Code of Conduct for Parents, Guardians, and Visitors

Vaughn Next Century Learning Center (VNCLC) is very proud to have a very dedicated and supportive school community. Students are most successful when there is cooperation among school staff, parents, students, and the community. In the spirit of teamwork, we also have the expectation that our school community will respect and help maintain a safe school learning environment, be a partner in school safety, set a good example for children both on school premises and when accompanying classes on school visits, and refrain from saying or doing anything that would create an unsafe environment for staff or students.

In this policy, a visitor is defined as any individual who is not employed by the school or a current student at the school. This includes, but is not limited to parents, guardians, family members of students, community members, neighbors etc.

All members of our staff and student body adhere to the guiding principles of the 3Bs: to be safe, be responsible, and be respectful. These values are not only upheld within our community but also extend to our visitor policy, ensuring a safe and harmonious environment for all. A school administrator has legal support in responding to any disruption to the educational program or school operations.

Behaviors that support our Code of Conduct

Be Respectful

- Foster an environment of cooperation and respect, supporting the smooth operation of school activities across all premises.
- Communicate respectfully and constructively with staff, teachers, and other staff members.
- Demonstrate sportsmanlike conduct at sporting events, engaging positively with players and referees without resorting to derogatory language or harassment.
- Uphold standards of appropriate behavior during school-related events, contributing to a positive atmosphere.
- Ensure the safety and well-being of all individuals within the school community, promoting a culture of support and understanding.
- Preserve the integrity of school property, taking pride in our shared environment.
- Communicate respectfully and responsibly, refraining from sending messages that are abusive, threatening, or defamatory.
- Engage in online interactions with tact and sensitivity, refraining from making derogatory remarks about the school or its members.
- Resolve conflicts peacefully and respectfully, rejecting any form of physical, verbal, or written aggression.
- Respect the autonomy of other families by refraining from intervening in disciplinary matters involving their children.
- Respect the boundaries set by the school and refrain from approaching students, teachers, or other staff members during your visit unless you have approval from the school administrator.

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Be Safe

- We also expect our parents, caregivers, and visitors to keep our children safe by following the school's request to park safely outside the school gates during morning and afternoon pick-up and drop-off, reduce driving speed when children are present, and follow all traffic signs.
- Respect the boundaries of school facilities, classrooms, and offices by seeking permission before entering.
- Prioritize safety and security by following check-in procedures at the front office before accessing any part of the campus.
- Use language that is constructive and considerate, managing emotions in a healthy manner towards any staff members, fellow visitors, fellow parents, caregivers, children, or students.
- Abide by the school's policies regarding substance use, ensuring that our campus remains a safe and healthy environment.

Be Responsible

- Report any issue immediately to the school administrator.
- Where issues arise or misconceptions take place, please follow these steps:
    1. Please contact (email, phone, Parent Square) your child's teacher to set up an appointment to discuss concerns.
    2. If the issue is unrelated to the classroom or not resolved with the teacher, please contact the administration.
    3. Please remember our staff are professionals, and showing up at school without an appointment can cause difficulty for staff if they are supposed to be supervising children or in planned meetings. Please email or call the school staff, and make an appointment to share a concern. Response to email or phone messages should be expected between 24 to 48 hours (up to 72 hours when message is sent on a Friday) after receipt.
    4. Where issues remain unresolved, please reach out to the principal or district staff.

Behavior that violate the Code of Conduct:

- Disruptive behavior that interferes or threatens to interfere with any of the school's normal operations or activities anywhere on the premises.
- Using demeaning language or harassing players at sporting events, including treatment of referees. Any adult or student who attends a school activity, event, or sporting event may be asked to leave at any time for poor sportsmanship or behavior that violates this code of conduct.
- Entering school premises, a classroom, or an office without permission
- Any inappropriate behavior on the school premises or at school-sponsored events.
- Using loud, profane, or offensive language or displaying temper.
- Threatening in any way, a member of staff, visitor, fellow parent/caregiver, or child.
- Damaging or destroying school property.
- Sending abusive or threatening emails or text/voicemail/phone messages or other written communications (including social media) to anyone within the school community.
- Defamatory, offensive, or derogatory comments regarding the school or any of the pupils/parents/staff at the school on social media

- The use of physical, verbal, or written aggression towards another adult or child. This includes physical punishment of your child on school premises.
- Approaching someone else's child to discuss or chastise them because of the actions of this child towards their child
- Smoking, taking illegal drugs, or the consumption of alcohol on school premises or while in attendance at a school sponsored event.
- Entering any part of campus without checking in through the front office

Should **any** of the above occur on school premises or in connection with the school, staff may act by contacting the appropriate authorities or consider restricting the offending adult from accessing the school premises.

Parents, caregivers, and guardians need to make sure any persons picking up their children are aware of this policy.

What happens if someone ignores or breaks the code?

In cases where the unacceptable behavior is considered to be a serious and potentially criminal matter, the concerns will in the first instance be referred to the LAPD Foothill Division. This will include any or all cases of threats or violence and actual violence to any child, staff, or visitor in the school. This will also include anything that could be seen as a sign of harassment by any school community member.

If cases where adult behavior must be addressed and civility is not maintained:

1. The parent, caregiver, or guardian will be asked to meet with the Site Director or school administrator to review the Visitor Code of Conduct Policy and steps for handling concerns or a complaint
2. A follow-up letter will be sent to the parent, caregiver, or guardian including the VNCLC Visitor Policy on Conduct
3. If the unacceptable behavior does not stop, then the parent, caregiver or guardian will be referred to Vaughn Central for a meeting with a VNCLC school-wide director or CEO.
4. If Step 3 does not resolve the behaviors, then the adult individual may be referred to the police department or restricted from entering any school campus for up to 7 days at a time.

If the parent, caregiver, or guardian refuses to attend the meeting, then the school will write to the parent, caregiver, or guardian and inform them they will be restricted from accessing school grounds for up to 7 days.

Note:

1. A restriction from the school can be introduced without having to go through all the steps offered above in more serious cases.
2. Site restrictions will normally be limited to up to 7 days in the first instance.

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Issues of Conduct with the Use of Social Media

Some people take part in online activities and social media. There are many constructive social media pages allowing parents to receive and respond to messages about school events. We encourage you to positively participate if you wish.

Within these spaces, however, we ask that you use common sense when discussing school life online.

'Think before you post' We ask that social media, whether public or private, should not be used to fuel campaigns and voice complaints against the school, school staff, parents, or children.

If parents have any concerns about their child, please follow these steps:

1. Initially contact the class teacher or advisor
2. If the concern remains they should contact the administrator
3. If still unresolved, parents can contact the schoolwide administrators
4. If still unresolved, parents can contact the VNCLC Board of Directors

Online activity which we consider inappropriate:

- Identifying or posting images/videos of children without their consent
- Abusive or personal comments about the staff, children, or other parents
- Bringing the school into disrepute
- Posting defamatory or libelous comments
- Emails circulated or sent directly with abusive or personal comments about staff or children
- Threatening behavior, such as verbally intimidating staff, or using bad language
- Breaching school security procedures
- Posting or reposting any threats to schools.

Please remember that schools do not have jurisdiction over social media that is not school-related! **The best way to limit student social media use is to monitor or remove the phone.**