

**M.I.T. @ Vaughn**  
**Middle School for International Studies & Technology at Vaughn**  
**HANDBOOK**



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## **Welcome to M.I.T. @ Vaughn!!**

### **Middle School for International Studies and Technology @ Vaughn**

MISSION: The goal of Vaughn is to graduate students who possess the knowledge, skills and habits of mind necessary to work and live in the 21st Century global environment and to become contributing individuals and life-long learners. Vaughn is a large, urban, full-service, public charter school that provides maximum learning opportunities to students (Preschool- Grade 12) so they will be successful academically, physically, and socially; specifically, Vaughn will:

- Prepare students to master grade level standards, think critically, and be ready for post-secondary learning
- Reduce social stressors that negatively impact child and family development, including poverty.
- Create a professional and caring community among staff, families, and community.
- Become a model for school reform locally, nationally and globally.

M.I.T. @ Vaughn's Jaguar Scholars are taught to behave in a way that reflects the values and morals of the school's philosophy, as outlined in the Vaughn Charter and Parent Compact. M.I.T @ Vaughn implements a school-wide positive behavior support plan that is in effect through the school day and is carried-out in and out of the classroom.

Vaughn holds students responsible for their actions and guides appropriate reflection to restorative opportunities. Vaughn also believes that all students are able to grow and change. Our discipline plan gives students opportunities to start over and become stronger citizens.

Vaughn believes that all students and adults in the Vaughn school community should treat all persons equally and respectfully, and refrain from the willful or negligent use of slurs against any person on the basis of race, language spoken, color, sex, religion, disability, national origin, immigration status, age, sexual orientation, or political belief.

M.I.T. has the reputation of being one of the safest and cleanest middle schools in the San Fernando Valley. Students are also expected to actively support and assist the school in maintaining a campus free from vandalism, drugs, alcohol, weapons, gang activity and anything that brings danger to our school community.

Courtesy & Respect are a must!

The responsibility belongs to the three parties: STUDENT, PARENT and STAFF.

Vaughn also recognizes the responsibility of the parents for the behavior of their children and actively includes them in the disciplinary process. Together we can support our students through their Middle School years.

**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. No Child Left Behind 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 and perfect those behaviors. All adult members of our school community consistently model desired, ‘nice and kind’ behaviors in order to help consistently reinforce these behaviors.


Our students are constantly reminded that these desired, ‘nice and kind’ behaviors are positively rewarded and that consequences for non-compliant, non-desirable behaviors will be addressed accordingly. Please remember that if we expect our School-Wide Positive Behavior Support Plan to work, everyone needs to actively participate on a consistent and daily basis. *Thank you!*

**Policies**

All school policies apply to all students regardless of age, or gender. One of the Vaughn discipline processes, and its consequences, is to clearly indicate to the students when his or her actions and behavior are inappropriate and/or unacceptable.



<p style="text-align: center;"><b><u>MIT Chromebooks</u></b></p> <div style="text-align: center;">  </div> <p><b><u>Be Safe</u></b></p> <ul style="list-style-type: none"> <li>● Keep your log-in information private.</li> <li>● Visit <i>ONLY</i> <u>authorized</u> sites.</li> <li>● Log on/in and log off/out appropriately.</li> </ul> <p><b><u>Be Respectful</u></b></p> <ul style="list-style-type: none"> <li>● Follow directions.</li> <li>● Use clean hands.</li> <li>● Wait patiently to check Chromebooks in/out.</li> <li>● Handle only the Chromebook assigned to you.</li> </ul>	<p style="text-align: center;"><b><u>MIT Restrooms</u></b></p> <div style="text-align: center;">  </div> <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>● Listen to and follow directions.</li> </ul> <p><b><u>Be Responsible</u></b></p>
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<p><b><u>Be Responsible</u></b></p> <ul style="list-style-type: none"> <li>● Handle Chromebook carefully and properly.</li> <li>● Place water bottles on the floor and away from Chromebooks.</li> <li>● Settings should remain unchanged.</li> <li>● Store Chromebooks in proper location/plugged in.</li> </ul>	<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>
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<p style="text-align: center;"><b><u>MIT 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 the drinking fountain.</li> <li>● Keep hands, feet, and objects to yourself.</li> <li>● Maintain <i>safe distance</i> from water spout and others ~ Arms' Distance!</li> </ul> <p><b><u>Be Respectful</u></b></p> <ul style="list-style-type: none"> <li>● Wait patiently and quietly for your turn.</li> <li>● Use 'nice' &amp; 'kind' 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>
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<p style="text-align: center;"><b><u>MIT Locker Room</u></b></p>  <p><b><u>Be Safe</u></b></p> <ul style="list-style-type: none"> <li>● Keep hands, feet and objects to yourself.</li> <li>● Walk at all times.</li> </ul> <p><b><u>Be Respectful</u></b></p> <ul style="list-style-type: none"> <li>● Use a quiet voice.</li> <li>● Use polite language; Use 'nice' &amp; 'kind' words ("excuse me," "thank you").</li> <li>● Leave area as you found it or better.</li> </ul> <p><b><u>Be Responsible</u></b></p> <ul style="list-style-type: none"> <li>● Be prepared for gym class.</li> <li>● Respond to quiet signal immediately.</li> <li>● Report all unsafe behavior and vandalism.</li> </ul>
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<p style="text-align: center;"><b><u>MIT 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 ("please," "thank you").</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>MIT Hallways and Stairs</u></b></p>  <p><b><u>Be Safe</u></b></p>
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<p style="text-align: center;"><b><u>MIT 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.</li> </ul> <p><b><u>Be Respectful</u></b></p> <ul style="list-style-type: none"> <li>● Keep to the right.</li> <li>● Use 'nice' &amp; 'kind' words ("excuse me," "thank you")</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> <p style="text-align: center;"><b><u>MIT Outdoor Spaces</u></b></p> 
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<ul style="list-style-type: none"> <li>● Walk at all times when moving, facing forward.</li> <li>● Keep arms' distance from others when moving.</li> <li>● Use handrails when needed.</li> <li>● Keep hands, feet and objects to yourself.</li> </ul> <p><b><u>Be Respectful</u></b></p> <ul style="list-style-type: none"> <li>● Keep to the right when moving.</li> <li>● Use a 'quiet' voice.</li> <li>● Use 'nice' &amp; 'kind' words ("excuse me," "thank you")</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 and quietly to your destination.</li> <li>● Keep hallways and stairways clean.</li> </ul>	<p><b><u>Be Safe</u></b></p> <ul style="list-style-type: none"> <li>● Be aware of your surroundings.</li> <li>● Keep arms distance when walking.</li> <li>● Keep to the right when moving.</li> <li>● Keep your hands, feet and objects to yourself.</li> <li>● Avoid unnecessary roughness.</li> <li>● Run <b>ONLY</b> in designated sport(s) areas.</li> </ul> <p><b><u>Be Respectful</u></b></p> <ul style="list-style-type: none"> <li>● Use 'nice' &amp; 'kind' words ("excuse me," "thank you").</li> <li>● Wait your turn.</li> <li>● Listen to and follow directions from adults.</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 all equipment.</li> <li>● Immediately tell an adult if there is a problem.</li> </ul> <p>STOP at the sound of the whistle, then go to class.</p>
<p style="text-align: center;"><b><u>MIT &amp; Mainland 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 indoor voice.</li> <li>● Clean up after yourself.</li> </ul>	<p style="text-align: center;"><b><u>MIT Vending Machine</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 the vending machine.</li> <li>● Keep hands, feet, and objects to yourself.</li> <li>● Maintain <u>safe distance</u> from machine and others.</li> </ul> <p><b><u>Be Respectful</u></b></p> <ul style="list-style-type: none"> <li>● Wait patiently and quietly for your turn.</li> <li>● Use 'nice' &amp; 'kind' words ("excuse me," "thank you").</li> </ul> <p><b><u>Be Responsible</u></b></p> <ul style="list-style-type: none"> <li>● Purchase <u>ONLY</u> during Nutrition, Lunch, and After School.</li> <li>● Wait patiently for item(s) to dispense.</li> <li>● Notify an adult if vending machine jams.</li> <li>● When finished, leave the area.</li> </ul>
<p style="text-align: center;"><b><u>MIT Classroom</u></b></p> <p><b><u>Be Safe</u></b></p> <ul style="list-style-type: none"> <li>● Enter quietly.</li> <li>● Use <i>polite indoor</i> voices.</li> <li>● Keep your hands, feet, and objects to yourself.</li> <li>● Remain in your seat.</li> </ul> <p><b><u>Be Respectful</u></b></p> <p>Treat others as you would like to be treated.          Speak appropriately to your peers and teachers.          Speak when it's your turn.          Respect people's personal space and property.</p> <p><b><u>Be Responsible</u></b></p> <ul style="list-style-type: none"> <li>● Complete assignments on time.</li> </ul>	<p style="text-align: center;"><b><u>MIT Main Office</u></b></p>  <p><b><u>Be Safe</u></b></p> <ul style="list-style-type: none"> <li>● Identify yourself at the entrance door.</li> <li>● Obtain and wear a Vaughn Visitor ID <i>at all times</i>.</li> <li>● Stand away from the glass door.</li> </ul> <p><b><u>Be Respectful</u></b></p> <ul style="list-style-type: none"> <li>● Treat others as you would like to be treated.</li> <li>● Speak appropriately to everyone; PLEASE do not use profanity, loud or abusive language.</li> <li>● Always respond in an appropriate manner to staff.</li> <li>● Positively encourage others.</li> </ul>

<ul style="list-style-type: none"> <li>● Come to school prepared to work with all necessary materials.</li> <li>● Keep materials organized and in working order.</li> <li>● Clean up after yourself.</li> </ul>	<p><b><u>Be Responsible</u></b></p> <ul style="list-style-type: none"> <li>● Students ~ Have your Planner with you every day.</li> <li>● Parents ~ Always have your ID ready.</li> <li>● Staff ~ Always wear your Vaughn ID badge.</li> </ul>
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Students who continually break the rules are referred to the Administrative Staff. The Administrative Staff then decides the appropriate consequence if any, in collaboration with the student and family. The decision to discipline a student for poor behavior is one that is not taken lightly. The process may include a thorough investigation including but not limited to discussions with victim, witnesses, teacher/s, parents, counselor, and the administrators. The goal to all investigations is to appropriately redirect negative behaviors to empower our student/s in being good citizens.

### **Course Access Policy**

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

### **Excessive Absences and Tardies Policy**

1. The school is required to classify as “truant” any pupil who is absent from school without a valid excuse for three full days in one school year or tardy or absent for more than a 30- minute period during the school day without a valid excuse on three occasions, or any such combination. School must notify the pupil’s parent or guardian of the pupil’s first truancy by the most cost-effective method possible (which may include electronic mail or a telephone call): The Attendance office assistant issues the 1st truancy notice to parents (CC to: Admin., Tchr,case manager and cume)
2. When a pupil who has once been reported as a truant is again absent from school without a valid excuse one or more days, or tardy on one or more days, School must notify the pupil’s parent or guardian of the pupil’s first truancy by the most cost-effective method possible (which may include electronic mail or a telephone call): The Attendance office assistant issues the 2nd truancy notice to parents (CC to: Admin., Tchr,case manager and cume)
3. When a pupil who has been reported as a truant is again absent from school without a valid excuse one or more days, or tardy on one or more days, after 2nd truancy notice, school administrator must make a “conscientious effort” to hold at least one meeting with the pupil’s parent or guardian and the pupil. If the school makes such a conscientious effort, the pupil is



deemed a “habitual truant.” The requirement that the school makes a conscientious effort means “attempting to communicate with the parents of the pupil at least once using the most cost-effective method possible, which may include electronic mail or a telephone call (cc to: Admin., Tchr, case manager and cume)

4. If a student is absent or tardy one or more days after 3rd truancy notice, the Attendance office assistant notifies case manager to schedule SST meeting with parents, counselor, MSW, parents, teacher, administrator, and school psychologist. SST action plan with Parent and student contract are completed during SST meeting
5. If a student is absent or tardy one or more days after SST meeting, the school administrator consults with executive director to schedule School Board meeting (SB). The SB will notify the administrator to communicate with parents the date/time of meeting using the most cost-effective method possible, which may include electronic mail or a telephone call (cc to Admin, Tchr, SB, case manager, and cum
  - Unexcused early pick-ups and late arrivals (more than 30 minutes) are considered absences.
  - If your child arrives to school after 8:00 am please provide the school with a written and signed parental excuse. A valid excuse includes a doctor’s note or bereavement.

Note- End of the year clearance will not be issued to families with SARB concerns pending a meeting with Administration to mediate resolution.

### **Cell Phone Policy**

Cell phones are allowed on campus-with adult permission for educational purposes. **Vaughn Next Century Learning Center is not responsible for any lost, damaged, or stolen cell phones.**

1. Cell phones must be kept OFF and out of sight during school hours.
2. Cell phone disruption may cause for teacher confiscation and student will be given consequences. A parent will have to pick-up phone from MIT office, during office hours.
3. Special JAG coupons are available for cell phone use during nutrition/lunch with adult supervision.

### **Electronic Devices Policy**

1. We are an electronic free device school. For safety purposes a teacher may confiscate electronic device(s) and it will be held in the Middle School Office for parent pick up. After the end of the school year, any electronic device including cell phones, will be donated to a local charity.
2. If an electronic item is confiscated, **MIT @ Vaughn staff is not responsible for the item if it is lost or stolen while in the staff member’s possession.**

### **Dress Code Policy**

MIT students represent our school with respect and conform to reasonable standards of hairstyling, make-up and personal grooming. Reasonable standards are defined as presenting an appearance that is conducive to learning and that does not distract or disrupt the learning environment.

1. The Vaughn uniform shirt (white or maroon polo) will be responsibly worn daily to school. An

official Vaughn shirt is sold with the school's emblem/patch. A white undershirt can be worn for both boys and girls. A student may be asked to use a loaner polo shirt and/or the PE uniform in the event a polo shirt is not worn on entering campus.

2. We create a respectful learning environment by not allowing body art, piercings, oversized unsafe accessories, and unnatural hair color that may be deemed distracting. The student may be asked to remove or change items deemed inappropriate. In some cases, home support will be considered to correct the infraction. Chronic infractions might require for administrators, student, and parents to meet.
3. Headgear such as hats (only permitted without logos) may be worn outdoors only. "Beanies" without logos are allowed only during inclement weather (rain, wind, storms, extreme cold, etc.). However, they may not be worn indoors.
4. Sweatshirts may be worn but must ONLY be grey, maroon, or have the Vaughn logo. M.I.T. sweatshirts will be available for purchase at the middle school office. Students entering school with non-uniform sweatshirts will be asked to remove and parent support will be called upon for item pick-up. At the end of each month all non-claimed items will be donated to a center.
5. For student safety, **hoods may never be worn indoors**
6. Vaughn uniform is to proudly be worn as sold and should not be altered. The polo shirt may not be dyed, have sleeves removed, or cut for a fashion statement.
7. Sports clothing (hats, jackets, t-shirts, belt buckles, shoes, socks, etc.) are allowed only on special designated days by the school. To be safe, professional team logos are not allowed. No gang or drug paraphernalia will be tolerated on campus (bandanas, buttoned up plaid shirts, tattoo images on clothing, etc.). This includes gang affiliated writing on any personal or school items. Students using these inappropriate items will be asked to remove and parent support will be called upon for item pick-up. At the end of the month all non-claimed items will be donated to a center.
8. We are respectful to our learning environment by having shorts neither too tight or too long. Appropriate length for shorts/skirts should be no more than 3 inches above the knee, and no more than 3 inches below the knee (any length is okay for capris). Pants, capris, shorts, and skirts must be fitted appropriately--not too tight or too loose. Tight leggings are to be worn underneath appropriate length shorts, skirts, or dresses. Tight shorts and short skirts are not allowed. For safety reasons, **cargo shorts are not allowed**. Shorts must be uniform style shorts. Frays on bottoms not permitted. **All bottoms must be khaki or solid black color**.
9. Free Dress will be designated by the school to promote school spirit and to reward achievement. (Attendance Fridays, 8<sup>th</sup> Grade Spirit Tuesdays, special MIT clubs/teams, Sports Game Days, Misc Rewards, Honor Roll, etc.)
10. As we use respectful attire, clothing with inappropriate logos, wording, and or obscene graphics are not allowed. Students using these inappropriate items will be asked to remove and parent support will be called upon for item pick-up. At the end of the month all non-claimed items will be donated to a center.
11. 8<sup>th</sup> grade students may wear Advisory shirts and appropriate free dress bottoms on Tuesday if "0" tardies have been accumulated the week prior.
12. Vaughn spirit wear (including club shirts and Vaughn sportswear) are allowed on Wednesdays but must be worn with uniform khaki/black bottoms and uniform outerwear.

***After multiple infractions and/or warnings the school might deem necessary to restrict the student from wearing such infraction. A parent conference will be held to develop a plan to ensure***

***adherence to dress code.***

**Physical Education Policy**

1. Students will be responsible and wear their P.E. uniform on a daily basis. The uniform may not be modified.
2. For hygienic safety students will only wear P.E. uniforms during the P.E. classroom setting and P.E. uniforms must be washed weekly.
3. Lost clothing can be found in the Lost & Found Bin (located by M.I.T office)
4. Safety requires tennis shoes to have shoelaces and be capable of withstanding all movements required by instructor.
5. For hygienic safety, sharing of any P.E. clothing with another student is not permitted.
6. Safety requires that jewelry and fashion accessories be removed during P.E.
7. PE uniform are to only be used during PE class and not underneath their school uniform.
8. All non-suits will result in reteaching opportunities (ie. call home, parent conference, parent shadow, and/or admin conference).

**Gum and Food Policy**

In an effort to keep our campus clean, chewing gum is not permitted on campus. Consequences for gum chewing or possession of gum may result in school/home collaboration to rectify the infraction. Students are not allowed to eat food in class unless at the teacher's discretion, including vending machine items. To be safe, caffeinated or high sugar content drinks or snacks are not allowed per state health and nutrition standards. (Cupcakes, red dye chips, and hot beverages are not allowed)

**Backpack Search Policy**

For school safety, Vaughn Middle School students may be subject to a search based on a "Reasonable Suspicion" that a student has committed or is about to commit an offense. Our school safety policy and program is an ongoing school-wide program which is part of our effort to provide a safe and orderly campus. For the safety of your child, we also communicate any concerns to our Los Angeles Police Department liaison and oftentimes they come onto campus to support us in random backpack searches. When and if your child is searched, a letter will be sent home to inform you of the incident. Only Administration may conduct a search, or security staff under the supervision of an administrator.

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

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

- If a student has engaged in conduct that causes an administrator to have reasonable suspicion that the student has committed or is about to commit a crime or has violated statutory laws or school rules, the administrator may conduct a search of that student. The administrator must:
  - 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 the reasonable suspicion is not excessively intrusive in light of the student's age and gender and the nature of the offense.
- Follow-up on a credible tip.
- 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.
- Searches based on reasonable suspicion will be conducted in a private area whenever possible.
- Random searches will be conducted on an ongoing weekly 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.

### **School Related Policy**

M.I.T. students are expected to respectfully represent our school during “off campus” and “after school” events that are school related. Such events are Middle School athletic games, dances, field trips, fundraising nights, etc.

### **Computer/Internet Access Policy**

M.I.T. students follow the three B's and are expected and taught to Be Safe, Respectful and Responsible. This is especially important in the use of the computer equipment and where access must be in a reasonable manner consistent with school rules and most importantly U.S. Laws. No hacking, gambling, pornography, theft of services, harassment, or anonymous surfing is allowed. Any violations will receive appropriate consequences which may include school/ home collaboration, Restorative Justice, student conference or suspension.

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

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

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

The account may only be used during the time the user is a student or an employee of M.I.T. Anyone who receives an account is responsible for using it properly. The student or employee is required to change the 45 password the first time he or she uses the account and routinely thereafter. Use of passwords to gain access to the M.I.T. network does not imply that the user has an expectation of security or privacy.

If a user is uncertain about whether a particular use of the computer network, internet or e-mail is appropriate, he or she should consult a teacher or administrator.

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

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

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

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

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

- Inappropriate use of webcam.

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

- Using other users' account password or identifiers
- Disclosing one's account password to other users or allowing other users to use one's account
- Getting unauthorized access into other users' accounts or other computer networks
- Interfering with other users' ability to access his/her accounts
- 
- Commercial uses are unacceptable. Unacceptable uses include, but are not limited to the following:
  - Selling or buying anything over the internet for personal or financial gain;
  - Using the internet for advertising, promotion, or financial gain;
  - Conducting for profit business activities and engaging in non-governmental related fundraising or public relations activities such as solicitation for religious purposes, lobbying for political purposes, soliciting votes;
  - Sending any email that is deceptive, misleading, or violates any state or federal statute or regulation including, but not limited to, the CAN-SPAM Act of 2003, or any state email or deceptive practice statute.

### **Plagiarism Policy**

Plagiarism is generally constituted by the use of three or more consecutive words that are not of one's own writing. Students that are suspected of plagiarism will be investigated. Parents will be contacted to collaborate with school and resolve the matter with guided student redirection. Researching information from the Internet and incorporating that information into a student's work is an acceptable educational use, and students have an obligation to credit and acknowledge the source of information. Accordingly, the student acknowledges that plagiarism is inappropriate and unacceptable.

### **Copyright Policy**

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

### **Internet Safety**

- In compliance with the Children's Internet Protection Act (CIPA), M.I.T. 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 M.I.T. 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, M.I.T. and its representatives monitor all minors' on-line activities, including website browsing, e-mail use, chat rooms or blog participation and other forms of electronic communications. Such a mechanism may lead to discovery that a user has violated or

may be violating this Policy, the appropriate disciplinary code or the law. Monitoring is aimed to protect minors from accessing inappropriate material, as well as to help enforce this Policy as determined by the M.I.T. Governing Board or other related authority. M.I.T. reserves the right to monitor other users' (e.g. employees, students 18 years or older) on-line activities, and to access, review, copy, store or delete any electronic communications or files and disclose them to others as it deems necessary.

- If a student under the age of 18 accesses his/her M.I.T. account or the internet outside of school, a parent or legal guardian must supervise the student's use of the account or Internet at all times and is completely responsible for monitoring the use. Filtering and/or blocking software may or may not be employed to screen home access to the Internet. Parents and legal guardians should inquire at M.I.T. if they desire more detailed information about the software.
- Student information shall not be posted unless it is necessary to receive information for instructional purposes, and only if the student's teacher and parent or guardian has granted permission.
- Safety and Identity Theft: Account users shall not reveal on the Internet personal information about themselves or about other persons. For example, account users should not reveal his/her full name, home address, telephone number, school address, social security number, credit card number, photograph, parent/guardians' name or any other information that could identify them to anyone except M.I.T. staff. It is illegal to post other employees' personal information electronically, without prior consent from them.
- Account users shall not meet in person anyone they have met on the Internet in a secluded place or a private setting. Account users who are under the age of 18 shall not meet in person anyone they have met on the Internet without his/her parents/guardians' permission.
- Account users will abide by all M.I.T. security policies and by the Children's Internet Protection Act (CIPA). The School Network Administrator/Manager at M.I.T. 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 M.I.T. 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 M.I.T. 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 M.I.T. Account users does not have any right or expectation of privacy regarding such materials.

### **Student Email**

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

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

M.I.T. students will receive his/her individual email and school account username and password in his/her assigned homeroom and will also be available to parents. It is very important that students keep

his/her username and password private and do not share either with other students. The assigned username is the first initial of the first name and the full last name@student.vaughncharter.com. Usernames cannot be changed. Students will be able to use his/her e-mail account from classroom and library computers on campus. Because email web-based, students and parents can also access student e-mail accounts from home and public library computers. Email is the preferred method of communication for many coaches and sponsors of clubs, activities and athletics. Be sure to check email every day.

Please note that M.I.T. teachers can be reached by sending to: first initial last name@vaughncharter.com.

If a User is uncertain about whether a particular use of the computer network, Internet or e-mail is appropriate, he or she should review the M.I.T. Acceptable Use Policy for the Internet or consult a teacher or administrator. Internet use policies for students and employees help to ensure a safe learning environment for everyone.

### **School Zone Policy**

The “School Zone” is inclusive of two blocks outside the school curb. All school rules apply to any incident that may occur in this zone, including a students transition to and from school.

### **PDA Policy**

As a safe and respectful school, Public Displays of Affection (PDA) are not allowed at M.I.T. Inappropriate touching, kissing and/or prolonged hugging in addition to any other behavior that is disruptive to the school program will not be tolerated. School/home collaboration will be utilized to discuss PDA.

*PER Student Court Decision (2005) students may hold hands and hug as a greeting or good-bye.*

### **Skateboard and Scooter Policy**

Students are allowed to come to school on skateboards/scooters, however, they may not be used on campus. In order to avoid theft and promote student safety, students must lock them up in the designated area (storage cages) and pick them up after school. If policy is not adhered to, school/home collaboration will be required.

### **Textbooks/School Material Policy**

M.I.T. students are responsible and replace and/or pay for any damaged or lost textbooks/school materials and equipment.

### **Confiscated Items Retrieval Policy**

All items confiscated from students will remain in the Middle School Office until picked up by a parent. Any items left will be given to charity monthly. We are not responsible for any items lost, damaged, or stolen while in a staff member’s possession.

### **Visitor Policy**

All campus visitors must have the consent and approval of the Director or designee. All visitors are required to obtain a VISITOR’s PASS and must present a form of Identification upon entry for



clearance. 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 Executive 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.
- Complete a visitor's permit upon arrival at the site.
- Enter and leave the school and/or classroom as quietly as possible.
- Not converse with the students, teacher and/or instructional aides during visitation.
- Do not interfere with any school activity.
- Keep the length and frequency of classroom visits reasonable.
- Follow the school's established procedures for meeting with the teacher, counselor, dean and/or administrator after the visit, if needed.
- Return the visitor's permit to the point of origin before leaving campus.

### School Procedures

Procedures are vital in helping sustain a fair and effective school environment. Students engage in Second Step Lessons to become positive citizens in learning. The MIT Restorative Justice Coordinator guides students to resolve concerns through the use of Restorative Practices. Also, the Administrative Staff collaborates with students and their families to engage in a reflective process.

### Before and After School Procedures

1. Students are to enter and exit the Middle School gate on De Garmo St.
2. Students that are dropped off or picked up by their parents must use the safety drop-off procedures provided by the school. Do NOT jay-walk across the street. Proceed to the nearest corner and cross there.
3. Students are to arrive between 7:00 and 7:43 a.m. They are expected to pick up breakfast and eat it prior to proceeding to class. The first class begins at 7:45 a.m. A student walking in at 7:44 is considered late, since there is not sufficient time to transition to get breakfast and report to class prior to 7:45am.
4. Parents and visitors are to sign in at the Middle School Office and obtain a visitor's badge. Visitors are not allowed on campus without a visitor's permit badge.
5. Students are to remain in designated Middle School areas before and after school.
6. Students are not allowed to buy any edible or non-edible items from the street vendors within a 200-meter radius from the school. If a violation occurs, school personnel will enforce our policy by a reminder or even a meeting with administration. Purchasing from street vendors jeopardizes our free meal program.
7. **Students should be picked-up or leave campus upon dismissal** unless participating in a scheduled school activity, sports team or Academic Network. Failure to pick-up or to make arrangements for your child **20 minutes after dismissal** may be reported as loitering, and could result in Loss of Early Enrollment. For your child's safety, if they leave campus afterschool they may not return onto campus at a later time.

### **Playground Procedures**

1. Only use assigned Middle School restrooms.
2. Be respectful of yourself and others.
3. Use designated trash cans and keep your campus clean.
4. Keep food in the designated & covered areas.
5. Remain in the Middle School designated areas. Visiting elementary locations is permitted with teacher consent only.
6. Respect your school property.

### **Classroom Procedures**

1. Follow the 3 B's: Be Safe, Be Respectful, Be Responsible

### **Hallway Procedures**

1. Walk at all times.
2. No loitering.
3. Place trash in the designated trash cans.
4. Do not disrupt other classrooms and teachers (looking in windows and doors or opening closed classroom doors).
5. No aggressive behavior or fighting.
6. Use appropriate voice levels.

### **Auditorium Procedures**

1. Enter the auditorium as per teacher's directions.
2. No electronic devices.
3. No food or drink.
4. Remain seated in designated areas.
5. Use voice levels that are not disruptive to the presentation.
6. No inappropriate comments directed at the performance or performers.

### **Restroom Procedures**

All students have access to restrooms. Hall passes are provided by adult signature in planner.

1. Students are responsible to use the restroom either before school, during passing period, nutrition, lunch or afterschool. For safety reasons, permission must be obtained from a teacher for emergency bathroom needs during class time.
2. Frequent restroom visits are monitored for possible medical concerns.
3. Safety does not allow loitering in bathroom.
4. Students will keep all areas and fixtures as clean as possible.
5. Students will refrain from playing or climbing, and will respect the privacy of others at all times.
6. Leaving class without permission for bathroom use is considered truancy and considered a safety issue. Frequent elopement will result in school/parent collaboration for consequences.

### **Cafeteria Procedures**

1. Walk directly from class to the designated cafeteria line up area.
2. Students are to eat their lunch in the designated & covered area. Food is not allowed past the designated lunch area.
3. Arrive on time. Students should remain in the lunch area until they are finished eating lunch.
4. No pushing or cutting in front of another student while in line.
5. Follow parent educators' directions, rules, and guidance.
6. Clean-up your area and place trash in appropriate trash cans.
7. No food fights.
8. Remain in the assigned Middle School areas.

### **Field Trip and Bus Procedures**

1. Remain with your class, teacher or group as instructed.
2. Follow bus rules.
3. At no time are you permitted to leave your assigned teacher or group.
4. Be respectful of peers, adults, and other non-Vaughn people.
5. Clean-up your area and place trash in designated area.
6. Keep voices at appropriate level
7. No aggressive behavior or inappropriate language.

### **Student Services**

M.I.T counselors, support staff, and administrators are here to work directly with students, parents and staff to provide educational guidance and assistance. We hope that you will get to know your counselor and administrator during the school year. To schedule an appointment, place a request in the M.I.T Office or contact them directly using the directory we provided.

### **Student Clubs**

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

Students wishing to establish student clubs must attain a minimum of 30 student signatures indicating a need for and/or interest in the club (clubs do not need to have 30 members but must have enough members to establish officers).

Students must recruit a staff member to sponsor the club for supervisory purposes. The sponsor should be a credentialed staff member but non-credentialed staff members may be considered.

Students will submit a completed club application to the Middle School Curriculum Coordinator.

### **Intramurals and Sportsmanship**

M.I.T. @ Vaughn students compete in a variety of intramural sports that include flag football, basketball, baseball, softball, volleyball, soccer and cheerleading through our partnership with Expanded Learning (YPI-Youth Policy Institute) Program.

All students are encouraged to participate in seasonal intramural programs and sports tournaments. These activities are offered after school.

We ask that you:

- Maintain a 2.0 G.P.A
- Respect the rights of all spectators and participants
- Accept official's decisions as final
- Be modest in victory and gracious in defeat
- Encourage everyone to live up to the spirit of the rules of fair play and good sportsmanship

### **Athletics Bill Of Rights**

You have the right to fair and equitable treatment and you shall not be discriminated against based on your sex.

- A. You have the right to be provided with an equitable opportunity to participate in all academic extracurricular activities, including athletics.
- B. You have the right to inquire of the athletic director of your school as to the athletic opportunities by the school.
- C. You have the right to apply for athletic scholarships.
- D. You have the right to receive equitable treatment and benefits in the provision of all of the following:
  - a. Equipment and supplies.
  - b. Scheduling of games and practices.
  - c. Transportation and daily allowances.
  - d. Access to tutoring.
  - e. Coaching.
  - f. Locker Rooms.
  - g. Practice and competitive facilities.
  - h. Medical and training facilities and services.
  - i. Publicity.
- E. You have the right to have access to a gender equity coordinator to answer questions regarding gender equity laws.
- F. You have the right to contact the State Department of Education and the California Interscholastic Federation to access information on gender equity laws.
- G. You have the right to file a confidential discrimination complaint with the United States Office of Civil Rights or the State Department of Education if you believe you have been discriminated against or if you believe you have received unequal treatment on the basis of your sex.
- H. You have the right to pursue civil remedies if you have been discriminated against.
- I. You have the right to be protected against retaliation if you file a discrimination complaint.

### **Jaguar Scholar Expectations**

Students will be given the opportunity to earn JAG points throughout each trimester and school year. The program will promote positive behaviors and reward students for their citizenship and academics. Furthermore, students are encouraged to take part in their community and TAKE ACTION to become

global citizens. Jaguars are rewarded for being scholars by receiving specialty coupons via their JAG points. (JAG points are calculated in planner page).

### **Positive Behavior Interventions and Support (PBIS)**

M.I.T.@ Vaughn promises to collaborate with parents to redirect student behaviors through positive reteaching methods. We empower our students through restorative practices, peer mediations, short term counseling sessions, learning research opportunities and parent collaboration. Our teaching of socio-emotional learning takes place through structured Second Step Curriculum lessons delivered through Advisory on a weekly basis. Parent & school collaboration is a necessary component to redirect behavior and guide our Jaguar Scholar experience in middle school. M.I.T incorporates Restorative Practices to consider alternatives to suspension in redirecting behaviors.

### **Office Discipline Referrals (ODR)**

All staff members may issue an (ODR) to document a student's on-going infractions when a policy or procedure is violated. An ODR will include all necessary information pertinent to the infraction. It will also include all methods a teacher has used to redirect behavior. Infraction will be handled with restorative practices, peer mediation, short term counseling sessions, learning research opportunities, and parent collaboration. Infractions violating Education Code 48900 may be subject to Suspension and/or Expulsions.

### *Levels of Infractions*

#### **Tier 1:**

Parents will be notified using the student planner and /or phone call. Behaviors monitored by staff to enforce school rules; may incur consequences. Every student is taught through redirection and reteaching. Consequences may be provided by an individual teacher within his or her classroom. Recurring incidents may lead to the issuance of a REFOCUS stamp resulting in less JAG points. 85% of JAG points are needed to participate in rewards such as festivals, reward field trips and more.

#### *Examples of inappropriate behavior at Tier 1:*

1. Tardies
2. Uniform Violation
3. Not following the directions
4. Chewing Gum or snacks without permission
5. Accidental use of profanity
6. Questioning authority/defiance
7. Use of cell phone without permission (all phones are to be turned off and in backpacks)
8. Name calling/ Teasing
9. Minor horse play
10. Minor disruptive behavior
11. Minor misuse of school property
12. Possession of a Sharpie
13. Missed tutoring/Academic Support

#### **Tier II:**

Moderate infractions will result in the issuance of an ODR. An ODR will be processed and accompanied by parents notification via the planner and/or phone call. Certain concerns may require the consideration of a parent shadow. Restorative means will be used where applicable as well as research pertaining to infraction. If positive consequences do not alter behavior and student continues to negatively interact on campus, MIT might need to issue detention and student access to trimester rewards such as festivals, reward field trips and more may be denied.

Infraction will be handled with restorative practices, peer mediation, short term counseling sessions, learning research opportunities, and parent collaboration.

1. Critical ethnic or racial slurs/disrespect
2. Possession of obscene literature/ pictures/words
3. Multiple occurrence of minor infractions
4. Prejudice
5. Abuse of school property (Fixable)
6. PDA-public display of affection
7. Plagiarism/academic dishonesty/forgery
8. Truancy
9. Inappropriate use of school computers,email,websites. (sexual or racial in nature)
10. Minor physical/verbal conflict
11. Petty theft

### **Tier III:**

Infractions that are a direct violation of Education Code 48900 may result in suspension at home. Such concerns will be handled with restorative practices, peer mediation, short term counseling sessions, learning research opportunities, and parent collaboration. If redirection/reteach is not successful, suspension will need to be considered.

A student's removal from class will result with an in school conference with guardian and student. Restorative means will be used where applicable as well as research pertaining to infraction. If positive consequences do not alter behavior and student continues to negatively interact on campus, MIT might need to issue detention, request a parent/guardian shadow or issue a suspension. Student access to trimester rewards such as festivals, reward field trips and more may be denied. Some Tier III infractions must be recommended for expulsion if it falls under the legal state mandated expellable offenses.

## **Suspension & Expulsion Education Code Section #48900-48926**

STATE RECOMMENDED SUSPENSION/EXPULSION (for a full list please refer to Education Code (EC) 48900)

1. Causing serious physical injury to another person, except in self-defense.

2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
3. Unlawful possession of any controlled substance.
4. Robbery or extortion.
5. Assault or battery upon any school employee.
6. Possessing, selling, or furnishing a firearm.
7. Brandishing a knife at another person.
8. Unlawfully selling a controlled substance.
9. Committing or attempting to commit a sexual assault or committing a sexual battery.
10. Possession of an explosive.

**Class Suspension**-A teacher may request a student to be suspended from their class for up to 1 day. Offenses that warrant a suspension are on Tier III of the above chart.

**In-School Suspension** - Students assigned to an in-school suspension shall be separated from other students at a school site for the period of the suspension (no more than 5 days). Teachers will provide all assignments and tests that the student will miss while suspended. A parent may appeal the suspension by requesting the “Student Suspension Appeal Form”.

**Out of School Suspension** - An out-of-school suspension will result in the immediate removal of the student from the school. If a student is suspended, his or her family must make proper arrangements to pick up the student from the Middle School Office. School administrators will determine the length of the school suspension based on the infraction (no longer than 5 days). The suspension will continue until the administration and his or her family meet to agree upon appropriate behavioral goals for the student’s return to class. A student suspended from school will not be allowed on school grounds or at school related functions without written permission from administration. A parent may appeal the suspension by requesting the “Student Suspension Appeal Form”.

**Expulsion** - The expulsion recommendation will be determined by the administrator in accordance with State Law. The determination to expel, made by Vaughn’s Board of Directors will result in the immediate removal of the student in question. A student who has been expelled will not be allowed on school grounds or at school related functions.

### **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 purpose or effect of having a negative impact upon the individual's work or academic performance, of creating an intimidating, hostile, or offensive work or education environment.
- Submission to, or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at through the education institution.

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

- Verbal conduct such as the use of suggestive, derogatory, or vulgar comments (including catcalls and whistling); sexual innuendos or slurs or making unwanted sexual advances, invitations, or comments; repeatedly asking for dates; making threats; and/or spreading rumors about or rating others as their sexual activity or performance that is unwelcome.
- Visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, drawings or graffiti of a sexual nature and/or use of obscene gestures, leering, or staring that is unwelcome.
- 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.
- 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.

*For inquiries about how to file a complaint of sexual harassment, contact any of the Title IX Complaint Managers or Fidel Ramirez, Chief Executive Officer of Vaughn Next Century Learning Center at (818) 896-7461, or at [framirez@myvaughncharter.com](mailto:framirez@myvaughncharter.com)*

**Title IX / Students**

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

- Participation in athletics



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

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

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

**Title IX COMPLAINT MANAGERS:**

Sandra Contreras – (818)896-7461x7876    [scontreras@myvaughncharter.com](mailto:scontreras@myvaughncharter.com)

Carmen Velasquez – (818)896-7461x7827    [cvelasquez@myvaughncharter.com](mailto:cvelasquez@myvaughncharter.com)

**Married/Pregnant/ Parenting Students**

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

(cf. 0410 – Nondiscrimination in District Programs and Activities)

(cf. 5127 – Graduation Ceremonies, Promotion Ceremonies and Activities)

(cf. 6145 – Extracurricular and Co-curricular Activities)

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

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

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

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

(cf. 6011 – Academic Standards)

(cf. 6146.1 – High School Graduation Requirements/Standards of Proficiency) (cf. 6146.11 – Alternative Credits Toward Graduation)

(cf. 6146.2 – Certificate of Proficiency/High School Equivalency) (cf. 6158 – Independent Study)

(cf. 6183 – Home and Hospital Instruction) (cf. 6200 – Adult Education)

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

After the birth of her baby, the student may:

1. Return to regular school program
2. Remain in an alternative program
3. Attend continuation high school or adult education classes
4. Request exemption from attendance because of personal services that must be rendered to a dependent. (Education Code 48410(c))
5. *Legal Reference:*

#### EDUCATION CODE

2551.3 Determination of state aid for pregnant minors program

17293 School facilities for pregnant/parenting teen programs

48220 Compulsory education requirement

48410 Persons exempted from continuation classes

49553 Nutrition supplements for pregnant/lactating students

49558 Confidentiality of applications and records for free or reduced price meals

51220.5 Parenting skills and education

51745 Independent study

52610.5 Enrollment of pregnant and parenting students in adult education

54740-54749.5 California School Age Families Education Program (Cal-SAFE)

#### FAMILY CODE

7002 Description of emancipated minor

7050 Purposes for which emancipated minor considered an adult

HEALTH AND SAFETY CODE

124175-124200 Adolescent and Family Life Act

UNITED STATES CODE, TITLE 20

1681-1688 Title IX, Education Act Amendments

CODE OF FEDERAL REGULATIONS, TITLE 34

●.40 Marital or parental status

***Management Resources:***

**CDE Publications**

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

**State Board of Education Policies**

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

**Websites**

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

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

**EC§222 • LACTATING PUPILS**

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

This provision also requires that a lactating pupil on a school campus be given a reasonable amount of time to accommodate the need to express breast milk or breastfeed an infant child and prohibits a pupil from incurring an academic penalty as a result of her use, during the school day, of these reasonable accommodations. A complaint of noncompliance with the requirements of the bill may be filed with the local educational agency, and would require the local educational agency to respond to such a complaint, in accordance with specified procedures. A complainant may appeal a decision of the local educational agency to the State Department of Education and would require the department to issue a written decision within 60 days of its receipt of the appeal. The LEA must provide a remedy to the

affected pupil if the local educational agency finds merit in a complaint or if the Superintendent of Public Instruction finds merit in an appeal. This includes a statement of legislative findings and declarations.

## **VAUGHN NEXT CENTURY LEARNING CENTER 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 a 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 remarks 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 reviewed 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 a 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*

### **Additional Information for Parents**

Vaughn 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.

### **Parental Rights**

Parent/Guardians of pupils enrolled at VNCLC have the right to work together in a mutually supportive

and respectful partnership to help their teenager 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 student that is safe and supportive of learning.
- Examine the curriculum materials of the class (es) in which their student is enrolled.
- Be informed of their student's progress in school and of the appropriate school
- personnel whom they should contact if problems arise with their student.
- Have access to the school records of their student and to question
- anything that they feel are inaccurate, misleading or is a violation of the student's
- privacy rights and to receive a response from the school.
- Receive information concerning the academic performance standards, proficiencies, or skills their student is expected to accomplish.
- Be informed in advance about school rules, attendance policies, dress codes, and
- procedures for visiting the school. Information is contained in this handbook.
- Receive information about any psychological testing the school does involving
- their student and to deny permission to give the test.
- Participate as a member of a school-wide committee, governing board or parent organization, in accordance with any rules and regulations governing membership in these groups.

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

### **Parents as Decision Makers**

- Identifying goals, priorities and needs
- Participating in Personnel Subcommittee
- Setting budget priorities
- Evaluating the curriculum and expanded learning opportunities

- Approving new school programs
- Improving community support
- Investigating student or parent problems and complaints

### **School Site Council**

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

### **English Learner Advisory Committee (ELAC)**

VNCLC ELAC is open to all parents who wish to participate. Parents of English learners comprise at least the same percentage of the ELAC membership as English learners constitute of the school's total student population. 1. The ELAC shall be responsible for advising the Executive Director and staff on programs and services for English learners and the School Site Council on the development of the Single Plan for Student Achievement (SPSA). 2. The ELAC shall assist the school in the development of: a. The school's needs assessment. b. Ways to make parents aware of the importance of regular school attendance.

### **Vaughn Next Century Learning Center Single Plan for Student Achievement**

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

### **Disruptive Parent Conduct**

Pursuant to California Penal Code Section 626.4, the school principal or administrator may order a parent or any other person to leave the school grounds if his/her conduct is disruptive in any way to the school program. This includes school activities and programs such as sporting events and performances. In addition, any disruptive behavior on the part of a parent or any other person will result in the school staff contacting law enforcement. If the parent or adult does not leave after being asked or if he/she returns without following the posted requirements to contact the administrative offices of the campus, he/she will be guilty of a crime which is punishable by a fine of up to \$500 or imprisonment in the County jail for a period of up to six (6) months, or both. Additionally, any further conduct of this nature by the parent or any other person will lead to Vaughn NCLC pursuit of a restraining order against the parent or adult which would prohibit he/she from coming to school grounds, attending school activities, or contacting the charter school directly or through an agent for any purpose for a period of three (3) years. Under Education Code Section 44811, disruption by a parent or guardian or other person at a school sponsored activity is punishable, upon the first conviction, by a fine of not less than five hundred dollars (\$500) and not more than one thousand dollars (\$1,000) or by imprisonment in a county jail for not more than one (1) year, or both. \* 2014 Law Offices of Young, Minney & Corp. LLP

## **UNIFORM COMPLAINT PROCEDURES**

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

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

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

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

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

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

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

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

- 1- Complaints alleging unlawful discrimination, harassment, intimidation, or bullying against any protected group as identified under Education Code (EC) sections 200 and 220 and Government Code Section 11135, including any actual or perceived characteristic as set forth in Penal Code Section 422.55, or on the basis of a person’s

association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in EC Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance. Violations in reference to any of the following individuals, groups or subgroups:

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

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

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

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

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



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

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

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

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

Vaughn Next Century Learning Center acknowledges and respects every individual's rights to privacy. Unlawful discrimination, harassment, intimidation or bullying

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

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

### **Compliance Officer**

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

**Fidel Ramirez**  
**Vaughn Next Century Learning Center, CEO**  
**13215 Daventry Street**  
**Pacoima, CA 91331**  
**818-896-7461**

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

### **Notifications**

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

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

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

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

The annual notice will include the following:

1. A list of the types of complaints that fall under the scope of the UCP and the state and federal provisions that govern complaints regarding child nutrition programs and special education programs.
2. A statement clearly identifying any California State preschool programs that Vaughn Next Century Learning Center is operating as exempt from licensing pursuant to Health and Safety Code section 1596.792(o) and corresponding Title 5 health and safety regulations and Any California State preschool programs that Vaughn Next Century Learning Center is operating pursuant to Title 22 licensing requirements.
3. A statement that the Vaughn Next Century Learning Center is primarily responsible for compliance with federal and state laws and regulations.
4. A statement identifying the title of the compliance officer, and the identity(ies) of the person(s) currently occupying that position, if known.
5. A statement that if a UCP complaint is filed directly with the CDE and the CDE determines that it merits direct intervention, the CDE shall complete an investigation and provide a written decision to the complainant within (60) calendar days of receipt of the complaint, unless the parties have agreed to extend the timeline or the CDE documents exceptional circumstances and informs the complainant.
6. A statement that the complainant has the right to appeal Vaughn Next Century Learning Center's decision to the CDE by filing a written appeal within thirty (30) calendar days of the date of Vaughn Next Century Learning Center's decision, except if Vaughn Next Century Learning Center has used its UCP to address a complaint that is not subject to the UCP requirements.
7. A statement that a complainant who appeals Vaughn Next Century Learning Center's decision on a UCP complaint to the CDE shall receive a written appeal decision with sixty (60) calendar days of the CDE's receipt of the appeal, unless extended by written agreement with the complainant or the CDE documents exceptional circumstances and informs the complainant.
8. A statement that if Vaughn Next Century Learning Center finds merit in a UCP complaint, or the CDE finds merit in an appeal, Vaughn Next Century Learning Center shall take corrective actions consistent with the requirements of existing law that will provide a remedy to the affected student and/or parent/guardian as applicable.

9. A statement advising the complainant of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws if applicable, and of the appeal pursuant to Education Code section 262.3

10. A statement that copies of Vaughn Next Century Learning Center's Uniform Complaint Policy Procedures are available free of charge.

### **Procedures**

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

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

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

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

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

Any individual, public agency or organization may file a written complaint of alleged noncompliance by Vaughn Next Century Learning Center. A complaint alleging unlawful discrimination, harassment, intimidation or bullying may be filed by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying.

Any individual, including a person's duly authorized representative or an interested third party, public agency, or organization may file a written complaint of alleged noncompliance or unlawful discrimination, harassment, intimidation or bullying pursuant to this Policy. A complaint of unlawful discrimination, harassment, intimidation or bullying may be filed by an individual who alleges that that individual has personally suffered unlawful discrimination, harassment, intimidation or bullying or by one who believes any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying, or by a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. An investigation of alleged unlawful discrimination, harassment, intimidation or bullying shall be initiated by filing

a complaint no later than six (6) months from the date the alleged discrimination, harassment, intimidation or bullying occurred, or the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying unless the time for filing is extended by the Executive Director or designee, upon written request by the complainant setting forth the reasons for the extension. Such extension by the Executive Director or designee shall be made in writing. The period for filing may be extended by the Executive Director or designee for good cause for a period not to exceed ninety (90) calendar days following the expiration of the six-month time period. The Executive Director shall respond immediately upon a receipt of a request for extension.

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

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

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

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

## **2: Mediation**

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

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

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

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

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

### **3: Complaint Investigation**

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

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

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

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

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

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

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

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

1. Findings of fact based on evidence gathered
2. A conclusion that provides a clear determination for each allegation as to whether Vaughn Next Century Learning Center complying with the relevant law;

3. Corrective actions if Vaughn Next Century Learning Center finds merit in a complaint:
4. Notice of the complainant's right to appeal the decision by Vaughn Next Century Learning Center within thirty (30) calendar days to the CDE, except when Vaughn Next Century Learning Center has used its UCP to address complaints that are not subject to the UCP requirements.
5. Procedures to be followed for initiating such an appeal.

#### Investigation regarding state preschool programs

1. The preschool program administrator or designee of Vaughn Next Century Learning Center Next Century Learning Center will
  - a. Make all reasonable efforts to investigate any problem within his/her authority
  - b. Investigations shall begin within 10 days of the receipt of the complaint
  - c. Determine resolution within a reasonable timeframe, but not to exceed 30 working days from the date the complaint was received
  - d. Report resolution of the complaint to the complainant within 45 working days of the initial filing

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

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

#### Appeals to the California Department of Education

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

- Vaughn Next Century Learning Center failed to follow its complaint procedures and/or
- The Vaughn Next Century Learning Center Investigation Report lacks material findings of fact necessary to reach a conclusion of law, and/or
- The material findings of fact in Vaughn Next Century Learning Center's Investigation Report are not supported by substantial evidence, and/or

- The legal conclusion in Vaughn Next Century Learning Center’s Investigation Report is inconsistent with the law, and/or
- In a case in which Vaughn Next Century Learning Center is found noncompliant, the corrective actions fail to provide a proper remedy

The appeal shall be sent with

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

Filing appeals regarding State Preschool Health and Safety Issues

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

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

- A copy of the original complaint



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

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

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

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

### **Civil Law Remedies**

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

For complaints alleging unlawful discrimination, harassment, intimidation or bullying based on state law, a complainant shall wait until sixty (60) calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The

moratorium does not apply to injunctive relief and is applicable only if Vaughn Next Century Learning Center has appropriately, and in a timely manner, apprised the complainant of their right to file a complaint.

## **General Complaint Procedure**

### **Introduction**

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

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

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

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

Parents who have a child protection concern should contact the Child Protective Services. Click on the website below for information on reporting or call Childhelp® (800-422-4453) for assistance. <http://www.cdss.ca.gov/Reporting/Report-Abuse/Child-Protective-Services/Report-Child-Abuse>

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

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

### **Discrimination:**

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

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

### **Miscellaneous:**

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

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

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

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

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

### **I. INFORMAL STAGE**

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

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

### **II. FORMAL STAGE**

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

- If your complaint remains unresolved following Step 1 you should arrange a meeting with the Principal to discuss the issue(s). In advance of this meeting you should inform the Principal in writing, of the nature of your complaint so that s/he may be in a position to resolve the problem without further delay.
- The principal should bring the precise nature of the written complaint to the notice of the teacher or member of staff and seek to resolve the matter between the parties within 10 school days of receipt of the written complaint.
- In some circumstances the Principal may not be able to deal effectively with your complaint immediately and s/he may require some time to investigate and prepare a

response. If further time is required you will be informed of the timescale and the likely date by which a response will be issued.

- If you are unsatisfied with the result of the Principal's decision, you may appeal the decision to Vaughn's CEO. See Step 3a.

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

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

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

### III. APPEAL STAGE

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

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

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

- If you are dissatisfied with the decision of the CEO, you may appeal that decision. In order to appeal, you must write to the Chair of the Vaughn Board of Trustees within 10 school days of receiving written feedback from the CEO. Your written request should be as concise as possible and set out specifically the grounds for your appeal.
  - You will have the opportunity to meet with the Vaughn Board of Trustees, where your appeal will be heard
  - Within 10 school days of this meeting, you should expect a final written response. This will indicate the Vaughn Board of Trustees' findings, their recommendations and the reasons supporting their decision.

- Once the Vaughn Board of Trustees provides a decision, the decision is final, the Complaints Procedures is exhausted, and the matter is considered closed.

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

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

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

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

#### **Federal and State Laws of Family Educational Rights and Privacy**

The privacy of school records is protected by Federal and State laws which cover nearly every type of pupil record maintained by local schools or school district central offices. Such records might include information about attendance, health, grades, behavior, athletic eligibility, or activities in class. The law prohibits the release of pupil records information without written consent of the parent, of 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, 41 review and/or obtain pupil records by court order or by statute.

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

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

- Name
- Address
- Telephone
- Date of Birth
- Dates of attendance
- Previous school(s) attended Location of Pupil Records

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

- Pupil records pertaining to student health are maintained in the Health Office with the school nurse as immediate custodian.
- Academic progress, counseling, or guidance assistance are maintained in the Counseling Office, with the High School Administrator who oversees the Counseling Office as the immediate custodian.
- Attendance is maintained in the High School Office, with the High School Administrator who oversees the Counseling Office as the immediate custodian.
- Athletic records are maintained in the Health Office and with the coaches of each team as immediate custodian.
- Class grades are maintained in each class