Publicity.
- F. You have the right to have access to a gender equity coordinator to answer questions regarding gender equity laws.
- G. You have the right to contact the State Department of Education and the California Interscholastic Federation to access information on gender equity laws.
- H. You have the right to file a confidential discrimination complaint with the United States Office of Civil Rights or the State Department of Education if you believe you have been discriminated against or if you believe you have received unequal treatment on the basis of your sex.
- I. You have the right to pursue civil remedies if you have been discriminated against.
- J. You have the right to be protected against retaliation if you file a discrimination complaint.

## **1. COMMITMENT TO SPORTS**

It is very important that student athletes understand the importance of commitment to the school, sport, and team they participate with. Other players and the coach count on their participation throughout the season of sport and it also affects the eligibility of that sport in the CIF City Section. That is why the school is asking the student athlete to continue to participate in all the games and practices. We understand that a student athlete cannot play if his or her GPA falls below 2.0, if they become injured, or if there is a death in the family; but we ask that students, who make a commitment to a sport, finish that season of that sport completely. If a student quits or the coach determines that the student has not been participating in the sport at any time before that sport has finished, the consequences for that student will range from game suspensions to forfeiting the next season of sports.

Per California Interscholastic Federation (CIF) rules, students must have a 2.00 GPA (10 week and 20 week) in order to participate in sports. The GPA will include plus and minus weights. The GPA for students with Special needs will not include plus and minus weights.

## **SPORTS INFORMATION**

The following is a list of sports for the Fall, Spring and Winter seasons. Students interested in participating in any sport should speak with his/her counselor and listen to the daily Public Announcements or ask the Athletic Director, Coach, or a Physical Education teacher for tryout information.

- Basketball JV/Varsity (Boys and Girls)
- Volleyball JV/Varsity (Boys and Girls)
- Soccer (Boys and Girls)
- Softball
- Cross Country
- Baseball
- Cheer

## **CAMPUS CLUBS**

- GSA
- Key Club
- Fellowship of Christian Athletes
- Human Organization for Protecting the Environment (H.O.P.E.)
- Panacea
- SAVE

## **OTHER EXTRA-CURRICULAR ACTIVITIES**

- Band
- Student Advisory Council
- Associated Student Body

## **CONTACT INFORMATION**

### **V.I.S.A STAFF**

- VISA Main Office (818) 896-7461 Option 5
- VISA Office Manager (818) 896-7461 extension 7984
- VISA Office Attendance (818) 896-7461 extension 7944
- Site Director: L. Velasquez (818) 896-7461 extension 7936
- Curriculum Coordinator: A. Burnett (818) 896-7461 extension 7924
- Restorative Justice Coordinator: E. Larios (818) 896-7461 extension 7937
- Dean: O. Padilla (818) 896-7461 extension
- Instructional Coach: R. Shoji (818) 896-7461 extension
- Instructional Coach: A. Nunez (818) 896-7461 extension
- School Counselor: S. Espinoza (818) 896-7461 extension 7948
- School Counselor: N. Tiet (818) 896-7461 extension 7911
- School Counselor: J. Tovar (818) 896-7461 extension
- School Emotional Counselor: J. Hernandez (818) 896-7461 extension 7906
- School Social Worker: C. Rivera (818) 896-7461 extension 7906
- School Social Worker: K. Huete (818) 896-7461 extension 7906
- College Advisor: P. Cruz (818) 896-7461 extension 7999
- College Advisor: J. Barrios (818) 896-7461 extension
- IT Support (877) 239-7642

### **EMERGENCY MEDICAL AND MENTAL HEALTH SERVICES**

- Northridge Hospital Medical Center -18300 Roscoe Blvd., Northridge (818) 885-8500
- 24 Hour Emergency Center (818) 885-5396
- Providence Holy Cross Medical Center – 15031 Rinaldi St., Mission Hills (818) 365-8051
- Olive View/UCLA Hospital – 14445 Olive Dr., Sylmar (818) 364-1555
- Psychiatric Emergency (818) 364-4341
- Valley Coordinated Children's Services (818) 708-4500
- Adolescent Mental Health Crisis 1 (800) 950-6233

### **HELP LINES**

- Fire, Police, Ambulance 911
- Teen Line (800) 852-8336
- Alateen (213) 387-3158
- Alcoholics Anonymous (323) 936-4343
- California Youth Crisis Line (Runaways and all other problems) (800) 843-5200
- Son/daughter Abuse Hotline (800) 540-4000
- Eating Disorders Referral Service (800) 931-2237
- El Centro de Amistad (818) 898-0223
- El Nido Family Services (818) 830-3646
- Gay and Lesbian Youth Talkline (800) 773-5540
- Homework Hotline (800) 527-8839
- Info Line – General Info + Referrals (800) 339-6993
- LA Rape and Battery Hotline (800) 656-4673
- Marijuana Anonymous (818) 759-9194
- Poison Control Center (800) 876-4766

- Safe Rides – Fri. + Sat. 10 p.m. – 2 a.m. (661) 259-6330
- San Fernando Valley Coalition on Gangs (800) 339-6993
- San Fernando Valley Partnership (818) 837-7767
- Suicide Prevention Hotline (888) 727-4747
- Valley Community Clinic (818) 763-4070
- Valley Trauma Center – Sexual Assault (818) 886-0453