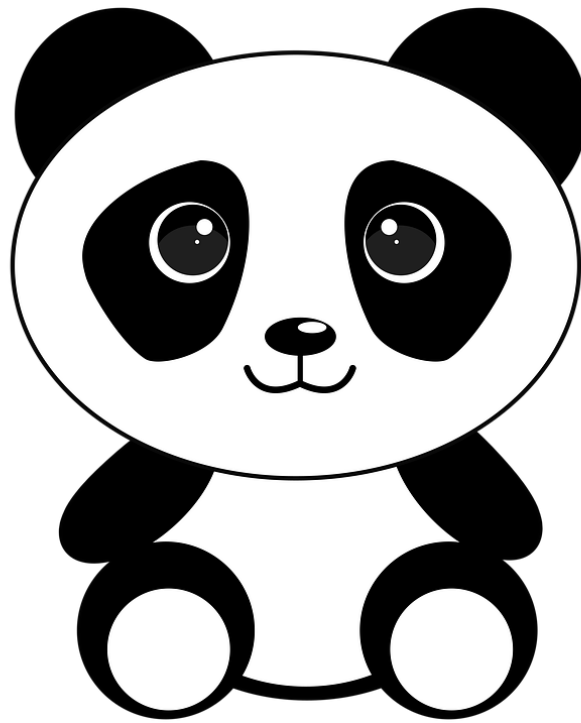


# VAUGHN

## NEXT CENTURY LEARNING CENTER

### **ELEMENTARY**

## **Parent & Student Handbook**



#### **PANDALAND**

(Preschool - 1st Grade)

13421 Vaughn Street

San Fernando, CA 91340

(818) 896-7461 x.7801

Site Director: Dr. Katia Handal

#### **CEO**

Fidel Ramirez

#### **G3**

(2nd - 3rd Grade)

11200 Herrick Avenue

Pacoima, CA 91331

(818) 896-7461 x.6908

Site Director: Cinthia Rodriguez

#### **Director of Elementary Instruction**

Sadie Edemann x. 6830

#### **MAINLAND**

(4th - 5th Grade)

13330 Vaughn Street

San Fernando, CA 91340

(818) 896-7461 x.7815

Site Director: Irene Muro

#### **Director of Student Support Services**

Ivette Garcia x. 6836

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Dear Parent(s):

At Vaughn Learning Center we believe:

1. That the school and the community can educate each child.
2. That the education of each child is the shared responsibility of the entire school community (parents, teachers, school staff, local businesses, and service organizers).
3. That parents can provide support in the education of their children.
4. That each child can use his/her education as a vehicle toward lifelong learning.
5. That both the school and community can provide role models for effective social and academic excellence.

**Your child's success at Vaughn Learning Center depends on your partnership and collaboration with the school and your adherence to the items in this handbook.**

1. Your child will attend **195** school days if in grades TK-5<sup>th</sup>; **246** school days if in Preschool.
2. During the school day, your child will participate in activities/events at any/all Vaughn Learning Center sites.
3. Your child will return to school on the first day following any school break and will not be taken out of school early before a school break.
4. It is important to be a full partner in the education of your son/daughter. In order to strengthen your child's learning, we encourage families to fulfill a minimum of 30 parent involvement hours in one school year.

When parents and teachers work as a team to create a safe learning environment for all students, each child has the greatest opportunity for academic growth. Thank you for partnering with Vaughn Next Century Learning Center. We look forward to an exciting year!

Sincerely,  
The Vaughn Next Century Learning Center Staff

## **BACKGROUND**

Vaughn Next Century Learning Center (Vaughn), a public charter school. 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 the terms of Vaughn's home-school compact, this Parent /Student Handbook is available to all elementary students and their parents to assure a clear understanding of student expectations and school policies. A shared mission and shared responsibilities among school staff, parents and students will create a positive learning environment in which all students will succeed.

### **MISSION AND VISION**

*Vaughn recognizes that to be an Educated Person in the 21st Century, our students need to possess the knowledge, skills, and habits of mind necessary to work and live in the 21st Century global environment. Vaughn adopted a Graduate Profile.*

*All Vaughn's graduates will be:*

1. **Academically prepared** to successfully engage in post-secondary coursework and/or career.
2. **Literate and prepared** for the 21st Century with mastery of skills essential to communication and learning both in English and in one or more languages other than English.
3. **Proficient thinkers and problem solvers** with a capacity for mathematical analysis, scientific processing, and logical reasoning.
4. **Aware of global dynamics** with the ability to become fully enfranchised and participatory global citizens.
5. **Collaborative team members**, receptive to the views of others.
6. **Effective users of technology** with the ability to use a multitude of digital tools for communication, presentation, and data analysis.

### **SCHOOL RESPONSIBILITIES**

Vaughn believes that our families are resources to their children, to other families, to school programs and to our community. Vaughn will affirm and strengthen our families' cultural and linguistic identities. Vaughn will enhance the families' ability to maintain quality interaction with their children and assist them in support of their children academically and socially. A copy of our current School Accountability Report Card (SARC) is available upon request from our Main office. The SARC report can also be viewed at our website at <http://www.myvaughncharter.com/>.

#### **Communication**

1. Provide reports regarding behavior, schoolwork and homework.
2. Contact home and/or counseling center regarding student's personal, emotional or physical needs that are not being met (i.e. change in behavior, depression, etc.).
3. Provide translators for conferences or other occasions as needed.
4. Make every effort to accommodate the parents for conferences (e.g., telephone, arranged time)
5. Make home visits. (Pre-K requires frequent home visits).

#### **Homework / Class work**

1. Provide a list of materials needed at home in order to complete homework.
2. Provide appropriate homework on a daily basis in all basic subject areas.
3. Communicate with parents regularly regarding completion of homework assignments.

#### **Behavior**

1. Maintain the Positive Behavior Support Plan, "Be Safe, Be Responsible, Be Respectful" in the classrooms and throughout the school.
2. Document problem behaviors in order to report accurately to parents.
3. Recognize student achievement in behavior and academic areas.

### **Attendance**

1. Maintain accurate records (attendance, address, telephone, emergency information).
2. Meet students at line on time (before the second bell rings) at the beginning of the school day, after recess, and after lunch.
3. Contact home if a student is absent.

### **Materials/School Property**

1. Issue appropriate supplies and materials for use by students in class.
2. Provide textbooks and other books for use by students.
3. Note the condition of books and materials when issued to students (in order to assure that the books are returned in proper condition at the end of the school year).

### **Safety and Well-Being**

1. Provide safe and appropriate supervision for students walking to and from one school campus to another.
2. Arrive at school on time (for emergency supervision).
3. Provide adult supervision for all students beginning at 7:00 a.m. on school grounds.
4. Release the students only to the person(s) on the emergency card and with the appropriate identification.
5. Provide an attractive, clean and safe school environment:
  - Provide an organized and safe environment in the classroom
  - Keep the playgrounds and bathrooms clean and safe
  - Teach and enforce appropriate hygiene and conduct
6. At Vaughn Next Century Learning Center, we have an Anti-Bullying and Hazing Policy. We will not tolerate bullying and/or hazing and there will be consequences to help eliminate negative behaviors. See "Anti-Bullying, Cyberbullying, Sexting, Hazing & Sexual Harassment Policy" posted on our website at [www.myvaughncharter.com](http://www.myvaughncharter.com) or you may ask for a copy from the school office.

## **PARENT RESPONSIBILITIES**

### **BEFORE & AFTER SCHOOL PROCEDURES:**

1. Children should not arrive at school before 7:00 a.m. due to a lack of supervision.
2. Our students participate in the National School Breakfast Program. Please ensure that your child arrives at school on time in order to participate.
3. Parents are not allowed in the food service area unless they have identification and permission from the nurse or an administrator for special cases.
4. Children must have a pass or note from their teacher, when traveling between school buildings, and/or behind school bungalows, as well as before and after-school.
5. When children arrive at school on rainy days, they are to report directly to the auditorium for breakfast. Students will be supervised. Teachers will open their classrooms at 7:40 a.m.
6. Students should respect neighborhood properties walking to and from school.
7. Students are to cross the streets at the corners or use crosswalks. Students are to respect the crossing guard and other adults volunteering to help them cross the street.
8. Students are not to purchase ice cream, candies, etc. from street vendors around the school. Street vendors must be at least 500 meters away from the school; it is the law.

### **Communication/Parent Involvement**

1. Communicate and partner with teachers.
2. Volunteer service in the school and attend parent-teacher conferences and various school activities.
3. ***Parents are encouraged to pledge at least a minimum of 25 parent involvement hours annually in the educational development of your child. When parents are involved in their child's education, students earn higher grades, attend school regularly, demonstrate more positive attitudes and behaviors, graduate from high school and are more likely to go on to college. Vaughn encourages families to work together as partners in the education of their children by providing parents with opportunities and support needed to become involved in their child's learning.***

Provided and recommended activities may include:

- Participate in parent orientation, parent forums, parent training sessions, Back to School Night, Open House, parent conferences, parenting classes, etc.
- Review child's homework daily.
- Help in the classroom and/ or assist on the playground.
- Prepare materials at home per teacher instructions.
- Visit libraries, museums, cultural events, assist your child with school projects, support extra-curricular activities, and/or other parent-child activities that are developed jointly with the teacher and or the school.
- Donations to the classroom/school may be made. Teachers will have helpful guideline information for donation hours.
- Participate as a School Site Parent Valet in the morning.

### Homework/Class work

1. Provide appropriate materials for your child to use at home (a list will be given by your teacher).
2. Obtain a public library card, a folder/notebook and/or a backpack for your child.
3. Assure that your child completes his/her homework daily, review it with him/her and ensure that he/she return it to class according to the teacher's homework policy.
4. Come to school to speak with the teacher if the need arises (i.e., if there are questions about the homework).
5. Provide a specific and appropriate time and place for your child to complete his/her homework.

### Behavior

1. Recognize your child at home for good behavior during school.
2. Make sure your child follows the Positive Behavior Support Plan- Be Safe, Be Respectful, Be Responsible.
3. Visit the school/classroom as frequently as possible, especially if the teacher communicates the need for a meeting. (Sign in at the appropriate campus office.) Parents/guardians have the right to visit their child's classroom to observe activities. The time and date of the visitation must be reasonable and must be arranged in advance with the school.
4. Assure that your child adheres to the school's uniform policy. **Wearing a school uniform is mandatory.**
5. If your child consistently violates the uniform policy, you may be required to attend a parent conference regarding the matter in order to remedy the problem/situation.

### Attendance

1. Send your child to school rested, clean, appropriately dressed, ready to learn, and on time every day.
2. Make sure your child arrives at school on time in order to participate in the National School Breakfast Program.
3. Make sure your child is picked up from school on time. A parent conference will be held for any student who is repeatedly picked up late and, if needed, the Los Angeles Police Department will be contacted to ensure the child's safety.
4. **Pre Kinder Pick-Up Policy** Make sure arrangements are made for your child to be picked up on time every day. See State Preschool Handbook.
5. **Transitional Kinder (TK)-Fifth Grade Pick-Up Policy** Make sure arrangements are made for your child to be picked up on time every day. Please be aware that there is no supervision available for students not enrolled in the Afterschool Program. A parent conference will be held for any student who is repeatedly picked up late and, if needed, the Los Angeles Police Department will be contacted to ensure the child's safety.
6. Do not leave for vacation while school is in session. If your child leaves while school is in session, a parent assistance meeting will be held with the parent, teacher, school administrator and any other key personnel. In case of emergencies, contact the School Attendance Office immediately.
7. Students should return to school on the first day after all vacation breaks (i.e. Winter Break and Spring Break). Failure to return on the first day after break may result in a Parent Assistance Conference with the school teacher, administrator and any other appropriate support personnel.
8. Notify the school when your child is absent and provide appropriate documentation if needed (after three days, a doctor's note is required). **Any student who is absent from school for more than three days without valid excuse and when not related to identified home factors or tardy in excess of 30 minutes on each of more than three days in one school year, is a truant and shall be reported to the attendance supervisor.**
9. Notify the school 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 Los Angeles Police Department.
10. All children attending Vaughn must follow the attendance policy.

## **LEAVING SCHOOL DURING SCHOOL HOURS**

Any parent planning to take their child out of school during school hours must come to the office, show proper identification and sign their child out of school. Parents requesting to take their child out must have their name on the emergency card and show a photo ID. The clerk will call your child's room and will have him/her sent to you in the office. No parent is to go directly to the classroom. A pass will be given to a parent who would need to go onto the campus for any reason. Early release is highly discouraged in the 30 minutes prior to dismissal.

## **Responsibility for Books/Materials**

Vaughn Next Century Learning Center is committed to providing students with a variety of rich resources to assist them in achieving success. To be successful at school, students will need to take textbooks, and materials home.

You can support your child's education by encouraging him/her to take responsibility and good care of the books and/or materials assigned to him/her. If a child loses or damages a book, the parent is responsible for compensating the school for the cost of replacement. Books are very expensive! Therefore, it would save us all time and money if we all practiced responsibility and good care of materials borrowed.

The cooperation of all students and their families will allow our school to continue to offer a wide variety of resources that are accessible to everyone.

## **Materials/School Property**

1. Talk to your child about the proper care of all school materials and school property.
2. Assure that all school materials borrowed by the students are returned in proper condition, and brought to school according to the teacher's instruction.
3. The student's family will be responsible for any damages incurred by the student.

## **Safety and Well-Being**

1. Do not double-park in front of the school, in the bus lane or in the staff parking lot. School parking lots are for staff use only. Parking regulations will be enforced.
2. Be courteous to people who are helping with safety and parking regulations.
3. Provide accurate names and phone numbers of persons to whom the school can release your child.
4. Any individual picking up a child from school during school hours will be required to show a picture ID and must be listed on the emergency card.
5. Please use safety drop-off procedures provided by the school. Do not cross streets illegally. Use crosswalks for pedestrian safety. Do not block school or neighbor driveways.
6. Assure that your child:
  - Does not bring weapons or any object that can be used as a weapon or that can cause damage at school; this can result in suspension or expulsion, per California Education Code; Sections 48900 and 48915
  - Does not bring drugs, drug paraphernalia, or tobacco; this can also result in suspension or expulsion.
  - Does not buy ice cream, food, candy or any items from any street vendor within 500 meters of the area surrounding the school (per LA Municipal Code, Chapter VIII). In addition to vending being prohibited, there are concerns related to health and to the fact that it places our free meal program in jeopardy. Parents and students who violate this policy directly jeopardize our free meal program school wide. Identified parents who violate this policy will be asked to participate in a parent conference with the Food Service Director and other school administration.
  - Children should only bring healthy snacks in small portions to school (e.g., fruit, granola bars, crackers, etc...). For your child's safety, they are not to bring hot drinks to school.
  - Students are encouraged to bring drinking water to school and not bring drinks with a high sugar or salt content.
  - Products such as "Hot Cheetos", or similar food items with high chemical red dye content are banned at school per Vaughn's Local Wellness Policy.
  - Brings sports equipment only with their teacher's permission.

- Does not bring bicycles, skates, skateboards, scooters, toys, cell phones, pagers, headphones, walkmans, iPods, radios, CDs, DVD players etc.; they will be confiscated. Vaughn will not be held responsible for any lost or stolen personal property.
- Does not bring excessive jewelry or jewelry that is a distraction or can be unsafe in school.
- Protect the school's landscape. Help to maintain and keep the school beautiful by depositing garbage appropriately and taking good care of the gardens.

### **NOTICES SENT HOME**

Vaughn Next Century Learning Center School relies upon the children to hand carry some messages home to you. We urge you to stress with your child the necessity of being reliable messengers. It might be helpful if parents would make it a practice to ask each day if a note from the teacher or the school was sent home. It is important for you to be informed about what is happening at the school. Additionally, Vaughn Next Century Learning Center uses the Parent Square online communication platform. It is recommended that you download the application to your cell phone in order to receive the most up to date and timely information.

### **PARENT VISITS**

Parents and legal guardians are encouraged to visit the school. Other community members may visit on official business or field trips. However, all visitors must check in at the front office to receive a "visitor's badge" before entering the school campus and visiting any classroom. **NO VISITORS ARE ALLOWED ON CAMPUS WITHOUT PERMISSION FROM THE OFFICE.** Classroom visits by parents are encouraged to be arranged 24 hours in advance. The school site director has the right to limit the length of the visit in deference to the instructional plan for the classroom visited.

### **SCHOOL VOLUNTEERS**

Adult volunteers for our school are required to complete a volunteer registration packet available from the school's Administration. This information will then be checked by our online screening software against the department of Justice computer database to assure we have no registered sex offenders serving in a volunteer capacity working with our students.

### **PARENT CONFERENCES**

Vaughn Next Century Learning Center School schedules parent conferences which enable the teachers to conference with the parents of each of their students. The conferences afford an opportunity for the teacher and the parent to discuss the progress or specific reason why a child is doing a certain quality of work. Parents have a responsibility to their child to make themselves available for these conferences. This conference time provides you with the opportunity to be a partner in your child's learning. Parents may also make special appointments with their child's teacher at any time during the school year. Contact your child's teacher at 896-7461 to make an appointment.

### **REPORT CARDS**

Report cards are issued three times during the school year for our students. They are sent home or given at fall parent conferences, spring parent conferences and sent home on the last day of school.

### **GRADE PLACEMENT**

When considering promotion or retention, the primary consideration is the student's success at the next grade level. Student achievement will be reviewed and validated by the following:

- Report card grades and progress
- Successfully meeting state grade level standards
- Scores on standardized achievement tests
- Scores on school's benchmark tests
- Intellectual, social, and emotional development.
- Information from teachers and support personnel

### **LOST AND FOUND**

The Lost and Found items are located on each campus outside the office. Please label all clothing with your child's name, especially all outer clothing (sweaters, coats, rain wear, boots, etc.). Please label lunch boxes and any other items brought to school (backpacks, pencil boxes, etc.) If your child has lost something, please have him/her check the **Lost and Found**. Unclaimed items are given to a charitable organization twice each year.



## **INCLEMENT WEATHER**

It is the Governing Board's intent to protect youth during inclement weather. When pollution reaches levels which are judged to be injurious to the student or when the temperature exceeds 95° the administration will limit the amount of outside physical activity.

## **STUDENT RESPONSIBILITIES**

### **EXPECTATIONS**

- Respect each other.
- Respect personal and school property.
- Respect the activities and play areas of others.
- Arrive on time and stay in assigned areas.
- Follow directions.
- Try to do the best that we can in our school work.
- Complete classroom and homework assignments.
- Use restrooms for their intended purposes.
- Leave the playground only with permission.
- Upon entering the cafeteria, sit at the appropriate table, talk quietly and clean up the table before you leave. Remain seated until dismissed, and then go directly to the playground.

### **SCHOOL RULES**

- Keep hands, feet and objects to yourself. Students will not push, hit, or use aggressive behavior toward other students or use bad language or obscene gestures.
- Students are to obey and respect all staff on campus.
- Complete all assigned work on time.
- Play in assigned areas only.
- Toys, gum, candy, radios, iPod, playground equipment etc. may not be brought to school by students. This includes: POKEMON cards, trading cards, kadas, toys, prank devices, and sports equipment from home.
- Also, the following are not allowed on campus; radios, iPod, recorders/players, pocket knives or weapons of any kind, including ammunition. Bringing weapons to school is a serious violation- it will lead to suspension and possibly expulsion.
- Students will follow lunch time procedures. Eating is limited to designated areas only.
- Students will walk bicycles, scooters, and skateboards on school grounds – please fill out a permission slip for riding bicycles, scooters or skateboards.
- Students will not ride motorized scooters, bikes, etc. to school.
- Students will not leave playground, class or campus without proper permission.

### **PLAYGROUND / SAFETY RULES**

- There are no closed games- any student should be welcomed to play.
- Students freeze immediately when the whistle is blown.
- Students will walk to lines and should not take cuts.
- Please wait your turn.
- Eating is only allowed at the benches & not on the playground.
- Do not leave playground without permission.
- Use playground equipment properly.
- Do not run through or interfere with someone else's game.
- Do not throw any objects other than balls.
- Do not play in restrooms or around fountains.
- Do not climb or hang on buildings, trees, fences or walls.
- Walk to and from playground and lunch area.

- Do not push, hit or threaten others.
- Use common sense when using all playground equipment.

**FIVE STEPS TO SOLVING YOUR PROBLEMS ON THE PLAYGROUND**

1. Ignore it.
2. Walk away.
3. Say “I’m sorry.”
4. Talk about it.
5. Tell an adult.

**CLASSROOM RULES**

Students must be safe, respectful, and responsible. Students are expected to follow classroom rules and procedures that are provided by their teacher.

**GENERAL SCHOOL-WIDE EXPECTATIONS**  
**(BE SAFE, BE RESPECTFUL, BE RESPONSIBLE)**

Good behavioral expectations are the foundation of a good school environment and the development of first-class social skills and high-quality citizenship skills. First-rate skills, in turn, lead to higher expectations and success with regard to students’ academic and social-emotional achievement. ESEA sets in place expectations regarding school-wide positive behavior support approaches. The Individuals with Disabilities Education Act (IDEA) and its 2004 reauthorization (IDEIA) set in place expectations regarding school-wide positive behavior support plans. Vaughn Next Century Learning Center (Vaughn NCLC) is an excellent school community which aims at being a model of success. We provide maximum learning opportunities to our students from Kindergarten to Grade 12 to assist them in becoming successful academically, physically, socially, and emotionally.

All members of our school community (students, staff, parents, volunteers) are introduced to and reminded of what desired, ‘nice and kind’ behaviors look like. We define and explicitly describe our behavioral expectations and then help our school community practice, perfect, and reward those behaviors. All adult members of our school community consistently model desired, ‘nice and kind’ behaviors in order to help consistently reinforce these positive behaviors.

**STUDENT’S RESPONSIBILITIES (Be Safe, Be Respectful, and Be Responsible):**

1. Know and adhere to your classroom as well as school rules and expectations.
2. Demonstrate good attitude and character by being safe, respectful, and responsible to *all* people.
3. Respect yourself, others, and school property.

**AREA EXPECTATIONS**

<p style="text-align: center;"><b><u>AUDITORIUM</u></b></p> <p><b><u>Be Safe</u></b></p> <ul style="list-style-type: none"> <li>• Walk slowly in a single file line.</li> <li>• Stay seated with your hands in your lap.</li> </ul> <p><b><u>Be Respectful</u></b></p> <ul style="list-style-type: none"> <li>• Enter and exit quietly.</li> <li>• Sit quietly.</li> <li>• Face and watch the speaker(s)/ performer(s).</li> <li>• Applaud politely when appropriate.</li> </ul> <p><b><u>Be Responsible</u></b></p> <ul style="list-style-type: none"> <li>• Follow directions from adults.</li> <li>• Use an indoor voice.</li> <li>• Clean up after yourself.</li> </ul> <p><b><u>COMPUTER LAB</u></b></p> <p><b><u>Be Safe</u></b></p> <ul style="list-style-type: none"> <li>• Enter quietly.</li> <li>• Walk to your assigned computer.</li> <li>• Push in your chair when exiting.</li> <li>• Slowly open the door.</li> </ul> <p><b><u>Be Respectful</u></b></p> <ul style="list-style-type: none"> <li>• Raise your hand before speaking.</li> <li>• Sit quietly and wait for directions.</li> </ul>	<p style="text-align: center;"><b><u>CAFETERIA &amp; LUNCH TABLES</u></b></p> <p><b><u>Be Safe</u></b></p> <ul style="list-style-type: none"> <li>• Walk at all times when moving.</li> <li>• Wait your turn.</li> <li>• Stay seated while eating.</li> </ul> <p><b><u>Be Respectful</u></b></p> <ul style="list-style-type: none"> <li>• Use your napkin.</li> <li>• Chew with your mouth closed.</li> <li>• Keep your hands and feet to yourself.</li> <li>• Use ‘nice’ and ‘kind’ words.</li> </ul> <p><b><u>Be Responsible</u></b></p> <ul style="list-style-type: none"> <li>• Clean up after yourself.</li> <li>• Eat only your own food.</li> <li>• Recycle.</li> </ul> <p style="text-align: center;"><b><u>DRINKING FOUNTAINS</u></b></p> <p><b><u>Be Safe</u></b></p> <ul style="list-style-type: none"> <li>• Wait in line until the person in front of you leaves.</li> <li>• Keep hands, feet, and objects to yourself.</li> <li>• Maintain a safe distance from the water spout.</li> </ul> <p><b><u>Be Respectful</u></b></p> <ul style="list-style-type: none"> <li>• Remember 10 second count to drink.</li> <li>• Wait patiently and quietly.</li> </ul>
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<p><b><u>Be Responsible</u></b></p> <ul style="list-style-type: none"> <li>• Use clean hands.</li> <li>• Close all open windows/browsers.</li> <li>• Visit approved sites <b>ONLY</b>.</li> </ul>	<ul style="list-style-type: none"> <li>• Use polite words (“excuse me,” “thank you”).</li> </ul> <p><b><u>Be Responsible</u></b></p> <ul style="list-style-type: none"> <li>• When finished, leave the drinking fountain area.</li> </ul>
<p style="text-align: center;"><b><u>LIBRARY</u></b></p> <p><b><u>Be Safe</u></b></p> <ul style="list-style-type: none"> <li>• Walk at all times.</li> <li>• Hold handrails when needed.</li> <li>• Push in chairs when leaving.</li> </ul> <p><b><u>Be Respectful</u></b></p> <ul style="list-style-type: none"> <li>• Enter and exit quietly.</li> <li>• Speak in a soft voice or whisper.</li> <li>• When you need help, ask the librarian or your teacher.</li> <li>• Ask permission to touch things that belong to others.</li> <li>• Say “Please” and “Thank You.”</li> </ul> <p><b><u>Be Responsible</u></b></p> <ul style="list-style-type: none"> <li>• Treat all books and Library items gently.</li> <li>• Put books in plastic bags after checking them out.</li> <li>• Use shelf markers to return books to the proper place.</li> <li>• Clean up after yourself.</li> <li>• Return books by due date.</li> </ul>	<p style="text-align: center;"><b><u>PLAYGROUND</u></b></p> <p><b><u>Be Safe</u></b></p> <ul style="list-style-type: none"> <li>• Freeze when you hear the whistle and then walk to your line.</li> <li>• Play in your assigned area.</li> <li>• Watch where you are going ~ Walk around games.</li> <li>• Keep your hands and feet to yourself.</li> </ul> <p><b><u>Be Respectful</u></b></p> <ul style="list-style-type: none"> <li>• Use kind words.</li> <li>• Wait your turn.</li> <li>• Listen to and follow directions.</li> <li>• Be friendly ~ Share ~ Include others.</li> </ul> <p><b><u>Be Responsible</u></b></p> <ul style="list-style-type: none"> <li>• Clean up your area.</li> <li>• Take care of your equipment.</li> <li>• Tell an adult if there is a problem.</li> <li>• Follow all Playground Rules.</li> </ul>
<p style="text-align: center;"><b><u>RESTROOMS</u></b></p> <p><b><u>Be Safe</u></b></p> <ul style="list-style-type: none"> <li>• Walk at all times.</li> <li>• Keep hands and feet to yourself.</li> <li>• Wash hands with soap and water.</li> <li>• Keep your feet on the floor.</li> </ul> <p><b><u>Be Respectful</u></b></p> <ul style="list-style-type: none"> <li>• Keep your eyes to yourself.</li> <li>• Stay in your own stall.</li> <li>• Wash your hands with soap and water.</li> <li>• Listen to and follow directions.</li> </ul> <p><b><u>Be Responsible</u></b></p> <ul style="list-style-type: none"> <li>• Put all trash IN the trash can.</li> <li>• Put toilet paper in the toilet.</li> <li>• Flush the toilet when done.</li> <li>• Wash your hands with soap and water.</li> <li>• Tell an adult if there is a problem.</li> <li>• After you are done, go back to class or line- up.</li> </ul>	<p style="text-align: center;"><b><u>WALKWAYS</u></b></p> <p><b><u>Be Safe</u></b></p> <ul style="list-style-type: none"> <li>• Walk at all times.</li> <li>• Keep hands, feet, and objects to yourself.</li> <li>• Keep arms distance when walking in line.</li> </ul> <p><b><u>Be Respectful</u></b></p> <ul style="list-style-type: none"> <li>• Keep to the right.</li> <li>• Use polite words (“excuse me,” “thank you,” etc.)</li> <li>• Be aware of your surroundings especially when you turn a corner.</li> </ul> <p><b><u>Be Responsible</u></b></p> <ul style="list-style-type: none"> <li>• Walk directly to your destination.</li> <li>• Walk quietly to your destination.</li> </ul>

**POSITIVE BEHAVIOR EXPECTATION SUPPORT:**

Vaughn NCLC focuses on the correction of student misbehavior through the use of positive means of correction rather than on punitive measures. Our objectives are to reduce disruption of learning and inappropriate conduct by supporting and reinforcing positive behaviors and developing good character traits.

**CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR BY STUDENTS:**

1. Appropriate consequences as established by the classroom behavior plan.
2. Teacher-to-Parent Contact ~ Teacher will contact parent(s) (telephone, note, e-mail, journal, etc.).
3. If necessary, after in-class positive behavior support policies have been implemented, the teacher will refer the student to an administrator for further consultation (Office Referral).
4. Parent Conference (Student Success Team, Family Success Team, and/or Parent/Teacher meetings)
5. 5 minute after-school detention occasionally to be used at Teacher’s discretion. If a longer period of detention is needed, parents must be contacted before detention is held.
6. Restitution (“School Beautification” ~ School Clean-up, Community Service, etc.)
7. Time-out from class.

### **SUSPENDABLE AND EXPELLABLE OFFENSES:**

Proactive intervention and other positive means of correction will be offered to our students. However, students may be suspended or recommended for expulsion if the student has committed one of the following offenses:

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Willfully used force or violence upon the person of another, except in self-defense.
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance.
- Unlawfully offered, arranged, or negotiated to sell any controlled substance.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school or private property.
- Stolen or attempted to steal school or private property.
- Possessed or used tobacco or any tobacco product.
- Committed an obscene act or habitual profanity.
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- Disrupted school activities or otherwise willfully defiled valid authority.
- Knowingly received stolen school or private property.
- Possessed an imitation firearm.
- Committed or attempted to commit a sexual assault or committed sexual battery.
- Harassed, threatened, or intimidated a pupil witness in order to prevent testimony or to retaliate for giving testimony.
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Engaged in, or attempted to engage in, hazing.
- Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, directed specifically toward a student or school personnel.
- Sexual harassment.
- Hate violence, if the student is in grades 4 through 12.
- Intentionally engaged in harassment, threats, or intimidation that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting, creating substantial disorder, or invading rights.
- Made terrorist threats against school officials or school property.

During the period of suspension from school, the student must remain at home. The parent/guardian is to meet with the Principal to bring closure to the suspension. See *VNCLC Suspension & Expulsion Policy AUTHORITY: Ed. Code §§ 48900; 48900.2; 48900.3; 48900.4; 48900.7.*

### **MANDATORY RECOMMENDATION FOR EXPULSION:**

Administration must immediately suspend and recommend expulsion of a student who commits one of the following offenses, either on school grounds or at an off-campus school-sponsored event:

- Possessing, selling, or furnishing a firearm.
- Brandishing a knife at another person.
- Unlawfully selling a controlled substance.
- Committing or attempting to commit a sexual assault or committing sexual battery.
- Possessing an explosive.

The governing board shall order a pupil expelled upon finding that the pupil committed one of these acts. *AUTHORITY: Ed. Code § 48915(c). See VNCLC Suspension & Expulsion Policy*

### **MANDATORY UNLESS INAPPROPRIATE RECOMMENDATION FOR EXPULSION:**

Administration must recommend expulsion of a student who commits one of the following offences unless it believes the expulsion is inappropriate due to the particular circumstances:

- Causing serious injury to another person, except in self-defense.
- Possession of a knife or other dangerous object.
- Unlawful possession of any controlled substance (except the first offense of possession of less than one ounce of marijuana).
- Robbery or extortion.

- Assault or battery upon a school employee.

The governing board may order a pupil expelled upon finding that the pupil committed one of these acts if it finds that (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct; or (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

*AUTHORITY: Ed. Code § 48915(a). See VNCLC Suspension & Expulsion Policy*

### **BEHAVIOR REQUIREMENTS FOR 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.

Disciplinary consequences are determined by a Disciplinary Review Team (DRT) if the behavior in question is a manifestation of a student's disability. If the behavior in question is not a manifestation of a student's disability, Education Code permits consequences to be determined at a principal's discretion.

### **ELECTRONIC DEVICES AND CELL PHONES**

The use of cellular phones, pagers or electronic signaling devices by students on campus is prohibited during normal school hours. If any such device is brought to school, it shall remain "off" and stored in a backpack, purse, pocket, or other place where it is not visible during school hours. If such a device is observed by school staff, it will be confiscated, detention will be assigned, and a parent or guardian will be required to pick the device up at school. The school will not be responsible for the loss or theft of any electronic device. Due to the number of incidents, the school will be unable to investigate the loss.

Cell phones are permitted to be brought to school; however, cell phones may not be displayed or used on campus during school hours unless they are being used with the teacher's permission on school related work, otherwise cell phones must be turned off during school hours. If phones are used, displayed, or turned on without teacher approval, they will be confiscated. Parents will be required to pick them up. It is not recommended that students bring cell phones or any valuables to school. Phones brought to school will be at the owner's risk. The school will not be responsible for lost or stolen phones, and school personnel will not investigate such losses. Confiscated phones will be returned to the parents only.

Cell phones confiscated during high stake testing such as NWEA, SMARTER BALANCE et.al, will be confiscated for a week and will be returned only to a parent.

### **IPODS, CD PLAYERS AND 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 date 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.

**Education Code Section 51512** provides for disciplinary action to be taken if a student uses, without expressed permission from a teacher, any electronic recording or listening device:

*"The Legislature finds that the use by any person, including a pupil, of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school given to promote and educational purpose disrupts and impairs the teaching process and discipline in the elementary and secondary schools, and such use is prohibited. Any person other than a pupil, who willfully violates this section, shall be guilty of a misdemeanor. Any pupil violating this section shall be subject to appropriate disciplinary action."*

## **SCHOOL UNIFORM POLICY**

### Grades TK – 5<sup>th</sup>

Students are required to wear the school uniform **daily**. Uniforms should be worn **clean**, free of holes and with buttons in place at all times. Shoes should be closed toe and safe for playing.

Headbands or hair ribbons should not be shared with others. The only acceptable logo for Vaughn elementary uniform is the Vaughn Panda; all other designs or logos are prohibited.

#### **Parents are responsible for ensuring that their children do not wear the following to school:**

- nail polish or acrylic nails**
- make-up**
- body/facial piercings or tattoos**
- dyed hair or hairstyles that distract or disrupt the learning environment such as a Mohawk etc.**
- no large hoop or long dangling earrings (safety concern)**

#### **GIRLS UNIFORM:**

1. Burgundy plaid dress, skirt, or skort (knee length)
2. White or burgundy polo shirt or white blouse with collar
3. Plain white socks; ankle, knee-high or below
4. Plain white or black tights/leggings may be worn under skirts
5. Tights/leggings may not be worn as pants.
6. Uniform style gray or black shorts(no shorter than one palm width above the knee)
7. Uniform style gray or black pants or solid color gray sweatpants
8. Plain, white under-shirts only
9. Plain solid gray or burgundy sweatshirt (with zipper or without zipper)
10. Plain solid gray or burgundy sweater

#### **BOYS UNIFORM:**

1. Uniform style gray or black pants or solid gray sweatpants
2. White or burgundy polo shirt or white collared shirt with buttons
3. Uniform style gray shorts (knee length)
4. Plain, white under-shirts only
5. Plain white socks
6. Plain solid gray or burgundy sweatshirt (with zipper or no zipper)
7. Plain solid gray or burgundy sweater

In cold weather, students may wear heavy coats, heavy jackets or raincoats of any color. Students may also wear rain boots during rainy weather. Hats may be worn during rainy weather and sunny weather to protect the child from the sun. The only acceptable logo for cold weather wear is Vaughn's logo. Any sports logo is not acceptable.

#### **CONSEQUENCES FOR NOT WEARING THE UNIFORM and/or VIOLATION OF UNIFORM POLICY**

##### **1<sup>st</sup> Violation:**

Parents will receive a written warning.

##### **2<sup>nd</sup> Violation:**

Parents will receive a second written warning and will be called to bring his/her child's correct uniform to school.

##### **3<sup>rd</sup> Violation:**

Parents will receive a third written warning, be called to bring his/her child's correct uniform to school and asked to attend a parent assistance conference which will be held to ensure use of proper uniforms for students.

**NOTE:** If a family is unable to purchase uniforms, they may be referred to the Family Center for uniform assistance. Parents may also donate uniforms in good condition to the Family Center or nurse's office in exchange for parent involvement hours (uniform polo shirt, uniform pants/skirts/sweats = 1 Parent Involvement hour per piece)

## NOTE FROM HEALTH OFFICES

### INJURY / ILLNESS / MEDICATION

If a student becomes ill or injured, he/she should immediately notify the teacher or aide for permission to go to the health office.

#### 1. HELP STOP THE SPREAD OF DISEASE AT SCHOOL

Please keep your child at home for at least 24 hours if he/she is/has:

- a. Vomiting
- b. Diarrhea
- c. Rash that is oozing or unexplained rash
- d. Suspected Pink Eye
- e. Temperature greater than 99.9
- f. Has needed a fever reducer to lower fever within the last 24 hours.

This applies to testing days as well since there are make-up days available

#### 2. ED CODE 49423 PROCEDURES FOR MEDICINE ON CAMPUS

- a. In order to have any medication at school, the Parent needs to submit a completed medical authorization form signed by the Physician and the Parent dated by July 1 or later of the current school year, indicating the name of the medication, the health condition requiring the medication, the dosage, and the times to be taken.
- b. Prescription medications will not be dispersed unless they are brought to school in the original container. If the medication the Physician prescribes is over-the-counter medication, it must match exactly with the Physician order and be received by the Health Technician.
- c. All medications must be picked up by the end of the school year as they will be discarded after that.

#### 3. PLEASE ARRANGE TO PICK UP YOUR SICK CHILD WITHIN 20 minutes

- a. You will be notified to pick up your child if he or she is:
  - i. Vomiting
  - ii. Has a fever
  - iii. Has diarrhea
  - iv. Injured

#### 4. PROVIDING UPDATED INFORMATION IS EXTREMELY IMPORTANT

- a. Current home/work/cell numbers of parents
- b. Current phone numbers for emergency contacts

#### 5. STUDENTS WITH CASTS

- a. Physician's notes must include a clearance if your child will be participating in any contact sports during recess or PE. These activities include: wall ball, basketball, tetherball, and soccer

#### 6. EXCUSED ABSENCES

- a. Students missing more than 3 days of PE due to illness or injury must have an authorization from the physician to excuse them.

Thank you for your understanding and cooperation. As always, if you have any questions, please call the health assistant or school nurse.

### VISION AND HEARING SCREENING

The school nurse will conduct vision and hearing screenings each year which seeks to identify those students who may have either vision +65 or hearing disorders. All students in mandatory State selected grades and Special Education are screened. If any problems are uncovered the parents are notified.

### IMMUNIZATIONS

Before your child enters school, the state requires the following immunizations:

- **Polio:** 4 doses, but 3 doses meet requirement for ages 4-6 if at least one was given on or after the 4th birthday; 3 doses for ages 7-17 if at least one was given after 4th birthday.
- **DTP/DTaP/DT/Td2:** 5 doses at any age or 4 or more doses for ages 4-6 if at least one dose was given before the 4th birthday; 3 doses for ages 7-17 if at least one was on or after 2nd birthday. If last dose was given before the 2nd birthday, one more TD dose is required.
- **MMR Kindergarten** – 2 doses both on or after 1st birthday. Grades 1-6, 1 dose must be on or after 1st birthday
- **Hepatitis B:** 3 doses will be required for kindergarten entry.
- **Varicella:** 1 dose or proof of disease (dated and signed by a doctor)

Not only is this a state requirement, but your child's protection from certain diseases is dependent upon getting these immunizations.

They may be obtained from your doctor or from free clinics available to the general public.

**\*\* New Law- AB 2109, January 2014 requires that any parent requesting an exemption from any or all of their child's immunization must provide an Affidavit signed by their healthcare practitioner. More information is on the website [www.shotsforschools.org](http://www.shotsforschools.org) or contact your school nurse for more information.**

### **CONTACT INFORMATION**

When your child is registered and yearly thereafter, you will be required to complete online registration and data verification prior to your child getting a teacher assignment. It is absolutely essential that the contact information is complete and is kept current in order for your child to remain enrolled in any school at Vaughn Next Century Learning Center. Students will be released only to those adults (18 years or older) listed under emergency contacts who provide valid photo identification.

**If emergency card information is not kept current, and there is a need to contact you and we are unable to do so, we may need to contact the Child Protective Service/Police Department. FOR EXAMPLE: IF YOUR CHILD HAS NOT BEEN PICKED UP AFTER SCHOOL HOURS, THE CHILD PROTECTIVE SERVICES/POLICE DEPARTMENT MAY BE CALLED IN ORDER TO TAKE CUSTODY OF YOUR CHILD.**

### **TELEPHONE CALLS TO AND FROM SCHOOL**

Vaughn Next Century School phone number is 818-896-7461. Calls to the office will be answered between the hours of 7:30 a.m. and 4:00 p.m. The secretary or office assistant will take messages. We cannot disturb the class to have a teacher come to the phone. You may email the teacher directly or leave a voicemail.

### **STUDENT USE OF PHONES**

The school phone is for business purposes. Children may not use the school phone except in an emergency. An emergency is something which affects the child's health or safety. Any messages for children will be taken by the office staff. Children will not be allowed to leave class in order to take phone calls.

### **FIELD TRIPS**

Students may be given opportunities to participate in various field trips. Teachers plan, organize and schedule field trips to enhance, culminate or begin units of study. They are educational in nature. All students will have the opportunity to participate in these field trips.

#### **Remember**

- On the day of the field trip. Verbal permission may not be permitted.
- Students must have demonstrated that they can and will follow the rules of safety. Permission slips (VNCLC form only), signed by parent/guardian, and must be on file. If the student does not have a record of good discipline, he/she may not be permitted to participate in the field trip, unless accompanied by his/her parent.
- Preschool aged children or other children under 18 years old, who are not enrolled in the specific grade level class, cannot accompany parents on field trips. VNCLC insurance does not cover these children. Any parent volunteer to chaperone a field trip must fill out a release form which can be obtained from the office.

### **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 CEO and staff on programs and services for English learners and the School Site Council on the development of the LCAP and Federal Addendum.
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 Local Control Accountability Plan & Federal Addendum**

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

## **STUDENT SAFETY**

**INFORMATION PERTAINING TO SUSPENSION/EXPULSION (E. C. 48900)** Vaughn Next Century Learning Center embraces Pupils have the right to due process of law. A suspended student:

- Shall complete any assignments and tests missed during the suspension if required by teachers).
- Shall have the right to request an appeal hearing before the Executive Director's designee.
- Shall have the right to have access to his/her records.
- Shall not be allowed to loiter on or around any school grounds. Shall not be allowed to participate in any school activities not open to the public.

### **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 any time, 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

### **REASONS FOR SUSPENSION (California E.C. Section 48900)**

School Administrators may suspend a student from school for a maximum of twenty days during the school year if that student committed any of the following:

- Threatened, attempted, or caused physical injury to another person.
- Possessed, sold, or furnished any firearm, knife, explosive, or other dangerous object.
- Possessed, used, sold, furnished, or been under the influence of any controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- Offered, furnished, or sold any substance represented as a controlled substance or intoxicant of any kind. Committed robbery or extortion.
- Caused or attempted to cause damage to school or private property.
- Stole or attempted to steal school or private property.
- Possessed or used tobacco.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Offered, furnished, or sold any drug paraphernalia.

### **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 reason including, but not limited to, incarceration or hospitalization.

### **Notice to Parents/Guardians**

- At the time of the suspension, an Administrator or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person.
- Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension, specific offense committed by the student, and the date of return following suspension, as well as a request for a 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.
- Upon a recommendation of placement/expulsion by an Administrator, the student and his or her parent/guardian will be invited to a conference to determine if the suspension for the student should be extended pending an expulsion hearing. This determination can be made based on the following:
  - The student's presence will be disruptive to the education process
  - The student posed a threat or danger to others.

### **SEXUAL HARASSMENT**

A student may be recommended for expulsion for severe or prolonged breaches of discipline, usually where there is a history of misconduct and where other forms of discipline, such as suspension, have failed.

### **REASONS FOR EXPULSION**

Administrators shall recommend a pupil's expulsion for any of the following acts, unless the administrator finds, and so reports in writing to the Governing Board, the expulsion is inappropriate.

- Causing serious injury to another person, battery offense
- Brandishing a knife at another person
- Committing or attempting to commit a sexual assault
- Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the student at school or at a school activity off school grounds.
- Unlawful sale of any controlled substance, as defined in Section 11007 of the Health Safety Code.
- Robbery or extortion.

### **EXPULSION PROCEDURES**

- A student may be expelled by the Governing Board upon the recommendation of an Administrative Panel to be assigned by the Governing Board as needed.

- The Administrative Panel responsible for conducting the hearing should consist of at least three (3) members who are certificated neither a teacher of the pupil or a Board member of the school's governing board and the School Director
- Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Principal determines that the student has committed an expellable offense.
- The hearing shall be held in closed session unless the student makes a written request for a public hearing three (3) days prior to the hearing.
- Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing.
- Upon mailing the notice, it shall be deemed served upon the student. The notice shall include:
  - The date and place of the expulsion hearing
  - A statement of the specific facts, charges and offenses upon which the proposed expulsion is based
  - A copy of Vaughn's disciplinary rules which relate to the alleged violation
  - Notification of the student's parent/guardian regarding their obligation to provide information about the student's status at the school to any other school or school district to which the student seeks enrollment
  - The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel or other representative
  - The right to inspect and obtain copies of all documents to be used at the hearing
  - The opportunity to question all witnesses who testify at the hearing
  - The opportunity to question all evidence presented and to present oral and documented evidence on the student's behalf including witnesses.
- In addition to the recommendation for expulsion, local law enforcement agencies will be notified.
- A record of the hearing shall be made.
- Decisions of the Administrative Panel shall be in the form of written findings of fact and a written recommendation to the Governing Board who will make a final determination regarding the expulsion. This will be completed within ten (10) school days following the conclusion of the hearing. The decision of the Governing Board is final.

### **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 a recommendation 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.

## **SAFE SCHOOL PLAN**

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 and on the Vaughn website. Vaughn is committed to ensuring that employee-student relationships are positive, professional and non-exploitative. Improper employee-student relationships are not tolerated.

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

Alcohol, tobacco and nicotine products (such as cigarettes, chew, vape, 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**

VNCLC 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.

- A. 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:
    - Be able to articulate the reason for his or her suspicion and the facts and/or circumstances surrounding a specific incident.
    - Be able to reasonably connect the student to a specific incident, crime or rule or statute violation. Have relied on recent, credible information from personal knowledge and/or other eyewitnesses.
    - 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.
    - Follow-up on a credible tip.
- B. When conducting a student search based on reasonable suspicion, school officials must adhere to the following practices:
  - 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.
  - Jackets, purses, pockets, backpacks, bags, and containers in the student’s possession may be searched to the extent reasonably necessary.

- Under no conditions may a strip search be conducted.
- C. Searches based on reasonable suspicion will be conducted in a private area whenever possible.
- D. Random searches will be conducted on an ongoing basis. The searches will be conducted by an administrator, 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.

### **SEXUAL HARASSMENT POLICY**

It is the policy of Vaughn Next Century Learning Center. 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 Vaughn Next Century Learning Center. 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.

Vaughn Next Century Learning Center. 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 effect of having a negative impact upon the individual's work or academic performance, or 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.

### **NONDISCRIMINATION STATEMENT**

Vaughn Next Century Learning Center is committed to providing a working and learning environment that is free from unlawful discrimination and harassment. Vaughn prohibits discrimination and harassment based on individual's age,

ancestry, color, disability (mental or physical), marital status, national origin, race, religion (including religious accommodation), sex (actual or perceived, including pregnancy, childbirth, or related medical condition), sexual orientation, or on the basis of a person's association with person or group with one or more of these actual perceived characteristics. Harassment based on any of the above-protected categories is a form of unlawful discrimination and will not be tolerated by Vaughn. Harassment is intimidation or abusive behavior toward a student or employee that creates a hostile environment and can result in disciplinary action against the offending student or employee. Harassing conduct may take many forms, including but not limited to, verbal remark and name-calling, graphic and written statements, or conduct that is threatening or humiliating. This nondiscrimination policy covers admission or access to, or treatment or employment in, all Vaughn programs and activities, including vocational education. The lack of English language skills will not be a barrier to admission to or participation in Vaughn programs or activities. Additional information prohibiting other forms of unlawful discrimination or harassment, inappropriate behavior, and/or hate-motivated incidents/crimes may be found in other Vaughn policies that are available in all schools and offices. It is the intent of Vaughn that all such policies be reviews constantly to provide the highest level of protection from unlawful discrimination in the provision of educational services and opportunities. Vaughn prohibits retaliation against anyone who files a complaint or who participates in complaint investigation.

**For assistance or to file a complaint related to discrimination or harassment based on student's sex (Title IX); sexual orientation or gender identity (Title 5, CCR, § 4910); race, color, or national origin (Title VI); or mental or physical disability (Section 504), contact: Fidel Ramirez, Executive Director of Vaughn Next Century Learning Center at (818) 896-7461, Extension 8009 or at [framirez@myvaughncharter.com](mailto:framirez@myvaughncharter.com)**

## **ADDITIONAL INFORMATION FOR PARENTS**

### **PARENTAL RIGHTS**

Parents/Guardians of pupils enrolled at VNCLC have the right to work together in a mutually supportive and respectful partnership to help their child 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 VNCLC 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, VNCLC. 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 students 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.
- Request the professional qualifications of their child's teacher including: 1) Have they met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; 2) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and 3) Whether the teacher is teaching the field of discipline of the certification of the teacher. 4) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

**\*\*\*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 of each school site.**

### **PARENT INVOLVEMENT ACTIVITIES**

VNCLC 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.

Opportunities for involvement include, but are not limited to:

- Parent Conferences
- Parent Life Long Learning Opportunities (Parent Forums, Workshops)
- Volunteering in classroom
- Field Trip Chaperone
- Assisting teachers with tasks such as cutting, materials prep, donations etc.
- School Site Council
- ELAC
- Governance Committees
- Board Members
- Taking children to museums and library on weekend

### **PARENTS AS DECISION MAKERS**

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

You may also participate in our **Governance Committees** which meet the first Tuesday of every month and last approximately 1½ hours starting at 2:00pm.

### **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 Board of Directors of Vaughn Next Century Learning Center (“VNCLC”) recognizes that VNCLC has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.

This document contains rules and instructions about the filing, investigation and resolution of a Uniform Complaint Procedures (“UCP”) complaint regarding an alleged violation by a local educational agency of federal or state laws or regulations governing educational programs, including allegations of unlawful discrimination, harassment, intimidation, bullying, and noncompliance with laws relating to pupil fees, and noncompliance with the requirements governing the Local Control Funding Formula or Sections 47606.5 and 47607.3 of the Education Code, as applicable.

VNCLC shall investigate complaints alleging failure to comply with those laws and regulations alleging discrimination, harassment, intimidation, and/or bullying; unauthorized charging of pupil fees for educational activities; noncompliance with physical education instructional minutes at specified grade levels; noncompliance with education provisions for pupils in foster care and pupils who are homeless; provisions of courses without educational content and previously completed/graded courses sufficient for satisfying requirements/prerequisites for postsecondary education and receipt of a diploma, except under specified conditions; failure to reasonably accommodate lactating students; and failure to comply with legal requirements pertaining to the Local Control Accountability Plan (LCAP). Vaughn Next Century Learning Center shall seek to resolve those complaints in accordance with the procedures set out in CA Code of Regulations §§4600-4687 and the policies and procedures of Vaughn.

Scope This complaint procedure is adopted to provide a uniform system of complaint processing for the following types of complaints:

- (1) Complaints of unlawful discrimination, harassment, intimidation or bullying against any protected group, including actual or perceived discrimination, on the basis of age, ancestry, color, disability, ethnic group identification, gender expression, gender Revised policy adopted: Vaughn Next Century Learning Center May 11, 2016 San Fernando, California identity, gender, nationality, national origin, race or ethnicity, religion, sex, or sexual orientation, 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 VNCLC program or activity; and
- (2) Complaints of violations of state or federal law and regulations governing the following programs including but not limited to: Child Nutrition Programs and Special Education Programs.
- (3) A complaint may also be filed alleging that a pupil 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 a school, school district, charter school or county office of education 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 pupils, or a pupil’s parents or guardians, in violation of Section 49011 of the Education Code and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all pupils 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 pupil 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 pupil 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 pupil is required to make to obtain materials, supplies, equipment or uniforms associated with an educational activity.

c. A pupil fees complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees.

d. If VNCLC finds merit in a pupil fees complaint, VNCLC shall provide a remedy to all affected pupils, parents, and guardians that, where applicable, includes reasonable efforts by VNCLC to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.

e. Nothing in this section shall be interpreted to prohibit solicitation of voluntary Revised policy adopted: Vaughn Next Century Learning Center May 11, 2016 San Fernando, California donations of funds or property, voluntary participation in fundraising activities, or school districts, school, and other entities from providing pupils prizes or other recognition for voluntarily participating in fundraising activities.

(4) Complaints of noncompliance with the requirements governing the Local Control Funding Formula or Sections 47606.5 and 47607.3 of the Education Code, as applicable. Not all complaints fall within the scope of the UCP. For any complaints regarding subjects not described above, please refer to VNCLC's other complaint policies, which can be found at [www.myvaughncharter.com](http://www.myvaughncharter.com)

The responsibilities of Vaughn Next Century Learning Center VNCLC has the primary responsibility to insure compliance with applicable state and federal laws and regulations. VNCLC shall investigate complaints alleging failure to comply with applicable state and federal laws and regulations and/or alleging discrimination, harassment, intimidation, bullying and charging pupil fees for participation in an educational activity and seek to resolve those complaints in accordance with these UCP procedures.

VNCLC 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 the confidentiality of the parties and the integrity of the process. VNCLC cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential. However, VNCLC will attempt to do so as appropriate. VNCLC may find it necessary to disclose information regarding the complaint/complainant to the extent necessary to carry out the investigation or proceedings, as determined by the Executive Director or designee on a case-by-case basis.

VNCLC prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of unlawful discrimination, harassment, intimidation or bullying. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

#### Compliance Officers

The Board of Directors designates the following compliance officer(s) to receive and investigate complaints and to ensure VNCLC's compliance with law:

Vaughn Next Century Learning Center  
ATTN: Fidel Ramirez, CEO  
13330 Vaughn Street San Fernando, CA 91340  
Phone (818) 896-7461  
Fax: (818) 834-9036

Any person, organization, or public agency who would like to file a complaint regarding the National School Food Program may mail or fax a written complaint to:

Vaughn Next Century Learning Center  
ATTN: Francis Montoya, Director of Food Services  
13330 Vaughn Street San Fernando, CA 91340  
Phone (818) 896-7461  
Fax: (818) 834-9036

## **AND**

ATTN: USDA Director, Office of Civil Rights  
Room 326-W, Whitten Building 1400 Independence Avenue SW  
Washington D.C., 20250-9410  
Phone (202) 720-5964

The Chief Executive Officer or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Chief Executive Officer or designee.

The Chief Executive Officer may designate the Director of the school site where the complaint originated to serve as the designee regarding complaints of noncompliance with laws relating to pupil fees. Should a complaint be filed against the Chief Executive Officer the compliance officer for that case shall be the President of the VNCLC Board of Directors. Any person with a disability or who is unable to prepare a written complaint can receive assistance from the site administrator/designee or by calling the Main School Office at (818) 896-7461. Vaughn assures confidentiality to the maximum extent possible. Vaughn prohibits retaliation against anyone who files a complaint or participates in the complaint investigation process. Pursuant to Education Code § 262.3, Complaints are advised civil law remedies may also be available under state or federal discrimination, harassment, intimidation, and/or bullying laws. A copy of Vaughn's UCP complaint procedures shall be available free of charge. For all questions regarding the UPC, please contact the Administrator of your School.

### **Notification**

The Board shall annually notify in writing students, employees, parents and guardians, advisory committees, and other interested parties of these procedures and the person responsible for processing complaints.

### **Filing of Complaint**

An individual or specific of individuals who allege that he/she or they personally suffered unlawful discrimination may file complaints alleging unlawful discrimination. The complaint must be filed no later than six (6) months from the date of the alleged discrimination or when the complaint first obtained knowledge of the facts of the alleged discrimination. For good cause, the State Superintendent of Public Instruction may grant an extension of up to ninety (90) days upon written request of the complainant. If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other handicaps, school personnel staff shall assist in filing the complaint. The Complaint Procedure Forms are available upon request.

### **Investigation of Complaint**

At the discretion of the compliance designee and with the consent of parties, the compliance designee may undertake a resolution of the dispute via mediation. This step is optional. Upon receipt of the complaint, the compliance designee will give the complaint to the appropriate person who will hold investigative meetings, when necessary. Complaints and/or representatives and the school representatives may present relevant information. To ensure that all pertinent facts are made available, the compliance designee and the complainant may request other individuals to provide additional information. Complainants are protected by law from retaliation for his/her participation in the complaint investigation process. Complainants are advised that while the school will make an effort to protect his/her privacy and confidentiality, investigation of his/her complaint may require disclosure of certain information to others. By filing a complaint, the complainant authorizes the school to investigate and make disclosures as may be reasonably necessary to the investigation and resolution of the complaint.

### **Written Decision**

Within sixty (60) days of receiving the complaint, the compliance designee shall prepare and send to the complainant a written report of the school's investigative findings, corrective action (if any) suggested resolution(s), and a rationale for the findings, along with any supporting documentation. The investigative report shall be written in English and in the language of the complainant whenever feasible or required by law.

### **Appeals to the California Department of Education**

If a complainant is dissatisfied with the Board's decision, the complainant may appeal in writing to the California Department of Education within fifteen (15) days of receiving the Board's decision. The appeal must be in writing

and must include a copy of the original complaint, as well as a copy of the local site decision provided to them. The appeal should be sent to:

State of California Department of Education State  
Superintendent of Public Instruction P.O. Box 944272  
Sacramento, CA 94244-2720

## **GENERAL COMPLAINT PROCEDURES FOR STUDENTS & PARENTS**

### **Introduction**

This is the Standard Operating Procedure (SOP) for Vaughn Next Century Learning Center on how to 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 have been approved for implementation.

The guidance provided herein does not apply to complaints in relation 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 Site Director.*

### **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, VNCLC 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. Parents 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 School Office, with the Administrator who oversees 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 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 named 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. Students who are not enrolled at the school are not to be on the

campus unless prior approval of the Director or designee has been obtained. 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.
- Show valid Identification and receive 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.
- Return the visitor's permit to the point of origin before leaving campus'

### **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.

### **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.

### **INTERNET SAFETY**

- In compliance with the Child's Internet Protection Act (CIPA), VNCLC 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 VNCLC 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, VNCLC and its representatives monitor all minors' on-line activities, including website browsing, email 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 VNCLC Governing Board or other related authority. VNCLC 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.
- 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 VNCLC 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 parent's/guardians' permission.

- Account users will abide by all VNCLC security policies and by the Child’s Internet Protection Act (CIPA). The School Network Administrator/Manager at VNCLC has the authority to monitor all accounts, including e-mail and other materials transmitted or received via the accounts. Users cannot expect that anything created; stored or received using the VNCLC 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 VNCLC 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 VNCLC Account users does not have any right or expectation of privacy regarding such materials.

**Married / Pregnant / Parenting Students**

Married, pregnant and parenting students in the district shall have the same educational opportunities as all students. For school-related purposes, married students under the age or 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.

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.

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))

**SCHOOL CONTACT INFORMATION**

**ELEMENTARY STAFF (full listing of staff available at [www.myvaughncharter.com](http://www.myvaughncharter.com))**

- CEO (818) 896-7461 extension 8009
- Pandaland Director (818) 896-7461 extension 6908
- G3 Director (818) 896-7461 extension 6801
- Mainland Administrator (818) 896-7461 extension 7815
- PreK Site Supervisor (818) 896-7461 extension 6922
- Pandaland Counselor (818) 896-7461 extension 6906
- G3 Counselor (818) 896-7461 extension 6835
- Mainland Counselor (818) 896-7461 extension 7820
- Elementary Social Worker (818) 896-7461 extension 7823
- Director of Elementary (818) 896-7461 extension 6830
- Director of Student Services (818) 896-7431 extension 6836
- English Learner Coordinator (818) 896-7461 extension 6948
- Director of Mental Health (818) 896-7461 extension 7972
- Director of Food Services (818) 896-7461 extension 7792
- Family & Community Center Coordinator (818) 632-0129



### **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
- Son/daughter & Adolescent Mental Health Crisis (M-F 8 a.m.-6:30 p.m.)

### **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 988
- Valley Community Clinic (818) 763-4070
- Valley Trauma Center – Sexual Assault (818) 886-0453