School Safety Plan

2026-2027

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INTRODUCTION

Vaughn Next Century Learning Center, (VNCLC) is committed to maintaining safe and secure campuses for all of its students, staff and visitors. It is our upmost priority to establish and create a safe and orderly conducive learning environment for all. For this reason, this Comprehensive School Safety Plan covers VNCLC policies and expectations regarding the practices of each school in maintaining the security of the physical campus, responding appropriately to emergencies, and increasing the safety and protection of students, staff and visitors.

All school employees should receive training in the Comprehensive School Safety Plan upon joining the school, and should review any changes to the Plan annually.

ED CODE REGULATION

Authorities and References

The following provides brief summaries of California Education and Governmental Code related to emergency crisis management.

California Emergency Services Act

(Chapter 7, Division 1, Title 2, California Government Code)
The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

California Government Code
(Section 3100, Title 1, Division 4, Chapter 8)
States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any other county, city, city and county, state agency or public district, excluding aliens legally employed. The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for public school employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government, Office of Emergency Services, but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared.

States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835- 840.6).

Petris Bill (Section ~ 8607 of the California Government Code)
This law requires that state and local government including special districts (i.e.: schools) be prepared to respond to emergencies using the Standardized Emergency Management System (SEMS). SEMS must also be used in school planning, training and exercising (California Code of Regulation 2400-2450).

SEMS requires that each organization understands and uses the following:

- The Incident Command System, a method of organizing any emergency response effort into five basic functions: command, planning/intelligence, operations, logistics, and finance/administration.
- An Emergency Operations Center (or Incident Command Post in the field), the staff of which is organized according to the same five functions as the Incident Command System.
- Coordination of the school district Emergency Operations Center with the Operational Area (county) Emergency Operations Center, or with city Emergency Operations Centers and/or county Offices of Education, as needed.
- Incorporation of SEMS into all school plans, training and exercises.
- Documentation of the use of SEMS in planning, training, exercising, and during an actual emergency.

California Civil Code, Chapter 9, Section 1799.102
It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

Katz Act (Sections ~ 35295-35297) of the California Education Code

This law requires applies to the governing boards of public and/or private elementary and high schools that have school buildings with over 50 students or more than one classroom, and to all county school superintendents. In 1988, the legislature amended the law to require that training in earthquake preparedness procedures should be for both certified and classified staff. The law requires that schools do the following:

- Develop a disaster plan to maintain the safety and care of students and staff. The plan should outline emergency roles, procedures for students and staff, and appropriate, ongoing training for all employees and students.

- Conduct periodic drills in "drop and cover" procedures, the evacuation procedure, and other emergency response actions (such as search and rescue, communication, and damage assessment) to train students and staff. Simple drills should be held once a quarter in elementary schools and once a semester in secondary schools; more complicated drills should be held once or twice a year. 9

- Provide training programs to ensure that staff and students are aware of, and properly trained to follow, your plan and the emergency response procedures.

- Be prepared to have your school serve as a possible public shelter for the community during disasters or emergencies.

- Take mitigation measures now to ensure the safety of students of students and staff, and the viability of the school facility during and after an earthquake or other emergency

ASSESSMENT

Suspension and Expulsion Rates

The most current School Accountability Report Card for Vaughn Next Century Learning Center lists suspensions and expulsion rates, comparative to the Acton-Agua Dulce Unified School District as a whole, as follows:

	School	School	School	District	District	District	State	State	State
Rate	2015-2016	2016-2017	2017-2018	2015-2016	2016-2017	2017-2018	2015-2016	2016-2017	2017-2018
Suspensions	.8%	.6%	1.5%	.9%	.8%	.8%	3.7%	3.7%	3.5%
Expulsions	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.1%	0.1%	0.1%

Analysis of Suspension and Expulsion Rates
VNCLC suspension rates have slightly increased this past year. VNCLC is seeking to use alternative placement, restorative justice options or Tier 3 behavior supports for students and parents rather than suspension. VNCLC expulsion rates continues to be at the lowest (non-existent).

Crime Statistics
VNCLC has had no expulsions to report. Nonetheless, VNCLC will continually to use fair, unyielding protocols in recommending a student for expulsion when the need arises.

Campus Safety and Security
Each school and its staff members will maintain policies, practices and procedures so that the campus is physically secure and safe.

Surveillance Cameras
To enhance the safety and security of both students and staff, surveillance cameras have been or will soon be installed in key areas throughout the campus. These cameras are strategically placed to monitor critical locations, allowing for timely and efficient review of footage as needed to ensure a safe and secure environment for all.

Campus Searches
Upon reasonable suspicion, school officials may conduct searches of students and student belongings on campus. While every effort will be made to maintain open and strong communication between the school and home, it may be necessary for school personnel to search and or interview a student without prior notification to the parent or guardian. The school will conduct routine random searches as part of ensuring the safety and security of students and staff.

Electronic Devices/Cell Phones
Cell phones and or electronic devices (apple watch, iPad, earphones) are permitted on campus; however, cell phones must be stored in the YONDR pouch provided to all students grade 6-12. They must be stored in their respective pouch upon entering campus and may be unlocked at any of the dismissal gates or at the main office. This policy is in effect for all students regardless of schedule. During school instruction time, cell phones are to be either turned off or placed on airplane mode so as to not interfere with instruction. If the device is to be found during class time:

1. The device will be confiscated
    a. Parent/guardian will be required to pick up the device
    b. Student may receive detention or have loss of privilege for special events

It is not recommended that students bring cell phones or any valuables to school. Phones and or electronic devices are brought at the owner's risk. The school will not be responsible for lost and or stolen devices. The school will not investigate the loss.

Campus Inspections:

1. A walkthrough will be performed at least twice annually by the Operations Manager and plant manager to ascertain any unsafe conditions that are hazardous to the students and employees of the school.
2. Complete routes used by students to travel to and from assembly during an emergency are inspected to ensure there are no barriers to students with specific mobility needs.
3. The Operations Manager will be responsible for the regular inspection of the campus to certify the following conditions:
    a. All non-structural hazards in classrooms and other sites where students are served will be eliminated. These hazards may include: incompatible chemical storage; unsecured objects on high shelves; trees or shrubs that require pruning; trip hazards; exposed nails; screws or bolts; equipment in the need of repair, or any other condition that could constitute a hazard.
    b. All damaged fences will be reported and corrected as soon as possible.
    c. Playground facilities and equipment will be inspected regularly for hazards.
    d. All non-functioning lighting fixtures must be reported and corrected as soon as possible.

Entrances and Exits

The school Administration and leadership team will develop procedures for students, staff, parents and visitors to enter and exit the building in a safe and orderly way, and that buildings are secure from unauthorized entry during school and non-school hours, as follows:

- Posting signs requesting that all visitors sign in at the main office using the Contracted Visitor Management System
- Establishing a culture in which any adults without a visitor or staff badge and any children not enrolled at the school are escorted immediately to the main office
- Training school staff members to maintain the security of the building when working during regular and non- regular working hours (e.g. not propping doors open, re-securing the gates/building after leaving)
- Designating individuals to lock the school building and/or grounds when not in use and at the end of each school day
- Maintaining a practice of locking doors that are not being regularly used, even during school hours
- Periodically testing the security system according, the manufacturer or vendor instructions, to ensure it is functioning

- Informing the parent and staff community that access to school grounds is through main lobby only unless otherwise planned due to school events

Additional Campus Safety Supports

With the intent of further nurturing a safe and healthy school environment, Vaughn secured additional partnerships and resources to further promote a safe, welcoming drug free campus.

Canine Program

Vaughn has partnered to have a monthly canine program. The purpose of this program is to deter students from carrying illegal substances, prescribed medications and or dangerous objects onto school campus Any individual found in possession of substances/items not permitted on school grounds will:

- Will have to have a parent meeting with site admin
- Will be referred to support services for substance abuse if deemed necessary
- May receive disciplinary school consequence such as suspension and or expulsion depending on:
    - Number offenses
    - Substances/items found through canine visit
- May be referred to law enforcement and receive infractions if it has been determined that there was a violation of state law
    - Any person found to be in possession of a gun or other dangerous weapon as defined either in California State Penal or Education Code shall be arrested.
    - If during a search, contraband that is in violation of school policy or other state regulations is observed, such items may be confiscated.
- Searches will be conducted for any backpack/personal item that is flagged by the canine unit
    - The search will be conducted by a member of the school administration (admin designee) and campus security
    - Individual will be asked to empty the contents of the flagged backpack as well as their pockets
    - A pat-down search will be conducted (back of hands only along torso/back),

****Note**—Circumstances giving indication of a reasonable suspicion may lead to a random search. This would include, the administrator receiving a reliable tip that a particular student is in possession of a dangerous object and or nonpermitted substances.*

Vape Detectors

Vaughn has invested in vape detectors for restroom stalls. These have been installed and communicate with our administrative team to alert of vaping/smoking. If any student is observed being at the flagged location he/she will:

- Will have to have a parent meeting with site admin
- Will be referred to support services for substance abuse if deemed necessary
- May receive disciplinary school consequence such as suspension and or expulsion depending on:
    - Number offenses

    - Substances/items found through
- May be referred to law enforcement and receive infractions if it has been determined that there was a violation of state law (possession of narcotics/methamphetamines)
- Searches will be conducted for any backpack/personal item owned by the individual
    - The search will be conducted by a member of the school administration (admin designee) and campus security
    - Individual will be asked to empty the contents of their personal backpack/bags as well as their pockets
    - A pat-down search will be conducted (back of hands only along torso/back),
    -

****Note**—Circumstances giving indication of a reasonable suspicion may lead to a random search. This would include, the administrator receiving a reliable tip that a particular student is in possession of a dangerous object and or nonpermitted substances.*

Opioids

All middle and high school staff receive training on overdose prevention, receive training on administering of Narcan and receive a Narcan dispenser. Each health office is also equipped with Narcan. To ensure swift access to life-saving overdose prevention substances, emergency overdose boxes have been strategically installed on every floor of all buildings across both the middle and high school campuses. These boxes are designed to provide immediate access to critical resources in case of an emergency, ensuring that students and staff are equipped with the tools necessary for rapid intervention and safety.

Epinephrine

Once a year, all staff receive training on the location of EPI-Pens (epinephrine), how to administer and are guided as to how to voluntarily administer when needed. Each health office is properly equipped with Epi-pens and are audited for expiration dates and replaced upon expiration.

Visitor's Policy

VNCLC encourages interested members of the community to visit our schools. In order to ensure the safety of students and staff, as well as to avoid potential disruptions to learning, and to provide visitors with the information they need, ALL visitors are required to register through the Contracted Visitor Management System immediately upon entering any school building or grounds. Visitors shall sign in at the beginning of their visit, receive a visitor badge, and sign out at the end of their visit through our Visitor Management System. Students from other schools as well as students who have ended their school day are not to be on campus unless accompanied by parents/guardians or with the permission of the site administrator.

In Order to obtain a visitor badge through the Visitor Management System, visitors must:

- present an ID such as a Driver's License, which can either be scanned or manually entered into the system
- The system will check to ensure that registered sexual offenders are not entering our school campuses without our knowledge
- When cleared through the system, the visitor will obtain a badge and gain access to the school area/classroom desired
- If the System flags an individual; he/she will be notified by the Operations Manager of their inability to enter the campus

IMPORTANT: *The system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Contracted system. No other data from the ID is gathered or recorded and the information is not shared with any outside government agency.*

Once entry is approved, the system will issue a badge that identifies the visitor, the date, and the purpose of his/her visit at all of our Vaughn schools.

The following are the forms of ID that will work with the visitor management software:

- State licenses
- State identification cards
- Consular Id cards
- Green cards
- Active Military cards
- Passport cards

At his/her discretion, the site director, office manager or designee may also request

- address
- occupation and company affiliation
- age (if less than 21); and any other information consistent with law.

Parents and guardians visiting during the school day for any purpose other than picking up at or dropping off a child, will also be requested to sign in using our Visitor Management System at each school, this also includes parents and guardians who are on campus to volunteer in their child's classroom or on fieldtrips.

VNCLC employees from school campuses and VNCLC central office will try to notify the office manager and school director upon arrival and should wear badges signifying that they are VNCLC employees. However, formal visitor registration is at the discretion of the school site director or designee when formal school badges are not available.

VIP Visitors accompanied by any VNCLC management/ leadership team member may be requested to register as a visitor at the discretion of the accompanying VNCLC management/leadership team member.

Students not enrolled at the school who wish to use the school grounds for recreation during the school day are, at the discretion of the school site director, also subject to VNCLC'S visitor policy.

The school site director or designee may refuse to register any visitor if he or she reasonably concludes that the visitor's/outsider's presence would disrupt the school, students or employees, would result in damage to property, or would result in the distribution or use of a controlled substance. (Penal Code 627.4).

The school director or designee may request that a visitor/outsider who has failed to register, or whose registration privileges have been denied or revoked, to promptly leave school grounds. If necessary, the school site director or designee may call the local police to enforce the departure of the visitor/outsider. When a visitor/outsider is directed to leave, the school site director or designee shall inform the visitor/outsider that if he or she reenters the school within seven (7) days, he or she will be guilty of a misdemeanor and subject to a fine and/or imprisonment. (Penal Code 627.7).

All schools will inform parents annually about the school's policies regarding visitors/outsiders, and remind

parents that to maximize safety and security they should also register when visiting the school.

This visitor/outsider policy is subject to the further terms and conditions contained in VNCLC's Registered Sex Offender Policy, set forth below.

Fingerprinting Policy

For the protection of students, California State law requires criminal background checks for all public-school employees, as well as any individual working alone with minors in a school setting. In most cases, fingerprinting is completed with a "Live Scan" machine which takes an electronic picture of the fingerprints

(rather than using an ink pad). The fingerprints are then compared to the Federal Bureau of Investigations (FBI) and/or Department of Justice (DOJ) databases.

Who should be finger printed

All new school site employees and rehire employees (within12 months) must be fingerprinted and cleared before they begin work. Individuals who were previously fingerprinted when they worked in another school district must be fingerprinted again to ensure that VNCLC is notified if the person subsequently commits a felony or misdemeanor.

In addition, any volunteers who have the occasion to be alone with an VNCLC pupil while not in the presence of a credentialed VNCLC employee must receive fingerprint clearance prior to volunteering on campus. Volunteers do not have to be fingerprinted only if they are working under the direct and continual supervision of a credentialed school employee in the same room, and will have no occasion to be alone with a VNCLC pupil. This policy also applies to parents/guardians of VNCLC students who volunteer at the school and may have the occasion to be alone with a VNCLC pupil other than their own child. Those working with Preschool students must be cleared by the DOJ and FBI, as well as having required immunizations per state preschool licensing guidelines.

Note that most DOJ background checks take less than seven days, sometimes more. FBI background checks take considerably longer. Individuals who wish to work or volunteer at VNCLC schools should plan to get fingerprinted as quickly as possible to avoid delays in commencing work or volunteer activities.

Who pays for fingerprinting
The employee pays for Live Scan (fingerprinting) services. Volunteers are requested to cover the cost of their own fingerprinting

Registered Sex Offender Policy

For the protection of pupils while they are traveling to and from school, attending school, or at a school related activity, school site directors and their designees should respond appropriately when apprised of information that a registered sex offender resides or works within two (2) miles of a VNCLC school, or otherwise may be likely to attempt to visit a VNCLC school for any reason whatsoever.

In accordance with "Megan's Law", the site director or designee shall notify parents/guardians annually of the availability of the CD-ROM from local law enforcement regarding registered sex offenders, and recommend that they utilize the information contained on the disk, and that information about registered sex offenders may be obtained from the California Attorney General's Megan's Law website, found at http://meganslaw.ca.gov, (Penal Code 290.4 and Parra Act), subject to the disclaimer found on said website.

Each VNCLC School and its employees shall be immune from liability for the good faith dissemination of sex offender information so long as the dissemination is in the manner and to the extent authorized by law. (Penal Code 290).

When a school has received information about a registered sex offender from any source, the site director or designee may, on a case-by-case basis, notify staff, including but not limited to, campus supervisors, bus drivers, staff who may be involved in visitor/outsider registration, and teachers. If the site director or designee informs any staff member of the information about a registered sex offender, the site director or designee shall also inform the staff member of the following:

a) VNCLC schools will share public registered sex offender information with staff members of a particular school to assist in identifying a danger;

b) Any person who uses registered sex offender information to commit a felony will be subject to criminal penalties; and

c) Staff is not permitted to notify any parents or any other members of the community of any information received pursuant to this policy without the written permission of the site director or designee.

If a suspected registered sex offender is seen on or nearby school grounds, and is not a parent or guardian of a pupil at the school, staff members shall immediately inform the site director or designee.

When the site director or designee receives information that a suspected registered sex offender may be on or nearby school grounds or around any pupil, he or she will determine whether the suspected registered sex offender has received written permission for the entry onto school grounds, is a parent or guardian of a pupil at the school, and if possible, is actually a registered sex offender. Any such registered sex offender who does not have written permission for the entry onto school grounds or is not a parent or guardian of a pupil attending the school will be promptly directed to leave by the site director, who will notify law enforcement immediately. Law enforcement will determine if the registered sex offender is in violation of parole or probation conditions.

If a school learns or is notified that a registered sex offender is a parent/guardian of one or more pupils who attend the school, the site director or designee should attempt to schedule a meeting with the parent/guardian for the following purposes:

1. To establish a positive, cooperative working relationship to the extent possible;
2. To discuss the incident(s) leading to the registration requirement, (VNCLC recognizes that the parent/guardian is not required to discuss any criminal or personal history with representatives of VNCLC);
3. To explain the limitations placed upon the parent's/guardian's participation in school programs, activities or visits, as specified in this policy;
4. To advise the parent/guardian that the regulations limiting his/her access to children at school will be strictly enforced with the assistance of law enforcement personnel, if required;
5. To develop joint strategies with the parent/guardian for "normalizing" the educational experience of his/her children to the fullest extent possible; and
6. To be advised of any judicial restraining orders or conditions of probation or parole that may limit the parent's/guardian's ability to participate in school activities.

This meeting shall be held on school grounds unless there is a concern for the safety or welfare of pupils or staff, and in that event, it may be held at a location within the site director's or designee's discretion. If this meeting with the parent is not held, the site director or designee

shall notify the parent/guardian in writing of the information contained in this policy. VNCLC recognizes the following rights of the parent/guardian to participate in his/her child's education:

1. To transport his/her child to and from school;
2. To attend regularly scheduled parent conferences with the teacher, site director or other school official; and
3. To attend a regularly scheduled school program or activity in which their child is a participant.

The parent/guardian **may not extend their presence at school beyond what is reasonable** to exercise the aforesaid parental rights, and to that end, a registered sex offender shall not:

1. Serve as a school or class volunteer;
2. Act as a chaperone on a school field trip;
3. Be in the presence of children for any reason other than for the parent rights stated herein; and
4. Make individual contact with any student other than his/her own while at school or during a school activity.

Staff shall provide observation and/or supervision of a parent/guardian registered sex offender who is visiting a school or participating in a school activity defined herein.

- When a parent/guardian is a registered sex offender, the school will make an effort to preserve the confidentiality of information obtained pursuant to the Megan's Law notification process to the fullest degree possible.
- School officials may share relevant information with employees as needed but will not share the information with unauthorized employees, other parents or with the community at large.
- In order to avoid a breach of confidentiality, copies of forms, materials or information distributed or used in connection with the implementation of this policy should be collected and/or destroyed.
- Under no circumstances is it appropriate to post notices, photographs, or the identity of a parent/guardian registered sex offender on school bulletin boards.

All schools shall inform parents annually about the existence of this policy regarding registered sex offenders. All schools shall cooperate to the fullest extent possible with local law enforcement for

receiving, communicating and disseminating information concerning registered sex offenders. NOTE: Pursuant to Penal Code 290(q), any person who uses registered sex offender information to commit a felony will receive a five-year state prison term; any person who uses registered sex offender information to commit a misdemeanor will be fined at least $500 and not more than $1000

Immigration Enforcement Protocols

Federal Agency Access: Immigration Enforcement Protocols (Compliance with AB49 & SB98)

In accordance with AB 49 (California Safe Haven Schools Act):
School employees are directed to deny access to any officer or employee of a federal agency conducting immigration enforcement actions unless all of the following conditions are met:

- The agent presents valid official identification.
- The agent presents a valid judicial warrant**,** judicial subpoena**,** or court order signed by a federal judge.
- Upon satisfaction of the above requirements, the school will grant limited access only as follows:
    - Access shall be restricted to non-public areas of the campus.
    - Access shall be permitted only in areas where no students are present.

Only those educational records or information expressly identified in the judicial order shall be disclosed.

- Exigent circumstances (as determined and declared by the agent) may warrant limited access under the same restrictions listed above.
- School staff may consult with legal counsel prior to permitting access or disclosing any records.

In accordance with SB 98 (Sending Alerts to Families in Education):

- Any Vaughn campus must issue an immediate notification to students, parents/guardians, faculty, staff, and school personnel upon confirmation of the presence of federal agents on campus for the purpose of immigration enforcement.
- Notification shall be made using the school's existing emergency communication **systems** (e.g., text alerts, automated calls, email, or other rapid messaging platforms).
- The notification must be sent at the onset of the agents' presence on campus, regardless of whether enforcement actions have commenced.

Family Preparedness Plan Act of 2025 (AB495)

AB495 requires schools to provide families with information about preparing for emergency situations where the parent and or guardian may be temporarily unavailable to care for their child. Situations such as:

- Immigration enforcement;

- Incarceration;
- Other emergencies

Under this law, the types of adults who may act as temporary caregivers are expanded through a "Caregiver Authorization Affidavit". This authorization allows the temporary caregiver to:

- Enroll the child in school
- Consent to school-related medical care

Parents retain full legal custody while the "Affidavit" is in effect and may revoke it at any time. AB 495 broadens the definition of eligible caregivers to include relatives by blood, adoption, or

"affinity within the fifth degree of kinship," encompassing extended family members and trusted adults with a meaningful connection to the child.

Vaughn Next Century Learning Center will ensure that families are informed of their children's rights, maintain up-to date emergency contact information and support continuity of education and student safety during any temporary parental absence.

In addition, Vaughn Next Century Learning Center will provide the following:

- Updated Attorney General Model Policies which include (AG Policies):
    - Documentation requirements for enrollment
        - proof of citizenship or immigration status not required to enroll a student
        - Social security car or number not required for enrollment
        - If eligibility of a special program such as IEP requires any of the previously mentioned documents, it will be a separate request and cannot be used to determine general enrollment eligibility.
    - Guidance on what information may be shared with outside agencies
    - Protocols for communication to parents, staff and stakeholders regarding immigration enforcement on school grounds
    - Procedures stating that agents may not enter school grounds without proper documentation and must be supervised by school administration
- Updated Know Your Educational Rights Policies (Policy)

Traffic and Pedestrian Safety

Safe Passage to And from School

Students must be prepared for safe travel to and from school. As a significant number of pedestrian fatalities are school-age children, it is critical that children understand the dangers of street travel and how to avoid needless tragedies.

Parents and students are encouraged to use all cross walks surrounding school areas, in the morning and afterschool; Glenoaks Blvd/ Vaughn St, Vaughn St / De Garmo St and Vaughn St./ Herrick Ave.

School personnel will discuss the following safety issues with students and parents, distribute and post materials, as appropriate:

- Traffic and pedestrian safety
- Bicycle Helmet Law
- Bus Safety
- Safe Routes to School
- Drop-off, pick-up, and parking procedures
- Exiting and entering a car
- Seat belt law use

Responsibility of Administrator

- Assess traffic, warning signs, school bus and parent loading zones, crossing guards, crosswalks, traffic signals, stop signs, etc.
- Confer with local Department of Transportation in establishing safe pedestrian routes to and from school and appropriate student pick-up and drop-off points.
- Review, distribute and post "Back-to-School Safety Tips".
- At elementary schools, encourage parents to walk their children to school.
- In collaboration with the Family and Parent Center Coordinator schedule a Pedestrian and Bicycle Safety parent forum. The Site Directors should also ensure that teachers incorporate pedestrian and bicycle safety into classroom curricula.
- Recruit volunteers to participate in Volunteer Valet program (Drop off School Zones.) · Inform students, staff, and parents of designated "Safe Routes", student drop-off and pick-up points, and safety procedures to be observed whenever there are moving vehicles in or around the school.
- Recruit volunteers to participate in Volunteer Crossing Guard program or Drop off School Zones.
- Inform students, staff and parents of designated "Safe Routes", student drop-off and pick-up points, and safety procedures to be observed whenever there are moving vehicles in or around the school.
- This information should include bike helmet usage and should be included in an informative brochure to students and parents at the start of the school year by including this information within the student compact.
- Report continuing traffic non-compliance problems to local enforcement agency.

Traffic Patterns and Drop-off/Pick-up Points

VNCLC schools are required to develop appropriate protocols to minimize traffic congestion and enhance pedestrian safety around the school site.

Responsibility of Leadership Team

- The Leadership Team of each school is to ensure through daily monitoring by designated staff that loading and unloading areas are "curbside" and designated to minimize student proximity to moving vehicles and that these areas are readily accessible to students.

- School personnel are to ensure that appropriate traffic and pedestrian signs are posted in the vicinity of the school.
- The Leadership Team of each school are to develop a student drop off and pick up plan and distribute plan to parents at back to school nights.
- All designated drop-off/pick-up points are safe and at “curbside”.
- Local Police Department is contacted for assistance relating to traffic enforcement during drop-off and pick-up times as necessary to ensure student safety and minimize traffic congestion.
- Proper supervision is provided at any bus loading and unloading areas.

Releasing Students

VNCLC school employees are responsible for releasing students to parents, legal guardians or other persons designated by parents or legal guardians, unless formally modified by a court order served to the school.

In the event that employees have uncertainty of releasing a student, they should locate or contact the school site director, director designee or Chief Executive Director before releasing the student

Schoolwide Emergency Preparedness

Every school should have emergency preparedness procedures readily on hand, including a list of up to date emergency contact numbers. This information should be discussed and disseminated before school starts, ideally at an all school staff meeting just when the teachers return to duty.

Drills

It is the site director’s responsibility to follow school wide drill schedule or to reschedule emergency drills throughout the year, and record the date and time of each drill. The Office Manager may be asked to help with record keeping. Those drills are:

- **Fire Drill**: At least once per month, a fire drill should be conducted in which all pupils, teachers, and other employees are required to vacate the building.
- **Intruder/ Active Shooter Drill**: At least twice a year, (one each semester) should be conducted. All staff are to follow the (school’s or VNCLC’s) Lock Down Procedure.
- **Earthquake Duck & Cover Drill**: This drill should be performed twice per school year.
- **Major Disaster Drill**: This drill should be performed once per school year so personnel are oriented to the (School or VNCLC) Major Disaster Plan.

Critical Emergency Alerts

The ability to respond quickly and efficiently when a major disaster strikes is important so that we are to provide protection for students and school staff. In order to be better prepared, the staff, students and parents should be informed of their responsibilities following a major disaster.

Pursuant to California Senate Bill 671, Any one of these protocols may be initiated at the risk of any dangerous, violent or unlawful activity being conducted or threatened to be conducted at any of our school facilities.

At the announcement of "Intruder! Lockdown!" or staff member (s) directive: A verbal notification will be given. A "INTRUDER! LOCKDOWN!" alert will be used for campus intrusions where weapons or a life-threatening situation is involved

- Upon hearing these code words, staff shall determine the most appropriate plan of action quickly (Run/Hide/Fight) with all students (whether directly in your care or not)
- Run- Run away from Intruder and to safe location off campus and notify first responders immediately of location and incident.
- Barricade (Hide)-Lock all doors, stay quiet, barricade the door (heavy furniture), close blinds and have everyone grab an object to throw at intruder upon entry, stay away from windows. Be prepared to run out of room away from intruder. Silence all cell phones
- Fight – If intruder enters, have a plan to fight for life; throw heavy objects at intruder such as books, chairs, desks, back packs, staplers, trash can etc. Run to safety in a zig-zag motion once intruder is distracted or knocked down, with hands up in the air.
- Everyone is to remain in a secured position until an administrator or admin designee (first responder) terminates the INTRUDER! LOCKDOWN; or the all clear message has been sent out.

At the announcement of "Lockdown!" or staff member (s) directive: A "LOCKDOWN" will be used to secure school during police action, community incidents, hazardous material leaks, or real or perceived threats to the security of the school.

- Upon hearing these code words, staff shall take all students indoors as quickly as possible, lock doors, close blinds and move away from windows. The site administrator terminates the lockdown by verbal notification after consulting with law enforcement.

- At the announcement of "Evacuation" or staff member (s) directive: The staff is to evacuate the students according to the respective evacuation plan for the campus in which they are situated. Staff must proceed to their designated area for reporting of student attendance. An evacuation can be caused by environmental factors, such as a chemical spill or power outage

- Upon hearing this directive, exit building as you would during an earthquake. Follow instructions provided by administration

- Upon the all clear, staff is to return to the classroom and continue normal instruction or follow dismissal procedures if that is the plan of action

At the announcement of the "Drop and Cover" directive: Drop and cover will be used in the event of an earthquake- ***staff may have students drop and cover upon feeling ground shake without an announcement-

- Students will position themselves under desks or tables.
- Cover neck area with hands and arms and wait for all clear to exit
- Students on the playground or out of doors will drop, face down on the ground and cover neck area with hands and arms. Wait for all clear to line-up.

- Leave all doors open; leave windows as they are.
- Exit to emergency staging area- teacher should be ready with student activities, in case of an extended waiting period.

At the "All Clear" signal:

- given at the end of all critical situations by administrator or admin designee
- If safe/able all students will return to their regular schedule classes to resume school day instruction
- When a building is unsafe to resume classroom instruction or if the situation has made the streets and sidewalks hazardous, the CEO (or designee) will declare the premises unsafe.
- If an evacuation is found necessary, the site director will notify guardians of reunion location either sending home a mass alert through parent portal and/or by posting a note on a conspicuous place.
- Teachers should share reunification procedures with parents during Back to School Night.

Staff Responsibilities

In the event of a disaster or earthquake alert, individuals on the school site have the following responsibilities:

Site director

· Sound appropriate alarm to evacuate building (fire drill) or take cover within the building (earthquake).

· Following fire drill procedures, check the building to ensure that all students, personnel and visitors have evacuated the building.

· Provide for administration of first aid and request another emergency assistance as needed.

· Keep the VNCLC Central Office and other sites informed, if necessary, set up a telephone communication at a nearby residence or business.

· Give directions to police in search clearing procedures and take full responsibility for search.

· Coordinate supervision of students and all clean-up or security efforts.

Teachers

· Carry out appropriate emergency procedures to ensure the safety and welfare of students.

· Supervise children and maintain calm and order.

· Make sure you have access to the classroom copy of the students' emergency cards and or roster.

Mental Health Team (Psychologists, MSW, school counselors)

· Carry out appropriate emergency procedures to ensure the safety and welfare of students.

· Provide mental health support during and after all critical emergency situations

· Carry out other duties as assigned.

Security personnel

· Carry out appropriate emergency procedures to ensure the safety and welfare of students.

· Assist with crowd control as needed, for reunification purposes

· Carry out appropriate emergency procedures to ensure the safety and welfare of students.

· Carry out other duties as assigned

Office Manager

· Assist and take direction from the site director.

· Make sure first aid supplies are handy in case they are needed.

· Carry out other duties as assigned.

Custodial

· Shut off the valves for gas, water, electricity and air conditioning

(if necessary).

· Inspect building and report to EOC on status

· Assist with reunification of students as needed through crowd control

Aides, Volunteers and Other Adults

· Should assist teachers working with students to keep them safe, orderly and comfortable.

· Be on call for Administrators' requests.

Please note that should the dangerous, violent or unlawful activity being conducted or threatened to be conducted at an offsite school sponsored activity the designated school staff has the responsibility of:

1. Identifying an escape route
2. Locating emergency exits
3. Appointing team leads dependent on the number of attendees
4. Establish a safety protocol
5. Communicate with school admin to inform and request support

To/From transportation via contracted Bus services. The designated school staff has the responsibility of:

1. Establishing a safe evacuation point and route
2. Establish a team lead to account for all students/staff on board

Communicate with school admin to inform and request support

Emergency Supplies per classroom

Student Emergency Packets (1 per student)

- 6 water pouches (4.2 oz.)
- 1 2400 calorie food bar
- 1 Emergency Thermal blanket
- 1 12-hour glow stick
- 6 Moist Towelettes

Classroom Emergency Supplies:

Critical Emergency Plans

First aid kits

Student roster w/ guardian contact information

Accounting forms (send to EOC)

Set of glow sticks- 12 hours

School Site Large Container Emergency Bins

Water and food supply for entire school site- 3 days

Water wrench

EOC supplies for search and rescue team (red bags)

First Aide Station- beds and mats for care

Axes

Back Boards

Hard Hats

Crow bars

Classroom/School Site Emergency Procedures

All classrooms should have emergency exit charts posted near the door(s). In the case of an emergency, every adult should be aware of his/her role and responsibilities and follow these procedures:

1. Site director assesses the situation.
2. Site director notifies all staff members of the emergency via PA, fire alarm, and/or megaphone.
3. Assigned person calls 911.
4. Assigned person notifies VNCLC Central Office.
5. Site director or assigned person meets with emergency crews and EOC teams to disburse.
6. Assigned person(s) ensures all classrooms, hallways and restrooms on first floor are empty after escorting students their students to assigned location.
7. Assigned person(s) ensures all classrooms, hallways and restrooms on second floor are empty after escorting students their students to assigned location (if needed)
8. Assigned person(s) ensures all areas are cleared
9. Assigned person(s) greet, organize and comfort students outside the building.
10. Each teacher takes role and Lead Teachers pick up the names of any missing students and report these names to the emergency crew chief and the Site director.
11. Assigned person(s) will direct students who need first aid to First Aid Station.
12. Site director determines, in consultation with the CEO and emergency crews, whether to release students to their homes or to return students to classes and makes announcement via megaphone.
13. If students and staff are dismissed for the day, an assigned person(s) will be responsible for securing the building against vandalism and theft.
14. All classroom teachers will ensure that students are released to guardians' care.
15. In the case that counseling services are subsequently needed by any students, the Site director and an assigned person will coordinate that effort.
16. In the case that media coverage is an issue, CEO and Site director or an assigned person will control and organize press releases and media requests.

First Aid

The First Aid Center should be located at an assigned place and first aid carts properly stocked at all times. The First Aid team will consist of individuals assigned by the site director or designee

School Closures

Before school has begun for the day:

If one or all schools cannot open due to hazardous road conditions or other factors, VNCLC CEO will declare a school closure for one or all schools. Employees will be notified by telephone. The CEO or designee will notify local radio stations to announce the school closing. If conditions allow, district office personnel, custodians, maintenance personnel, and school secretaries will report to work.

Once school has begun:

School will not close early once the school day has begun. Once school has started for the day, each student will remain at school until the regular dismissal hour or until the student is checked-out by an adult listed on the emergency card. During inclement weather, the site principal or designee will remain on campus until all bus runs have been completed and all students have been picked up from school

In the event of an earthquake or other disaster that prevents parents and other designated adults from picking up students, students will remain at school. VNCLC will maintain food and other supplies needed for an extended stay.

Health Care Crisis

Virus outbreaks and or Pandemics

In the event of a school closure due to local, state, national or worldwide outbreaks or pandemics that pose a risk to the staff, students and community, Vaughn Next Century Learning Center will follow the health and safety protocols stipulated by the CDC (Center for Disease Control), DPH (Department of Health) and local government officials. When cleared and allowed for return to in classroom instruction all campuses will be evaluated for the following:

- Necessary PPE (personal protection equipment) for all staff and students
- Identifying floor markings for maintaining of social distancing guidelines if applicable
- Appropriate room dividers/separators to ensure social distancing compliance
- Consistent compliance of temperature checks and health questionnaires prior to campus entry

Additional protocols/safety measures as stipulated and mandated by state and national officials

School Evacuation

If an individual school must be evacuated due to flooding, fire, or destruction of facilities, students will be evacuated by school bus or other means to primary off-site location. In this event, the CEO or designee will notify parents through local radio stations of the evacuation relocation site and will coordinate the evacuation with the site director and school personnel. In an emergency, do not call the school directly. School lines are used by staff to call for emergency help and coordinate evacuation. Visit the Los Angeles County of Education's website at www.lacoe.edu and listen to KAVL 610 AM, FM, KFI 640 AM OR KHTS 1220 AM for information on public schools.

Primary Off-Site Evacuation/Assembly Location:

David M. Gonzalez Recreation Center – 10943 Herrick Street, Pacoima, CA 91331 **(G3 students only)**

Costco/ Lowes parking lot – 13500 Paxton St. Pacoima, CA 91331 for following sites

Pandaland	Mainland	MIT
VISA	Vaughn Central	**Point of Contact: Fidel Ramirez 818-281-1961**

Emergency Response Actions

Disaster Plans

Whenever there is any type of disaster, the primary concern is the safety of the students. The following general guidelines will offer assistance in a variety of disaster situations. Each teacher should also display Disaster Plan guidelines prominently in each classroom.

Fire

1. Site director, custodians and/or office manager will determine the location of the fire.

2. Office manager will phone 911, picks up emergency card binder and student medication and leaves the building prepared to phone parents of any injured child.

3. Custodian or site director will sound the fire alarms.

4. Staff will follow emergency procedures previously described.

5. Students should leave the room in a single file, walk briskly but carefully, and stay in their class group when they reach their designated spot.

Earthquake

If indoors:

1. All drop down to the floor and duck and cover.

2. Turn away from windows.

3. Take cover under a desk or table or against an interior wall.

4. Cover head/neck with arms or hold to the cover and be prepared to move with it.

5. Hold the position until the ground stops shaking.

6. When initial shaking stops, site director or office manager announces to evacuate the building.

7. Staff to follow emergency procedures previously described.

If outdoors:

1. Move away from buildings, poles and overhead wires.

2. Lie down or crouch low to the ground.

3. Cover head/neck with arms or hold to the cover and be prepared to move with it.

4. Hold the position until the ground stops shaking.

5. Look out for dangers that demand movement.

6. Be prepared to duck and cover again due to aftershocks.

7. Staff to follow emergency procedures previously described.

In the event of a city-wide national disaster all school sites will be made available to a public agency, such as, the American Red Cross, for mass care and welfare shelters during an emergency

School Threat

Student Threat Assessment Policy- Threat assessment teams are trained in each school. The teams are led by the Director or Coordinator and typically included a school counselor, a school psychologist, or another support service provider. (The team composition can be adapted to meet the staffing patterns for different schools, and may include other disciplines as well.) Teams followed a seven-step decision tree. The initial stages of a threat assessment are typically handled by the team leader (director) and many cases can be readily resolved. In more complex or ambiguous cases, the team leader brings in additional team members. The seven steps to be followed are listed below:

a. At step one, the leader of the threat assessment team interviews the student who made the threat, using a standard set of questions. The leader also interviews the recipient of the threat and any witnesses. The leader is not concerned simply with what the student said or did, but the context in which the threat was made and what the student intended by making the threat.
b. At step two, the leader must make an important distinction between transient threats, which are easily resolved because they are not serious threats, and substantive threats, which are
c. serious in the sense that they pose a continuing risk or danger to others.
d. A transient threat can be resolved quickly at step three without engaging the full team in a comprehensive threat assessment. The leader may require the student to apologize or explain to those affected by threat, or take other action to make amends for the student's behavior.
e. If the threat is substantive, the leader skips step three and proceeds to step four. At step four, the substantive threat is determined to be serious or very serious. The distinction between serious and very serious threats is based on the intended severity of injury. ***A serious threat*** is a threat to assault, strike, or beat up someone. ***A very serious threat is a***

threat to kill, sexually assault, or severely injure someone. A threat involving the use of a weapon is generally considered a threat to severely injure someone.

f. In the case of a serious substantive threat, the team moves to step five and takes actions to protect potential victims. Protective actions depend on the circumstances of the threat, as well as how soon and where the threat might be carried out. Immediate protective actions include cautioning the student about the consequences of carrying out the threat and contacting the student's parents. The team also has the responsibility of notifying the intended victim of the threat.
g. Very serious threats require the most extensive action by the team. The team skips step five and moves to step six. Again, the team takes immediate action to assure that the threat is not carried out, but in addition, the student should be suspended from school, pending a complete assessment of the threat and determination of the most appropriate school placement. The team conducts a more comprehensive safety evaluation that includes both a mental health and law enforcement component. The mental health assessment is conducted by the school psychologist or another suitably trained mental health professional and the law enforcement investigation is conducted by the local law enforcement agency.
h. At step seven, the team integrates findings from the safety evaluation into a written safety plan. The safety plan is designed both to protect potential victims and to address the student's educational needs. At this point, the principal decides whether the student can return to school or should be placed in an alternative setting. If the student is permitted to return to school, the plan describes the conditions that must be met and the procedures in place to monitor the student when he or she returns.

Flood/ Severe Weather

Warnings of severe weather are usually received via public radio or the State Warning Center. If time and conditions permit, students may be sent home. However, if the weather conditions develop during school hours, without sufficient warning, students should be held at school.

The site director will assess the situation and make an announcement over the PA or megaphone to

A. evacuate,
B. stay in classes or
C. release students to go home.

See emergency procedures previously described for evacuation directions.

Electrical Failure

1. Site director and/or custodian notify the electrical company (DWP) at 800-342-5397.
2. Office staff and classroom teachers turn off computers and other equipment that might be damaged by a power surge when the service is restored.
3. Site director notifies Vaughn Central Office, CEO

Gas Line Break

1. Site director and/or custodian notify Local Gas Company. So Cal gas Company -877-238-0092
2. Site director and/or custodian notify the Fire Department. - non- emergency 818-756-8698
3. Site director notifies Vaughn Central Office, CEO
4. Staff to follow the emergency procedures previously described

Water Main Break

1. Site director and/or custodian notifies the water department. (DWP) at 800-342-5397 2. Custodian shuts off water.
2. Site director notifies Vaughn Central Office, CEO
3. Site director determines if it is necessary to follow the emergency procedures on page 6 to evacuate students and staff.

Water Contamination

1. Instruct teachers to move students away from drinking fountains and sinks.
2. Notify school office and Vaughn Central Office, CEO
3. Have custodian turn off pressure to drinking fountains and sinks.

Chemical Spill/ Incident

If Indoors:

1. Block or rope off area – **DO NOT TOUCH ANYTHING**.
2. Evacuate room and **TURN OFF** air conditioning system.
3. Notify school office and Head Custodian of the incident - contact 911 if necessary.
4. Head Custodian should check for chemical safety data to determine clean up procedure.
5. Site director notifies Vaughn Central Office, CEO

If Outdoors:

1. Upon hearing of a chemical leak (usually from the fire department or other city office) the site director will determine if students should be evacuated.
2. Move away from buildings, poles and overhead wires.
3. Close doors and windows and **TURN OFF** air conditioning system.
4. If it is necessary to leave the site, move crosswind, never more directly with or against the wind which may carry fumes.
5. Give first aid.
6. Staff to follow the emergency procedures previously described.
7. Site director notifies Vaughn Central Office, CEO

Lockdown-Intruder (harmful-shooting, knife, etc.)

If a shooting takes place the first priority is safety of students and staff on or off campus. On hearing shots or an announcement from Site director:

1. Teachers must quickly decide on best plan of action either Run/Barricade-Hide/Fight-have your plans!
2. Teachers if able (safely) run away from shots and get students off campus to a safe location
3. Teachers if shelter in classroom; lock doors, close blinds, barricade door with stacking furniture, prepare students to have heavy objects in hand to throw at shooter immediately upon entry and prepare to escape by running to safe; location. Silence all cell phones
4. Staff calls 911 describing incident, location of shooter, description of shooter and last seen in which building (streets)
5. Site director attempts to ensure students are not in the hallways or bathrooms. Students found in these areas are immediately escorted to a secure location (class, bathroom, office, etc.).
6. Office personnel close and lock all office doors and windows immediately.
7. Staff and students are allowed to leave if escape route is clear of shooter; run in zig zag motions, using buildings as barricade until off site to safe location. Notify emergency personnel when safe.
8. Those that are barricaded in rooms, do not leave their secure sites until emergency crew members escort them to safety. Follow all emergency member's directives.
9. Assigned person(s) will control and organize media.
10. Assigned person(s) will ensure that counseling services are available as soon as possible.

Bomb Threat

There are two primary ways a bomb threat may arise. One is through a phone call or written letter in which a bomb is discussed. The other is through a citing of a suspicious object. Threats should be handled quickly and efficiently as if they were real and life threatening.

If there is a phone call or written threat of a bomb on campus, the person who took the call or read the note will:

1. Notify Site director immediately.
2. Try to obtain information from the caller such as where the bomb is, where it is set to explode, what it looks like, what kind of bomb it is, why it is there and who the caller is. Note any identifying features about the caller (i.e. gender, speech patterns).

If there is a citing of a suspicious object, the person would:

1. Notify Site director immediately.

2. **DO NOT TOUCH THE OBJECT** but note any identifying features to describe it to the Site director and emergency crews.

In all cases:

1. If Site director determines to evacuate, staff follows emergency procedures previously described.
2. Before emergency crews are on campus, do not search for any bomb, or explosive. Search only for people who should be evacuated.
3. If you see any suspicious object, steer clear of it and report it to the Site director and the emergency crew chief. Follow all emergency crew and bomb squad directives.
4. Use radios, walkie-talkies and phones only if absolutely necessary as the frequencies may set off the bomb(s).

Explosion

If indoors:

1. All drop down to the floor and duck and cover.
2. Turn away from the windows.
3. Take cover under a desk or table or against an interior wall.
4. Cover head with arms of hold to the cover.
5. Hold the position until directed to the building.
6. Staff to follow the emergency procedures previously described.

If outdoors:

1. Move away from buildings, poles and overhead wires.
2. Lie down or crouch low to the ground..
3. Look out for dangers that demand movement.
4. Staff to follow emergency procedures previously described.

Death/Suicide

1. Site director will be notified in the event of a death or suicide on campus.
2. Assigned person(s) will phone 911.
3. Assigned person(s) will phone VNCLC central office/ CEO.
4. Site director will notify teachers to keep students in their classrooms until informed otherwise.
5. The site administrator/designee should designate a certificated staff member to be the point of contact with the family of the deceased. Information about the cause of death should not be disclosed to the school community until the family has been consulted and has consented to disclosure.
6. Notify on a need to know basis:

a. Vaughn NCLC Administration Team (including individual school's administrators)
b. Vaughn NCLC Mental Health Team members
c. Other offices and/or school personnel only as necessary.

7. Mobilize Vaughn Crisis team/ Mental Health Team members: Concerns and wishes of family members regarding disclosure of the death and cause of death should always be taken into consideration when providing facts to students, staff, and parents
    a. Assess the extent and degree of psychological trauma and impact to the school community.
    b. Develop an action plan and assign responsibilities.
    c. Establish a plan to notify staff of the death, once consent is obtained by the family of the deceased.
    d. Establish a plan to notify students of the death, once consent is obtained from the family of the deceased.
    e. Establish a plan to notify other parents/guardians of the death, once consent is given. Prepare and disseminate a death notification letter for parents.
    f. Define triage procedures for students and staff who may need additional support in coping with the death.
    g. Refer students and/or staff who require a higher level of care for additional services such as Our House Grief Support Center, a community mental health provider, or their health care provider.
    h. Assigned person(s) will control and organize media.
    i. Assigned person(s) will notify relatives where the victim(s) have been taken and not divulge unnecessary details in accordance with emergency responder's directives.

Policies and Procedures

Attendance

Each person between the ages of 6 and 18 years are not exempted and shall attend the public full-time day school or continuation school or classes for the full time designated as the length of the school day by the governing board of the school district in which the parent or legal guardian resides.

E.C. Section 48260-Definition of Truancy: Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

- School administrators will work with parents/legal guardians to monitor and follow-up with students identified as truant and or at risk to discuss:
    - supports, interventions and referrals to support the student and family

- Determine supplemental educational services such as tutoring and implement additional supports
- Develop and implement student intervention plan

Medical

Health services are provided under the guidance of a school nurse to meet federal and state mandates and the health needs of students. The school medical team ensures immediate and reliable access to medications, special diets, treatments, health assessments and emergency care.

Students may not carry or use any medication, including over the counter or prescription, at school without a written physician order and parent/guardian consent and until cleared through the Health Office.

It is the policy of VNCLC that any pupil who is required to take medication prescribed (prescription or over the counter) during the school day may be assisted by the school nurse or designee when the school receives:

1. A written statement from the physician stating the method, amount and time that the medication is to be taken and
2. A signed consent of the parent or guardian of the pupil.

Administration of Medication

1. School staff other than Health Office personnel are not permitted to administer any medication at any time.
2. Self-administration of asthma inhalers is permissible.
3. Office personnel may support in the self-administration of prescribed medications such as insulin, antibiotics when medical personnel are out or unavailable
4. A student's parent/guardian is responsible for picking up any remaining medication at the end of the school year. If left in the Health Office after the last day of school, the medication will be destroyed

Athletic Coaches: Will receive annual training on and conduct periodic emergency drills, use of onsite and portable AED's and be first aid certified. Each coach is responsible for carrying a portable AED to all away games or knowing where they may be located on site. Additionally, each coach is to carry with them a first aid kit to be used as needed containing:

- Band-Aids
- Splints
- Ice packs
- Eye washing solution
- Bandages

Coaches will consistently monitor weather forecasts, refer to CDPH and LAUSD heat and wind advisory warnings to determine if athletic events may continue as planned. Should the heat warnings be excessive the coach will make a determination and communicate to their site admin based on supporting data that it is not safe to proceed with the programmed activity.

Emergency drills are to be conducted at least once quarterly and shall encompass assessing for cardiac arrest, heat illness amongst other medical athletic emergencies

School Uniforms

VNCLC policy requires all students at VNCLC schools to wear uniforms or follow a dress code policy (High School) The VNCLC is committed to create a culture of academic rigor in our schools. A uniform dress code encourages this atmosphere. Implementation of this policy will reduce distractions and disruptions caused by clothing, make economic disparities between students less obvious, minimize the use of clothing to signal gang affiliation and other risks to student safety, and promote student achievement and create an orderly learning environment.

• Uniform selection: The specific uniform (i.e. colors and other specifications) will be determined by the school site.

• Support for needy families: Each school will refer families to our Vaughn Family Center to support families who may need assistance in meeting the uniform requirements.

• Exceptions: Because VNCLC schools are schools of choice (secondary), there will be NO exemptions for these students.

Notification of Dangerous Pupils

California Ed. Code 49079:

1. A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.
2. A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.
3. An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars ($1,000), or both.

4. For the 1996-97 school years and each school year thereafter, the information provided shall be from the previous three school years.
5. Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

Suspension History
Each September and February, all teachers and security will be provided via email and hardcopy, a list of enrolled students who have one or more suspensions of a serious or violent nature. This list includes student suspensions for the current year plus the previous three years. The following procedure is used in notifying teachers of the suspension history:

1. Suspension lists are emailed and hand-delivered to each teacher using a routing sheet. All teachers sign the routing slip indicating their review of the data.
2. The hard copies will have a cover sheet marked "confidential" and teachers will be reminded via email and on the routing sheet about the confidential nature of the data.
3. All routing sheets and suspension reports are to be returned after 5 days and filed in the school office

Current Suspensions
To notify teachers of suspensions as they occur during the school year, the following process is used:

Teachers will be given a notification advising the nature of the serious act and the dates of the suspensions as well as any other pertinent information regarding the suspension.
Teachers will be reminded of the notification and the confidential nature of the data

Student Discipline
VNCLC believes that one of the major functions of education is the preparation of youth for responsible citizenship. VNCLC schools shall foster a learning environment that reinforces self-discipline and the acceptance of personal responsibility. In addition, VNCLC schools shall work with students and families to provide a safe school environment that provides students with the opportunity to have a quality education.

The following policies and procedures are designed to guide VNCLC schools and personnel in dealing with student discipline issues, while providing students and parents with a clear set of expectations regarding student behavior and an understanding of the consequences of misconduct.

As provided in VNCLC charter petitions, the policies and procedures for suspension and expulsion of VNCLC students set forth in this document comply with the policies and procedures identified in the California Education Code. These policies and procedures will be periodically reviewed and the lists of offenses for which students are subject to suspension or expulsion will be modified as necessary.

ethnic group, religion, sexual orientation, color, race, national origin and physical or mental disability

Positive Behavior School Plan

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 Educational Act (IDEA) and its 2004 reauthorization (IDEIA) set in place expectations regarding school-wide positive behavior support plans. Vaughn Next Century Learning Center (Vaughn NCLC) is an excellent school community which aims at being a model of success. We provide maximum learning opportunities to our students from Kindergarten to Grade 12 to assist them in becoming successful academically, physically, socially, and emotionally.

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

Positive Behavior Expectations Support:

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

Discipline in General

Each school should develop a process for handling, and if necessary escalating, individual cases of student misbehavior. Strategies may include but are not limited to:

- Relocating the student's desk to a different part of the classroom;
- Assigning different or additional work appropriate to the infraction;
- Utilizing a peer mediation or student conflict resolution program;
- Individual conversation with the classroom teacher about behavior and consequences;
- Utilizing a written referral framework;
- Assigning restorative justice practices
- Referring students to the site director or a designee;
- Contacting parents/guardians

All VNCLC school employees will report unmanageable or unusual behavior of students to the school site director or designee as soon as possible. The school site director or designee shall investigate the report and exercise his or her discretion for purposes of notification of parents, legal guardians, law enforcement, or local child protection services.

Suicide Prevention Policy

Vaughn Next Century Learning Center (Vaughn NCLC) is committed to providing a safe, civil, and secure school learning environment for students, staff, and student's family members.

It is Vaughn NCLC's duty to respond appropriately to a student expressing or exhibiting suicidal ideation or behaviors and to follow-up in the aftermath of a completed suicide. Naturally, our primary duty is to our students. However, we are also committed to providing assistance and viable community resources to our families as well.

This policy is applicable to all campuses and school-related activities and in all areas within the Vaughn NCLC jurisdiction.

This information was collaboratively developed based on the California Department of Education 'Model Youth Suicide Prevention Policy' and the Los Angeles Unified School District's (LAUSD) Suicide Prevention, Intervention, and Postvention (Students) bulletin number BUL-2637, July 16, 2012. In addition, essential information has been included from the K-12 Toolkit for Mental Health Promotion and Suicide Prevention (www.heardalliance.org)

RESPONSIBILITIES OF SCHOOL EMPLOYEES:

All Vaughn NCLC employees are expected to:

Inform the school site administrator and/or designee immediately or as soon as possible of any concerns, reports of, or behaviors relating to possible student self-injury or suicide.

Adhere to the Vaughn NCLC 'Youth Suicide Prevention, Intervention, and Postvention Policy' and act in accordance with the policy.

Administrator and/or Designee must:

Respond to reports of students at risk for suicide immediately or as soon as possible.

Monitor and follow-up to ensure that the risk has been mitigated through support and resources.

Establish a safe, respectful and welcoming school environment.

Ensure that the Policy is implemented.

Document all information in the school's information system (AERIES)

Vaughn Central Office Staff must:

Support the Policy by assisting schools with guidance and consultation, as needed.

Align this Policy with related Vaughn Next Century Learning Center initiatives.

Document all information in the school's information system (AERIES).

Intervention

PROTOCOL FOR RESPONDING TO STUDENTS AT RISK FOR SUICIDE AND/OR SELF-INJURY

The following are general procedures for the administrator/designee and/or Mental Health Team member to respond to any reports of students at risk for suicide and/or exhibiting self-injurious behaviors in schools, at school-related activities, and in all areas within Vaughn's jurisdiction.

The urgency of the situation will dictate the order and applicability in which the subsequent steps are followed:

1. Respond Immediately
    a. Report concerns or incidents to the site administrator/designee or Mental Health Team member immediately or as soon as possible. Make direct contact with the site administrator/designee and/or Mental Health Team member. Do not leave a note in their mailbox, send an e-mail, leave a voicemail, or wait until the end of the day to report concerns about a student at risk for suicide or self-injury.
    b. Ensure that any student sent to the office for assessment is accompanied by a staff member, not a student. Do not leave the student unsupervised
2. Secure the safety of the Student
    a. Supervise the student at all times (adult supervision).
    b. For immediate, emergency life threatening situations call 911.
    c. If a student is agitated (i.e., combative, running away, etc.), unable to be contained or for immediate assistance, contact the Los Angeles Police Dept. (LAPD) (818) 756-8861 (Foothill Division)
    d. For assistance and/or consultation, contact Valley Coordinated Children's Services (VCCS) at (818) 708-4500.
    e. Contact LAPD to conduct a 'welfare check,' as appropriate.
    f. Vaughn employees should not transport students exhibiting the behaviors noted above.
3. Assess for Suicide Risk
    a. The site administrator/designee collaborates with the designated school site Mental Health Team member and at least one other school site crisis team member to determine level of risk (see Table 1, Levels of Suicide Risk).
    b. The student should be supervised at all times by another designated staff member (adult supervision)
    c. The site administrator/designee or designated Mental Health Team member should gather essential background information that will help with assessing the student's risk for suicide (e.g. what the student said or did, information that prompted concern or suspicion, copies of any concerning writings or drawings).
    d. ALL phone calls for consultation should be made in a confidential setting and not in the presence of the student of concern.
    e. The school site Mental Health Team member should meet with the student to complete a Risk Assessment using Attachment B, Suicide Risk Assessment Checklist. The questions should be used as a guide while assessing the student and should not be read directly to them.

NOTE: The privacy of all students should be protected at ALL times; disclose information to others only on a 'need to know' basis.

4. Suspected Child Abuse or Neglect
    a. If child abuse by a parent/guardian is suspected or there is reasonable suspicion that contacting the parent may escalate the student's current level of risk, and/or the parents/guardians are contacted and unwilling to respond, report the incident to the appropriate child protective services agency (DCFS) at (800)540-4000 following Vaughn's Child Abuse and Reporting Requirements. The site administrator/designee will contact LAPD if appropriate. This report should include information about the student's suicide risk level and any concerning ideations or behaviors.
        i. The reporting party(ies) must follow directives, as indicated by the local child protective services agency (Los Angeles County Department of Children and Families Services; DCFS) and/or Los Angeles Police Department (LAPD) personnel.
5. Determine Appropriate Action Plan
    a. The site administrator/designee should collaborate with the designated school site Mental Health Team member and at least one other school Mental Health Team member to determine appropriate action based on level of risk.
    b. The site administrator/designee or designated school site Mental Health Team member should contact the parent/guardian or consult the school's emergency card for an appropriate third party. In-person communication with parent/ guardian may include:
        i. Communicating concerns and making recommendations for safety in the home (e.g., securing firearms, medications, cleaning supplies, cutlery, and razor blades).
        ii. Providing school and/or local community mental health resources. Students with private health insurance should be referred to the provider.
        iii. Facilitating contact with community agencies and following-up to ensure access to services.
        iv. Providing a copy of Attachment D, General Guidelines for Parents (Elementary) or Attachment E, General Guidelines for Parents (Secondary). For handouts in additional languages, visit http://suicideprevention.lausd.net
        v. Obtaining parent/guardian permission to release and exchange
        vi. Information with community agency staff using Parent Authorization for Release/Exchange of Information (ROI)
    c. If the Psychiatric Mobile Response Team (PMRT) or law enforcement determines that the student will be transported to an emergency mental health hospital, the school site administrator should designate a certificated staff member to accompany the student IF parent is not available/present
6. Determine Appropriate Follow-up Plan

The follow-up plan will be based upon severity and potential risk to the student. There may be circumstances that might increase a student's suicide risk. Examples may include bullying, suspension, expulsion, relationship problems, significant loss, interpersonal conflict, or sexual orientation/gender bias. The follow-up plan determined by the team should be documented and managed by the school site administrator/designee. Actions may include:

a. Develop a School Safety Plan.

i. Identify caring adults in the school, home and community environment.
ii. Discuss and identify helpful coping skills.
iii. Provide after-hours resource numbers such as Suicide Prevention Crisis Line (877) 727- 4747. For additional resources, see Attachment C, Resource List.

b. Mobilize a support system and provide resources.
i. Connect Student and family with social, school, and community supports.
ii. For mental/physical health services, refer the student to School Mental Health Team member, a community resource provider, or their health care provider.

c. Monitor and Manage
i. The site administrator/designee and/or School Counselor should monitor and manage the case as it develops and until it has been determined that the student no longer poses an immediate threat to self.
ii. Maintain consistent confidential communication with appropriate parties on a 'need to know' basis.
iii. Plan for re-entry, as needed (see Student Re-entry Guidelines).

7. Student Re-entry Guidelines
   a. A student returning to school following hospitalization, including psychiatric and drug or alcohol inpatient treatment (e.g., 5150), MUST have written permission by their health care provider to attend school (see Attachment H, Medical Clearance for Return to School).
   b. Upon returning to school following a mental health hospitalization (5150), the school site administrator or designee MUST hold a re-entry meeting with key support staff, parents, and the student to facilitate a successful transition. (See Attachment G, Student Re-entry Guidelines for a checklist of action items to consider and the Vaughn School/INDIVIDUALIZED Student Safety Re-Entry Plan)
   c. As appropriate, consider holding a Student Study Team (SST) or Section 504 Plan meeting in order to determine IF an assessment for special education for a student whose behavioral and emotional needs affect their ability to benefit from their educational program (see LAUSD REF 5578.0 Guidelines for Individualized Education Program Teams Regarding the Social-Emotional Needs of Students with Disabilities, October 17, 2011).
   d. If the student is transferred to another school or location, the school site administrator/designee should communicate with the receiving school to assist with the transition and ensure continued support services for the student. (See Attachment G, Student Re-entry Guidelines for a checklist of action items to consider).
8. Document All Actions
   a. The site administrator/designee and/or Mental Health Team member shall maintain confidential records and document actions taken at the school for each case by completing a Suicide Risk Assessment Checklist (Attachment B) and Risk Assessment Referral Data (RARD) in the Vaughn AERIES system.
   b. Notes, documents and records related to the incident are considered CONFIDENTIAL information and remain privileged to authorized personnel. These notes should be kept in a CONFIDENTIAL file separate and apart from the student's cumulative records.
9. Monitor and Manager
   a. The site administrator and/or designee, with support from a member of the school Mental Health Team, should monitor and manage the situation as it develops to determine follow up actions.

b. Maintain consistent communication with appropriate parties.
c. Update all actions taken at the school in AERIES, as needed.

Intruders/ Vicious Animals

1. Call the school main office and office staff will check out the situation and take appropriate action (i.e., contact Police or animal control agency).
2. Administration should initiate a code to alert staff of a potential suspicious intruder.
3. Notify Vaughn Central of situation on hand (Contact Operations Manager, Claudia Flores at (818) 403-9307
4. Keep the students in the classroom until the threat is cleared.
5. Implement shelter in place if necessary; lock classroom doors and windows, move away from windows, draw curtains, remain silent.
6. Notify office of who is with you, if possible.
7. All students outside of the building are to be quietly and cautiously led into the building.

Wait for further instructions from administration and/or police/animal agency

Bullying Policy

Vaughn Next Century Learning Center recognizes the harmful effects of discrimination, harassment, intimidation, and bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. The CEO will establish student safety as a high priority and will not tolerate discrimination, harassment, intimidation, and bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyber bully, cause bodily injury to, or commit hate violence against any other student or school personnel. This includes acts of discrimination, harassment, intimidation, and bullying related to school activity or school attendance occurring within a school under the jurisdiction of the CEO of VNCLC.

Note: Pursuant to California Education Code 32261 48900 and 48900.2-48900.4, the definition of "bullying" for purposes of establishing grounds for suspension or expulsion includes bullying via an electronic act. AB 746 (Ch. 72, Statutes of 2011) amended Education Code 32261 AB 1732 (Ch. 157, Statutes of 2012) amended Education Code 48900 to expand the definition of bullying committed by means of an electronic act to include posting of messages on social media networks; see AR 5144.1 - Suspension and Expulsion/Due Process Involuntary Transfer Back to the District of Residence/Due Process.

In addition, California Penal Code 653.2 makes it a crime for a person to distribute personal identity information electronically with the intent to cause harassment by a third party and to threaten a person's safety or that of his/her family (e.g., placing a person's picture or address online so that he/she receives harassing messages).

California Penal Code 288.2 makes it a crime to send a message to a minor if the message contains mater that is sexual in nature with the intent of seducing the minor (i.e., sexting).

Cyber bullying is an act of bullying committed through the transmission of a message, text, sound, or image by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

Cyber bullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyber bullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation a post on a social networking Internet Web site, including not limited to posting to or creating a burn page, creating a credible impersonation of another actual pupil, or creating a false profile.

Strategies for bullying prevention and intervention shall be developed with the involvement of key stakeholders in accordance with law, County Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

Bullying Prevention

To the extent possible, VNCLC and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate.

- Students shall be informed, through student handbooks and other appropriate means, of VNCLC and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.
- VNCLC will provide students with instruction in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.
- Vaughn Next Century Learning Center educates students to accept all student peers regardless of protected characteristics (including but not limited to actual or perceived sexual orientation, gender identification, physical or cognitive disabilities, race, ethnicity, religion, and immigration status, and customs) and about the negative impact of bullying other students based on protected characteristics, as required by California ED Code 234.7(e)(2).

School staff will receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies annually.

Online Bullying Prevention Training Programs can be accessed on the CDE Bullying Publication and Resources web page at https://www.cde.ca.gov/ls/s s/se/bullyres.asp

Based on an assessment of bullying incidents at school, the CEO or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, cafeterias.

Intervention

Students are encouraged to notify school staff when they are being discriminated, harassed, intimidated, or bullied or suspect that another student is being victimized. In addition, the CEO or designee will develop means for students to report threats or incidents confidentially and anonymously.

School staff who witnesses an act of discrimination, harassment, intimidation, and bullying shall take immediate steps to immediately intervene to stop the incident when it is safe to do so. (California Education Code 234.1) As appropriate, the CEO or designee will notify the parents/guardians of victims and perpetrators. The CEO or designee also may involve school counselors, mental health counselors, and/or law enforcement.

Complaints and Investigations

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 – Sexual Harassment

When a student is reported to be engaging in an act of discrimination, harassment, intimidation, or bullying off campus, the CEO or designee will investigate and document the activity and will identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance. When the circumstances involve cyber bullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

Any student who engages in an act of discrimination, harassment, intimidation, or bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or involuntary transfer back to the district of residence, in accordance with VNCLC policies and regulations.

When a student is suspected of or reported to be using electronic or digital communications to engage in cyber bullying against other students or staff, or to threaten VNCLC property, the investigation shall include documentation of the activity, identification of the source, and specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student’s educational performance.

Students shall be encouraged to save and print any messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

Any student who engages in cyber bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline in accordance with VNCLC policies and regulations. If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the CEO or designee also may file a complaint with the internet site or service to have the material removed.

Bullying behaviors may include, but are not necessarily limited to, the following

- Verbal: Hurtful name-calling, teasing, gossiping, making threats, making rude noises, or spreading hurtful rumors.
- Nonverbal: Posturing, making gang signs, leering, staring, stalking, destroying property, using graffiti or graphic images, or exhibiting inappropriate and/or threatening gestures or actions. · Physical: Hitting, punching, pushing, shoving, poking, kicking, tripping, strangling, hair pulling, fighting, beating, biting, spitting, or destroying property.
- Emotional (Psychological): Rejecting, terrorizing, extorting, defaming, intimidating, humiliating, blackmailing, manipulating friendships, isolating, ostracizing, using peer pressure, or rating or ranking personal characteristics.
- Administrators and staff are responsible for creating an environment where the school community understands that bullying behavior is inappropriate and will not be tolerated. Students must also take responsibility for helping to create a safe environment:
- Treat everyone with respect. Be sensitive as to how others might perceive your actions or words. · Do not engage in or contribute to bullying behaviors, actions, or words.
- Report bullying behavior to a trusted adult.
- Never engage in retaliatory behavior or ask, encourage, or consent to anyone's taking retaliatory actions on your behalf.

Cyber safety- Sexting

Is defined as the act of sending sexually explicit messages or photographs, primarily between cell phones. Students who text photographs of themselves or of their friends or partners may be charged with distribution of child pornography in a court of law.

- Those who receive pornography may be charged with possession of child pornography in a court of law. If this offense affects the school environment, and or a student's attendance and learning process the offender will be subject to disciplinary action.

Consequences for students who have engaged in Bullying Behavior may include the following, and will be addressed in concert with the student discipline and restorative justice policy:

- Counseling/Warning
- Detention
- Parent/Student/Administrator/Counselor conference
- Referral to police and possible arrest
- Suspension
- Recommendation for expulsion
- Mediation between involved parties

Grounds for Suspension and Expulsion

The following information is provided in order to provide uniformity within VNCLC in matters of student misconduct requiring disciplinary action. The following offenses constitute grounds for suspension and expulsion and require police notification for the grade levels indicated:

Offense	Description
Physical Injury	Caused, attempted to cause, or threatened to cause physical injury to another person (Ed. Code 48900(a)(1)) or willfully used force or violence upon the person of another, except in self-defense. (Ed. Code 48900(a)(2)) Notification to police required for students in grades K-12.
Weapons, Explosives, Dangerous Object/s	Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the site director or the designee of the site director. (Ed. Code 48900(b)) Notification to police required for students in grades K-12.
Controlled Substances/Alcohol	Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind. (Ed. Code 48900(c)) Notification to police required for students in grades K-12.
Substances in Lieu of Controlled Substances	Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant. (Ed. Code 48900(d)) Notification to police required for students in grades K-12.
Robbery or Extortion	Committed or attempted to commit robbery or extortion. (Ed. Code 48900(e)) Notification to police required for students in grades K-12.

Damage to Property	Caused or attempted to cause damage to school property or private property. (Ed. Code 48900(f)) Notification to police required for students in grades K-12.
Theft of Property	: Stole or attempted to steal school property or private property. (Ed. Code 48900(g)) Notification to police required for students in grades 4-12.
Tobacco	Possessed or used tobacco, or any product containing tobacco or nicotine products, including, but not limited to, cigarettes, e- cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products. (Ed. Code 48900(h))
Obscenity/Profanity	Committed an obscene act or engaged in habitual profanity or vulgarity. (Ed. Code 48900(i))
Drug Paraphernalia	Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code. (Ed. Code 48900(j)) Notification to police required for students in grades K-12.
Disruption/Defiance	Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, or other school personnel engaged in the performance of their duties. (Ed. Code 48900(k)) Notification to police required for students in grades K-12 (Per SB274 – not applicable to grades 9-12)
Received Stolen Property	Knowingly received stolen school property or private property. (Ed. Code 48900(l)) Notification to police required for students in grades 4-12.
Imitation Firearm	Possessed an imitation firearm. (Ed. Code 48900(m)) Notification to police required for students in grades 4-12. • *Definition of Imitation Firearm*: a replica of a firearm that is so substantially similar in physical properties to an existing firearm to lead a reasonable person to conclude that the replica is a firearm. (Ed. Code 48900(m))
Sexual Assault/Sexual Battery	Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code. (Ed. Code 48900(n)) Notification to police required for students in grades 4-12. • *Definition of Sexual Assault*: includes rape, various types of sexual abuse, and lewd and lascivious conduct. (Penal Code 261, 266c, 286, 288, 288a, 289.) • *Definition of Sexual Battery*: the touching of an intimate part of another person, if the touching is against the will of the person touched, and is for the

	specific purpose of sexual arousal, sexual gratification, or sexual abuse. (Penal Code 243.4.)
Harassment of Witness	Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both. (Ed. Code 48900(o))
Sexual Harassment	Committed sexual harassment. (Ed. Code 48900.2) • *Definition of Sexual Harassment*: an act which, upon review of a reasonable person of the same gender as the victim, is determined to be sufficiently severe or pervasive so as to cause negative impact on one's academic performance or to create an intimidating, hostile or offensive educational environment. Notification to police required for students in grades 4-12. • *Limitation*: Sexual harassment must be unwelcomed by the recipient in order to constitute a violation of Education Code 48900.2. • *Limitation*: Only students in grades 4-12 are subject to suspension for sexual harassment.
Hate Violence	Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. (Ed. Code 48900.3) Notification to police required for students in grades K-12. • *Definition of Hate Violence*: the use of force or threat of force to intimidate a person in the exercise of a constitutional or statutory right, or damage or destruction of property for the purpose of intimidating or interfering with a person because of that individual's "race, color, religion, ancestry, national origin, disability, gender, or sexual orientation."
Intentional Harassment	Created a hostile educational environment (Ed. Code 48900.4) • *Definition of Intentional Harassment*: engaging in harassment, threats or intimidation, directed against a student or group of students, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting a classroom, creating substantial disorder, and invading the rights of the students or group of students by creating an intimidating or hostile educational environment.
Terrorist Threats Against School Officials and/or Property	Committed a terroristic threat against school officials, school property or both (Ed. Code 48900.7) • ***Definition of Terrorist Threat***: includes any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in: • Death • great bodily injury to another person, or • property damage in excess of one thousand dollars ($1,000.00),

	• with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to ● convey to the person threatened a gravity of purpose and an ● immediate prospect of ● execution of the threat, and thereby causes that person reasonably to be in sustained fear for: ● his or her own safety, ● his or her immediate family's safety, ● the protection of school property, and/or ● the personal property of the person threatened or of his or her immediate family.
Hazing	Engaged in hazing activities or any act that causes or is likely to cause personal humiliation or disgrace (Ed. Code 48900(q))
Bullying	Engaged in bullying activities or any repeated and continuous act that causes or is likely to cause emotional, physical harm or disgrace through non-verbal, verbal or physical acts ((Ed. Code 48900(r))
Vandalism/Malicious Mischief	Defaced, damaged or destroyed any school property including, books, supplies of all kinds, equipment, buildings and grounds. • **Note**: Parents can be held financially liable for damages up to $10,000 and shall also be liable for the amount of any reward not exceeding $10,000 pursuant to Section 53069.5 of the Government Code (Ed. Code 48904).

Suspension

Suspension is the temporary removal of a student from class instruction for more than 1 hour for adjustment or disciplinary reasons.

While on suspension from school, the student is not to loiter on or about any school grounds at any time, nor to attend any VNCLC school activity at any time, no matter where such activity may be taking place. Violation may result in further disciplinary action.

Except in cases where suspension for a first offense is warranted in accordance with law, each school site shall consider suspension from school only when other means have not been successful or where the student's presence would constitute a danger to persons or property or seriously disrupt the educational process

Authority to Suspend

1. A teacher may suspend a student only from his/her classroom for the day of the suspension plus the following school day.
2. The Site director or his/her designee may suspend a student from class, classes or the school campus for a period not to exceed five school days.
3. The Site Director or his/her designee may extend a student's suspension pending final decision by the School Board of Directors on a recommendation for expulsion.
4. A Special Education student being considered for expulsion may be suspended for ten (10) consecutive days pending assessment and an IEP Team meeting. The suspension may also be extended pending final decision by the School Board of Directors on a recommendation for expulsion.

A pupil may not be suspended or expelled for any of the acts enumerated unless the act is related to school activity or school attendance occurring within a school under the jurisdiction of the Site Director or designee or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in the section and related to school activity or attendance that occur at any time, including, but not limited to any of the following:

- While on school grounds.
- While going to or coming from school.
- During the lunch period whether on or off the campus.
- During, or while going to or coming from, a school sponsored activity

Expulsion

Expulsion is the involuntary removal of a student from all schools and programs of VNCLC for an extended period of time for acts of specified misconduct. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to other students. Final action is only taken by vote of the VNCLC Board of Directors –Executive Committee ("VNCLC Executive Committee").

In the event that a student is recommended for expulsion from VNCLC, he or she is entitled to a hearing and, among other things, advance written notice of the rights and responsibilities enumerated in Education Code section 48918. Written notice of these due process rights shall be provided at least 10 days in advance of the date set for the hearing. (Ed. Code 48918)

Expulsion proceedings for a currently identified Special Education student require additional due process procedures. VNCLC will follow all due process procedures for Special Education students included in this document and in the Education Code.

While under expulsion, a student cannot enroll in another California school district without approval of that district's Board of Education. Certain expelled students may enroll only in Juvenile Court Schools, County Community Schools, or District operated Community Day Schools (AB922) during the duration of the expulsion.

The School Board of Directors, upon voting to expel a pupil, may suspend the enforcement of the expulsion order for a period of not more than one calendar year and may, as a condition of the suspension of enforcement, assign the pupil to a school, class, or program that is deemed appropriate for the rehabilitation of the pupil. The rehabilitation program to which the pupil is assigned may provide for the involvement of the pupil's parent or guardian in his or her child's education in ways that are specified in the rehabilitation program. A parent or guardian's refusal to participate in the rehabilitation program shall not be considered in the School Board of Directors determination as to whether the pupil has satisfactorily completed the rehabilitation program. (Ed. Code 48917)

Expellable Offenses

<u>Category I</u> **Mandatory Expulsion**	Under the mandatory provisions of Education Code 48915(c), a student who has committed one or more of the following acts must be recommended for expulsion and the School Board of Directors must **expel** the student. ▪ Possessing, selling or otherwise furnishing a firearm when an VNCLC School employee verified firearm possession, ▪ Brandishing a knife at another person, ▪ Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, or ▪ Committing or attempting to commit a sexual assault or committing sexual battery
<u>Category II</u> **Recommendation for Expulsion**	Under the mandatory provision of Education Code 48915(a), a student who has committed one of the following acts of misconduct must be **recommended for expulsion** unless particular circumstances render it inappropriate. • Causing serious physical injury to another person, except in self-defense; • Possession of any knife, explosive, or other dangerous object of no reasonable use to the student; • Unlawful possession of any controlled substance listed in Chapter 2 • (Commencing with Section11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of • marijuana, other than concentrated cannabis; • Robbery or extortion; • Assault or battery upon a school employee.

<u>Category III</u> **Expulsion may be Recommended**	In accordance with Education Code 48915 and by direction of the California Board of Education, a student may be considered for expulsion for committing any act not listed in Category I or II and enumerated in Education Code sections 48900, 48900.2, 48900.3, 48900.4, or 48900.7. **Note**: The School Board of Director's decision to expel a student for violations included in Categories II and III must be based on a finding of one or both of the following: 1. Other means of correction are not feasible or have repeatedly failed to bring about the proper conduct. 2. Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others. (Ed. Code 48915(b) and 48915(e).) **Note**: If the Discipline Review Board chooses not to recommend the expulsion of the student, VNCLC may, at its discretion, impose a lesser form of disciplinary action which may include assigning the student to another school or program. Such transferred students will not be permitted to re-enroll in their former school of assignment. (Ed. Code 48918(e).)

Appeals

A student and his or her parents may appeal an expulsion decision by the Administrative Panel to the Governing Board which will make the final determination.

1. Appeals must be submitted in writing within five (5) school days of the Administrative Panel's decision.
2. The Governing Board will meet within ten (10) days of receipt of the written request for the appeal meeting. Student and parents will be notified of the meeting.
    a. Parents/guardians may request one continuance of up to ten school days.
3. Reasonable accommodations will be made, and language support offered, for students and parents/guardians who wish to appeal. Student and parents/guardians may, but are not required to appear during the Governing Board's appeal meeting.
4. The Governing Board shall issue a written decision on the appeal within three (3) school days of the appeal meeting. The decision of the Governing Board is final

Anti-Discrimination and Anti-Harassment Policy

Vaughn Charter Next Century Learning Center prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, 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, discrimination, harassment, intimidation, and bullying based upon pregnancy, childbirth or related medical conditions, race, religion, creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, or age, against its employees and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the organization. (Not all prohibited bases will apply to all programs and/or employment activities.)

This policy is intended to be consistent with, and intended to be, enforced in conformity with the California Fair Employment and Housing Act and Title VII of the Civil Rights Act of 1964, which prohibits harassment in the workplace, as well as multiple sections of the Education Code.

Students

All students shall have equal opportunities in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities. Eligibility for cheerleading groups shall be determined solely on the basis of objective competencies. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision.

VNCLC schools may provide girls and boys with separate locker rooms in order to protect student modesty. In physical education, when objective standards have an adverse effect on students because of their gender, race, ethnic group or disability, other standards should be used to measure achievement and create comparable educational opportunities.

The Board prohibits intimidation or harassment of any student by any employee, student or other person in VNCLC. Staff shall be alert and immediately responsive to student conduct that may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

Students who harass or discriminate against other students shall be subject to appropriate counseling and discipline, up to and including expulsion. An employee who permits or engages in discrimination or harassment may be subject to disciplinary action, up to and including dismissal.

Any student who feels that he/she is being harassed or discriminated against should immediately contact the site director or designee. The student and/or parent may file a complaint verbally or in writing under VNCLC's "Title IX, Harassment, Intimidation, Discrimination and Bullying Policy." Upon receipt of a harassment complaint the President/Chief Executive Officer or designee will be notified. Complaints of harassment will be investigated immediately according to the procedures set forth in VNCLC's "Title IX, Harassment, Intimidation, Discrimination and Bullying Policy."

VNCLC's "Title IX, Harassment, Intimidation, Discrimination and Bullying Policy."" will be reviewed with students at the beginning of each school year, either in the classroom or in student assemblies.

At the start of each school year, this policy will be given to parents/guardians at compact signing day. Uniform Complaint Procedures are found in the Uniform Complaint Procedures Brochure available at all school sites main offices and on VNCLC school website.

Employees – Sexual Harassment

Vaughn Next Century Learning Center is committed to maintaining a working and learning environment that is free from harassment. Harassment of or by employees or students, or persons doing business with or for Vaughn is a form of sex discrimination in that it constitutes differential treatment on the basis of sex, sexual orientation, or gender, and, for that reason, is a violation of state and federal laws and a violation of this policy.

Vaughn considers sexual harassment to be a major offense which can result in disciplinary action to the offending employee or the suspension or expulsion of the offending student in grades four through twelve. Suspension or expulsion as a disciplinary consequence for sexual harassment shall not apply to students enrolled in Kindergarten and grades one through three. However, students enrolled in Kindergarten and grades one through three may be subject to other disciplinary actions.

Any employee of Vaughn who believes that she or he has been a victim of sexual harassment shall bring the problem to the attention of the site administrator or the Title IX Complaint Manager so that appropriate action may be taken to resolve the problem. Vaughn prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Complaints will be promptly investigated in a way that respects the privacy of the parties concerned.

California Education Code Section defines sexual harassment as any unwelcomed sexual advances, requests 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, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission 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, or of creating an intimidating, hostile, or offensive work or educational 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 or through the educational institution.

A. ***Definitions***

- Conduct of a Sexual Nature - Conduct of a sexual nature may include, but is not limited to, verbal, visual or physical sexual advances, including subtle pressure for sexual activity; touching, staring, looking up and down, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; sexually-oriented "kidding," "teasing," double entendres, explicit or suggestive messages, cartoons, pictures and jokes, and any harassing conduct to which an employee would not be subjected but for such employee's sex.
- Unwelcome Conduct of a Sexual Nature.
    - Verbal, visual or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcome.
    - An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.
    - VNCLC prohibits any conduct of a sexual nature directed toward students by teachers or others to whom this policy applies, and shall presume that any such conduct is unwelcome.

B. ***Sexual Harassment Prohibited***

1. For the purposes of this policy, unwelcome sexual advances or requests for sexual favors, and other unwelcome conduct of a sexual nature, constitute prohibited sexual harassment if:
    a. Submission to the conduct is made either an explicit or implicit condition of employment (as an illustration, and not as a limitation, where a person's continued employment is conditioned upon or impacted by prohibited sexual-based factors);
    b. Submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee; and
    c. The conduct substantially interferes with an employee's or student's performance, or creates an intimidating, hostile, or offensive work or school environment, regardless of whether the employee's continued employment or compensation is affected.
2. Specific Prohibitions--Administrators and Supervisors
    a. It is sexual harassment for a manager or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.
    b. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions.\
    c. Specific Prohibitions--Non-managerial and Non-Supervisory Employees: It is sexual harassment for a non-administrative and non-supervisory employee to

subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to sanctions.

d. Specific Prohibitions--Employees and Students: It is sexual harassment for an employee to subject a student to any conduct of a sexual nature. Employees who engage in such conduct shall be subject to sanctions.

C. Reporting, Investigation, and Sanctions

1. It is the express policy of VNCLC to encourage victims of sexual harassment to report such claims. VNCLC understands that victims of harassment are often embarrassed and reluctant to report acts of harassment for fear of being blamed, concern about being retaliated against, or because it is difficult to discuss sexual matters openly with others. However, no employee of VNCLC should have to endure harassing conduct, and therefore the School encourages everyone to promptly report any incidents of harassment so that corrective action can be taken.
    a. Employees who feel that their superiors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon agreement to unwelcome conduct of a sexual nature, are encouraged to report these conditions to the appropriate administrator. If the employee's direct administrator or supervisor is the offending person, the report shall be made to the next higher level of authority.
    b. Employees are also urged to report any unwelcome conduct of a sexual nature by superiors or fellow employees if such conduct interferes with the individual's work performance, or creates a hostile or offensive working environment.
    c. Students are urged to report any conduct of a sexual nature by school employees or others to whom this policy applies to a school counselor or administrator.
2. Every reported complaint of harassment will be investigated promptly and thoroughly by VNCLC. Typically, the investigation will include interviewing the complainant, anyone who may have knowledge of the alleged harassment, and the alleged harasser. Once the investigation is completed, VNCLC will notify the complainant of the results of the investigation. VNCLC will make every effort to handle the investigation in as confidential a manner as possible consistent with a thorough, fair and proper investigation. VNCLC will not tolerate reprisals or retaliation against anyone as a result of the good-faith reporting of charges of sexual harassment.
3. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred have to be investigated.
4. Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning or reprimand, suspension, or termination. Conduct of a sexual nature directed toward students shall be reported as child abuse for investigation by appropriate law enforcement and/or other authorities.

D. Filing Complaints with State and Federal Agencies

In addition to notifying VNCLC of harassment or retaliation, aggrieved parties may wish to file complaints with other appropriate state and federal agencies, including the United States Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH), which have authority to conduct investigations of facts. Aggrieved parties are advised that statutory deadlines apply for the tender of complaint to either the EEOC and/or the DFEH and that if complaints are not timely filed they may be barred by law. If the EEOC and/or the DFEH believe that a complaint is valid and settlement efforts fail, aggrieved parties may seek an administrative hearing. Aggrieved parties may also be entitled to file a lawsuit in Federal or state court. Administrative agencies and the courts have the authority to award monetary and non-monetary relief in meritorious cases. Employees can contact the nearest EEOC or DFEH office at the locations listed on VNCLC's employment law poster or by checking the state government listings in the local telephone directory.

Employees – All Other Kinds of Discrimination or Harassment

Prohibited harassment on the basis of race, ethnic group, color, national origin, ancestry, religion, physical or mental disability, marital status, medical condition, sexual orientation, veteran status, age, or any other protected basis, includes behavior similar to sexual harassment, such as:

• Verbal conduct such as threats, epithets, derogatory comments, or slurs;

• Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;

• Physical conduct such as assault, unwanted touching, or blocking normal movement; and

• Retaliation for reporting harassment or threatening to report harassment.

Uniform Complaint Policy

VNCLC's 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. A claim of harassment may exist even if the employee has not lost a job or some economic benefit.

Employees who believe they have been harassed on the job, or who become aware of the harassment of others are encouraged to inform the offender that this behavior is unwelcome. They should also immediately provide a written or verbal complaint to your supervisor, manager, Human Resources, or any other member of Title IX com plaint managers as soon as possible. The complaint should be as detailed as possible, including the names of individuals involved, the names of any witnesses, direct quotations when language is relevant, and any documentary evidence (notes, pictures, cartoons, etc.).

All incidents of prohibited harassment that are reported will be investigated. VNCLC will immediately undertake or direct an effective, thorough, and objective investigation of the harassment allegations. The investigation will be completed and a determination regarding the reported harassment will be made and communicated to the employee who complained and to the accused harasser(s).

If VNCLC determines that prohibited harassment or other conduct that violates an VNCLC policy has occurred, the organization will take effective remedial action commensurate with the circumstances. Appropriate action will also be taken to deter any future harassment. If a complaint of prohibited conduct is substantiated, appropriate disciplinary action, up to and including immediate termination, will be taken. Whatever action is taken against the wrongdoer will be communicated to the employee who complained. Applicable law prohibits retaliation against any employee who complains of prohibited harassment or who participates in an investigation

Procedures for Filing a Complaint

The following procedures shall be used to address all complaints which allege that the Charter School has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions.

All parties involved in 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.

Step 1: Filing of Complaint

Any individual, public agency, or organization may file a written complaint of the alleged noncompliance by the Charter School. A complaint alleging unlawful discrimination, harassment, intimidation or bullying shall be initiated no later than six (6) months from the date when the alleged unlawful discrimination, harassment, intimidation or bullying occurred, or six (6) months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination, harassment, intimidation or bullying. A complaint 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.

Pupil fee complaints shall be filed no later than one (1) year from the date the alleged violation occurred.

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.

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 him/her in the filing of the complaint.

Step 2: Mediation

Within three (3) 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 make arrangements for this process.

Before initiating the mediation of 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.

If the mediation process does not resolve the problem within the parameters of the law, the compliance officer shall proceed with his/her investigation of the complaint.

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.

Step 3: Investigation of Complaint

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

The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint. A complainant's refusal to provide the Charter School's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her 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. The Charter School's refusal to provide the investigator 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.

Step 4: Response

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the Charter School's investigation and decision, as described in Step #5 below, within sixty (60) days of the Charter School's receipt of the complaint.

Step 5: Final Written Decision

The Charter School's decision shall be in writing and sent to the complainant. The Charter School's decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The decision shall include:

1. The findings of fact based on evidence gathered.
2. The conclusion(s) of law.
3. Disposition of the complaint.

4. The rationale for such disposition.

5. Corrective actions, if any are warranted.

6. Notice of the complainant's right to appeal the Charter School's decision within five (5) days to the CDE and procedures to be followed for initiating such an appeal.

7. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, notice that the complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies

8. For unlawful discrimination, harassment, intimidation or bullying complaints arising under federal law such complaint may be made at any time to the U.S. Department of Education, Office for Civil Rights.

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 the Charter School's expectations. The report shall not give any further information as to the nature of the disciplinary action.

Uniform Complaint Procedures are also found in the Uniform Complaint Procedures Brochure available at all school sites main offices and on VNCLC school website

Liability for Harassment
Any employee of VNCLC or VNCLC School, whether an employee, supervisor, or manager who is found to have engaged in prohibited harassment is subject to disciplinary action, up to and including immediate discharge from employment.

Any employee who engages in prohibited harassment, including any supervisor or manager who knew about the harassment but took no action to stop it, may be held personally liable for monetary damages. VNCLC does not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duties. Accordingly, to the extent permitted by law, VNCLC reserves the right not to provide a defense or pay damages assessed against employees for conduct in violation of this policy

Prevention of Child Abuse Policy
VNCLC is committed to maintaining safe and secure campuses for students, and for following its legal responsibilities in reporting suspected child abuse/neglect to the proper authorities. All personnel must complete an annual child abuse reporting training within six weeks of hire or start of school

Report Suspect Abuse/Neglect
While the responsibility of enforcing legal prohibitions against child abuse and neglect lies with the protective agencies such as the local police department and Children's Protective Services, VNCLC's child care custodians (including teachers, administrative officers, certificated personnel, classified personnel, etc.) are mandated reporters of known or suspected child

abuse/neglect and are required to fulfill this legal responsibility. Every child care custodian of VNCLC must complete a "Child Abuse Reporting" training indicating they understand their responsibilities to report known or suspected child abuse/neglect. All employees are to follow VNCLC's Mandated Reporter policy and procedures.

Recognize, Respond, Refer" approach to sex trafficking:
School Policy will require school-wide training for all staff and personnel to be aware of the issue and be able to Recognize signs of sex trafficking. This includes office and security staff, teacher assistants, teachers, administrators, school nurses, school resource officers, and other support staff. Protocols are being developed to clearly outline how individuals must Respond when sex trafficking is suspected.

- Per mandated reporting laws, suspicions of trafficking must be reported immediately to Child Protective Services and law enforcement. It may be school policy to notify the student's parents, guardians, or caretakers of suspected trafficking. However, if a parent, guardian, or caretaker is the suspected trafficker, they must not be contacted. Contacting the suspected trafficker may put the student in danger.
- School support should be in place and trained school counselors and school social workers must be available to assist as part of the response. VNCLC will implement measures (which may include an IEP, 504 plans, or a school transfer) to assist the student in successfully continuing their education in a safe and supportive environment.
- Response to Instruction and Intervention and Multi-Tiered System of Supports teams may be able to offer both universal and targeted support to survivors and students at risk.
- A response protocol will also address interventions and support for students who are recruiters or enforcers.
- VNCLC will also have a resource list of identified agencies that can provide additional support, as responding to trafficking takes a community effort. Having a resource list readily available will help school personnel Refer students to appropriate services.
- Resources and other information can be provided to all school personnel as part of the annual training on child abuse detection and mandated reporting obligations required under EC Section 44691.

Reporting Problems at the School Site
VNCLC maintains zero tolerance for abuse. Every member of any VNCLC community must participate actively in the protection of its students.

All VNCLC schools will monitor the school buildings and grounds:

- All unused rooms, storage areas, and closet doors should be kept locked at all times; • all unused buildings and areas must be designated, posted and enforced as off-limits to children; • all students are required to remain in areas that are easily viewed by employees; • Interior doors should be left open and unlocked when rooms are in use
- Blinds should be left open to allow informal monitoring by a passerby.
    - In the event that any current or future VNCLC employee observes any suspicious or inappropriate behaviors on the part of any third party or other employee while on any VNCLC premises, he or she is required to immediately report their observations to the site director or designee. Examples of suspicious or inappropriate behaviors include, but are not limited to:
- policy violations,
- neglectful supervision,
- "private time" with students,
- taking students off premises without adhering to procedures,
- buying unusual gifts for children and youth,
- swearing or making suggestive comments to students,
- or any other conduct as identified in this policy, or which is inappropriate or illegal in the eyes of the observer.

All reports of suspicious or inappropriate behavior with students will be taken seriously. The site director or designee will conduct an immediate investigation concerning the alleged act or omission. If at any point in gathering information about the allegedly suspicious, inappropriate or illegal behavior, a concern arises that there is a possibility of abuse of any kind, appropriate law enforcement and/or local child protection services will be contacted immediately and a report will be filed. If at any point any policy violations with students are confirmed, employees will be subject to disciplinary action, including but not limited to, administrative leave, termination and/or criminal prosecution.

VNCLC will cooperate will any and all law enforcement and/or governmental entities in the implementation and enforcement of this policy.

AB452 – FIRE ARM SAFETY

As mandated by California law, parents are legally obligated to understand and uphold their responsibility to prevent children from accessing firearms. Ensuring student safety on school grounds can be significantly enhanced by storing firearms securely—locked away when not in use and kept separately from ammunition. This proactive approach helps prevent tragic accidents and ensures the well-being of all students. To promote awareness and compliance with legal requirements, this policy clearly outlines the specific stipulations set forth by California law regarding the proper storage and handling of firearms.

1. With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; or (3) unlawfully brandishes the firearm to others.[1]

Note: The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.

2. With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor never actually accesses the firearm.[2]

    a. In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years. [3]

    b. Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward. [4]

Note: Your county or city may have additional restrictions regarding the safe storage of firearms.

SB906 – HOMICIDAL THREATS REPORTING

Per California law, effective January 1st, 2023, school employees must immediately report homicidal threats to law enforcement per **Senate Bill 906**. This law requires a school official who is alerted to or observes any threat or perceived threat related to grades 6-12, to immediately report it to law enforcement. Law enforcement, with the support of the LEA, must immediately investigate the threat.

"Threat or perceived threat" means any writing or action of a pupil that creates a reasonable suspicion that the pupil is preparing to commit a homicidal act related to school or a school activity. This may include possession, use, or depictions of firearms, ammunition, shootings, or targets in association with infliction of physical harm, destruction, or death in a social media post, journal, class note, or other media associated with the pupil. It may also include a warning by a parent, pupil, or other individual. The threat does NOT need to be firearm-specific, it must only be related to a homicidal act/thought

Employee Conduct with Students

The purpose of this policy is to ensure the safety and well-being of all students at Vaughn Next Century Learning Center (VNCLC) by establishing clear expectations for employee conduct, professional boundaries, mandated reporting, and child abuse prevention, in compliance with **California Senate Bill 848 (SB 848)** and applicable Education Code provisions.

This policy applies to:

- All VNCLC and VNCLC School employees
- Certain volunteers
- Governing Board members with student contact or supervisory duties
- Contractors whose duties involve contact with students

This policy is pursuant to:

- **California Senate Bill 848**
- **California Education Code**
- **California Mandated Reporter Laws**

SB 848 requires K–12 schools, including private schools and diagnostic centers, to implement policies and procedures that prevent child abuse, neglect, and sexual misconduct and to maintain professional boundaries between staff and students

Definitions:

Professional Boundaries
Ethical and appropriate limits that govern staff-student interactions. Violations constitute an abuse of power and breach of public trust.

Abuse and Neglect
Physical abuse, sexual abuse, emotional abuse, exploitation, or neglect of a minor as defined by California law.

Sex Offenses
Criminal acts defined by statute that disqualify individuals from employment or service involving student contact.

Grooming
Behavior used by a predator to gain trust, emotional control, or normalize inappropriate conduct with a minor.

Mandated Reporter
Any individual required by law to report suspected child abuse or neglect, including employees, certain volunteers, governing board members, and contractors with student contact

Professional Conduct and Boundaries

All staff must maintain appropriate professional boundaries at all times. Behaviors that may appear harmless may be perceived as inappropriate by students or parents.

The intent of this policy is to prevent conduct that could lead to, or be perceived as, inappropriate relationships, sexual misconduct, or grooming.

Language

Employees shall not use language that is harsh, threatening, intimidating, demeaning, or humiliating.

Employees shall:

- Refrain from swearing in the presence of students
- Avoid sexually oriented conversations outside approved curriculum, except in the context of VNCLC's health education (credentialed teacher or professional specific to content).
- Never discuss personal sexual activities with students.

Gifts

- Money shall not be given to students
- Individual gifts are prohibited except for pre-approved academic awards through the approved school recognition process.
- Group awards for classroom or school-wide achievements are permitted with administrative approval

Alcohol, Tobacco, and Controlled Substances

All VNCLC and VNCLC School employees are prohibited from the use, possession, or distribution of alcohol, tobacco products, or any illegal controlled substances while in the presence of students or at any

Attire

Employees must dress professionally and in compliance with the VNCLC dress code requirements, reviewed annually.

Supervision and Privacy

- One-to one interaction should occur in observable settings whenever possible.
- Employees shall not be alone with students in isolated areas or block visibility. Whenever possible, two employees should be present
- Students may not be brought to an employee's home without written parental and administrative approval
- Employees will refrain from intimate displays of affection towards others in the presence of students, parents, and other personnel.
- Employees are prohibited from possessing any sexually oriented materials (magazines, cards, videos, films, clothing, etc.) on school grounds or in the presence of students.

Physical contact with students

Some forms of physical contact between adults and children are appropriate and that other forms are inappropriate, illegal, or have been used by adults to initiate inappropriate or illegal contact with children.

Appropriate physical contact between employees and students include, but are not limited to:

• Handshakes;

• "High Fives" or hand slapping;

• brief sideways hugs; and

• holding hands while walking with small children at the primary center.

Inappropriate physical contact between employees and students include, but are not limited to:

- full body hugs or lengthy embraces;
- kisses;
- holding small children on the lap;
- touching bottoms, chests, knees, legs, and/or genital areas;
- showing affection in isolated or private areas;
- sleeping with a student;
- wrestling with students;
- tickling students;
- piggyback rides;
- any type of massage;
- any form of unwanted affection; and/or
- any compliments that relate to physique or body development.

Emotional and Social Boundaries:

Employees are prohibited from:

- "Dating" or going out with a student
- Remarks about physical attributes or physiological development
- Seeking emotional involvement beyond normative care
- Discussing personal troubles or intimate issues with a student
- Listening to or telling sexually oriented stories or jokes

Digital Communication:

Employees are prohibited from:

- Sending personal emails, texts, social media messages, notes, or letters unrelated to school activities
- Using private social media accounts to communicate with students

All communication must be professional, school-related and approved.

Discipline

All VNCLC and VNCLC School employees are prohibited from using physical punishment in any way for behavior management of students. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting or any other physical force as retaliation or correction for inappropriate behaviors by students. Other prohibitions include, but are not limited to,

- Isolation except as needed for the child to gain self-control (and then only under the supervision of an adult, and no longer than 15 minutes),
- Withholding food or water,
- Degrading punishment,
- work assignments unrelated to a natural or logical consequence,
- excessive exercise,
- withholding access to contact with parents or guardians,
- withholding or using medications for punishment,
- mechanical restraint such as rope or tape to restrict movement, or
- any type of physical restraint - a behavioral restraint may be used "only to control behavior that poses a clear and present danger of serious physical harm to the pupil or others that cannot be immediately prevented by a response that is less restrictive" (Education Code Section 49005.)

After-School and Outside Activities:

Staff-student interactions outside school hours are prohibited unless part of a clearly delineated school-sponsored event (e.g., fundraisers, athletics).

**This policy is to be reviewed annually, all covered individuals must sign an acknowledgment confirming receipt, understanding and compliance.*

Mandated Reporting Procedures

All mandated reporters must immediately report suspected child abuse, neglect, or sexual misconduct in accordance with California law and VNCLC reporting procedures.

VNCLC prohibits retaliation against any individual who makes a good-faith report

Background Checks and Misconduct Tracking

- Required background checks are conducted prior to employment or service.
- In compliance with SB 848, all **substantiated findings of abuse, neglect, or sexual misconduct** shall be reported to the appropriate **statewide tracking system**.
- Individuals with credible or substantiated misconduct findings shall not be rehired or permitted future contact with students

Training Requirements

- Annual child abuse and sexual abuse prevention training is required for all covered individuals.
- Training must be completed within **six (6) weeks** of the start of the school year or start of employment/volunteering.
- Proof of training completion shall be maintained for **at least twelve (12) months**

time on school grounds. They are also prohibited from being under the influence of alcohol or any illegal controlled substances while in the presence of students or at any time on school grounds

Transportation of Students

VNCLC and VNCLC School employees may occasionally be in a position to provide transportation for students. The following guidelines should be observed in such circumstances:

- Written parental permission and administrative approval, except in emergencies
- Documentation of verbal permission when written permission is not possible
- Direct transportation without unauthorized stops
- Avoidance of unnecessary physical contact
- Driver must be at least 21 years old and meet legal and insurance requirements
- Written trip documentation must be maintained
- Whenever possible, two employees should be present

Student Enrollment Data Collection & Privacy/Educational Equity (AB419)

VNCL makes every reasonable effort to ensure that the use and maintenance of personal family information is protected and in compliance with:

- The Family Educational Rights and Privacy Act (FERPA)
- California Education Code
- Plyler v. Doe (1982)
- Applicable California student privacy laws

For enrollment purposes, VNCL will only

- Collect the minimum personally identifiable information necessary.
- The information collected will only be used for the purpose stated at the time of collection.
- The school will not request or use information in a way that creates barriers to or discourage enrollment
- All student records are protected in accordance with FERPA and applicable local, state and federal laws.

Allowable Information:

- Student full legal name
- Date of birth
- Home address (for residency verification)
- Parent/guardian names
- Parent/guardian contact information (phone, email, for school communication and emergency purposes only)
- Emergency contact information
- Immunization records (as required by California law)
- Prior school records
- Custody/guardianship documentation (if applicable)
- Residency verification documentation

Optional Information (NOT REQUIRED)

- Race/ethnicity for state or federal reporting
- Student or parent/guardian Social Security numbers/card
- Citizenship or immigration status
- Passport numbers
- Drivers license numbers (except when voluntarily provided for identity verification purposes)
- Banking information
- Fingerprints/facial scans
- Unnecessary medical or health information beyond legally required immunization documentation

**Note, VNCLC shall not deny or delay enrollment based on immigration status or lack of a social security number.

VNCLC will provide annual notice of its designated directory information categories and provide an opportunity to opt out. Directory information will never include:

- Social Security Numbers
- Student ID numbers used for secure records access
- Immigration status
- Financial account information

Information Access

VNCLC will:

- Restrict data and personal identifiable information to authorized personnel with legitimate educational interests
- Store records securely (physical and electronic)
- Use student ID numbers instead of a social security number for internal tracking

- Maintain secure systems for any online enrollment or data submission
- Retain and destroy student records in accordance with the California Education Code and the school's records retention schedule.
- Sensitive information shall be securely destroyed when no longer required.

Parental Rights

Parents/guardians have the right to:

- Inspect and review records
- Right to request correction
- Right to file a FERPA complaint
-

Emergency Phone Numbers

EMERGENCY	**DIAL 911**
LAPD Foothill Department	**(818) 756-8861**
Fire Department	**(818) 756-8698**

Child Protection Hotline	1-800-540-4000
Animal Control	1-888-452-7381
Didi Hirsch Suicide Prevention	1-877-727-4747
Poison Control	1-800-222-1222
Sexual Assault Trauma Center	818-886-0453
National Suicide Prevention Lifeline	1-800-273-8255
East Valley Poison Control	1-800-876-4766

School Main Office Numbers

Main Office	818-896-7461 (press 0 to bypass recording)
Pandaland	Extension 6908
Mainland	Extension 7899
G3	Extension 6891
MIT	Extension 7883
VISA	Extension 7984

School Site Admin

School Site	Name	Role	Email	Phone Number
Pandaland	Ruby Aparicio	Director	raparicio@myvaughncharter.com	818-661-8716

Pandaland	Lilia Moncada	Curriculum Coordinator	lmoncada@myvaughncharter.com	
G3	Cinthia Rodriguez	Director	cirodriguez@myvauhncharter.com	818-943-5368
G3	Margarita Rochin	Curriculum Coordinator	mrochin@myvauhncharter.com	818-983-9108
Mainland	Irene Muro	Director	imuro@myvaughncharter.com	818-531-1041
Mainland	Alex Nevarez	Curriculum Coordinator	anevarez@myvaughncharter.com	818-723-6478
MIT	Sandra Contreraz	Director	scontreraz@myvaughncharter.com	818-402-2951
MIT	Raquel Valadez	Curriculum Coordinator	rvaladez@myvaughncharter.com	818-231-3599
VISA	Leslee Velasquez	Director	Lvelasquez@myvaughncharter.com	818-800-4982
VISA	Alicia Burnett	Curriculum Coordinator	aburnett@myvaughncharter.com	310-415-1025

School Crisis Team

Site	Name	Role	Email address	Phone #
PANDALAND	Lilian Luna		lluna@myvaughncharter.com	818-896-7461 Ext. 6906
Mainland	Nadine Gamboa	Counselor	ngamboa@myvaughncharter.com	818-896-7461 Ext. 7820
G3	Beatriz Jaramillo	Counselor	bjaramillo@myvaughncharter.com	818-896-7461 Ext. 6903
G3	Sergio Santos	Counselor	ssantos@myvaughncharter.com	818-896-7461 Ext. 6805
Elementary	Marlene Gutierrez	MSW	magutierrez@myvaughncharter.com	818-356-5543
MIT	Daniela Romero	Counselor	dromero@myvaughncharter.com	818-896-7461 Ext. 7827
MIT	Diana Velasquez	Counselor	dvelasquez@myvaughncharter.com	818-896-7461 Ext. 6826
MIT	Ashley Duran	Counselor	aduran@myvaughncharter.com	818-896-7461 Ext. 7850
MIT	Annette Montanaro	Dean of Culture	amontanaro@myvaughncharter.com	818-896-7461 Ext. 7852
MIT	Michelle Anaya	RJ Coordinator	manaya@myvaughncharter.com	
MSW	Jacqueline Galvez	MSW	jgalvez@myvaughncharter.com	818-896-7461 Ext. 6826
VISA	Jaime Hernandez	SEL Counselor	jhernandez@myvaughncharter.com	818-896-7461 Ext. 7934
VISA	Nancy Tiet	RJ Coordinator	ntiet@myvaughncharter.com	818-896-7461 Ext. 7908

VISA	Stefanie Ascencio	Counselor	sascencio@myvaughncharter.com	818-896-7461 Ext. 7971
VISA	Omar Padilla	Dean of Culture	opadilla@myvaughncharter.com	818-896-7461 Ext. 7978
VISA	Kyra Huete	MSW	khuete@myvaughncharter.com	818-896-7461 Ext. 7946
VISA	Cindy Rivera	MSW	crivera@myvaughncharter.com	818-269-0616
VISA	Evelyn Larios	RJ Coordinator	elarios@myvaughncharter.com	818-896-7461 Ext. 7937 or 818-403-8182

School-Wide Support Staff

Frank Uribe	School Psychologist	furibe@myvaughncharter.com	818-385-7244
Suzanne Bornstein	School Psychologist	sbornstein@myvaughncharter.com	818-686-7801
Diana Jacinto	School Psychologist	djacinto@myvaughncharter.com	818-430-3442
Nicole Fakhimi	School Psychologist	nfakhimi@myvaughncharter.com	
Alma Nava	Family and Community Center Coordinator	anava@myvaughncharter.com	818-632-0129
Candy Delgado	Homeless and Foster Youth Liaison	cdelgado@myvaughncharter.com	
Martha Fonseca	Schoolwide Nurse	mfonseca@myvaughncharter.com	818-621-1426
Lynda Rocha	Interim Director of Food Services	lrocha@myvaughncharter.com	818-314-0632
Hazel Tercero	Director of Mental Health	htercero@myvaughncharter.com	818-359-9009
Ivette Garcia	Director of special Ed. Services	igarcia@myvaughncharter.com	818-686-7810
Claudia Flores	Campus Operations Manager	Cflores@myvaughncharter.com	818-403-9307
Julio Avina	Interim Facilities Manager	juavina@myvaughncharter.com	818-421-8957

School Campus Security

Ernie Flores	MIT	eflores@myvaughncharter.com	818-814-7755
Luis Perez	MIT	lperez@myvaughncharter.com	818-554-2984
Hector Gonzalez	VISA	hgonzalez@myvaughncharter.com	818-744-0488

Community Mental Health Resources

PMRT (Psychiatric Mobile Response Team)	Hotline: 1-800-854-7771

Safe School Plan Certification

Date: February 13, 2026 School Name: Vaughn Next Century Learning Center

SUPPORT STATEMENT: This document was developed and approved using a collaborative process respectful of representation/input from all stakeholder groups. Signatures below also indicate that we have **reviewed and complied with** the legislated requirements for safe schools.

REQUIRED SIGNATURES	**PRINT NAME**	**SIGNATURE**
Site director/Designee:	Fidel Ramirez	FR
Teacher:	Irene Muro	IM
Classified Representative:	Julio Avina	JA
Parent (of an attending student) Representative	Alma Nava	AN

Law Enforcement:

LAPD / LA County Sheriff /

Local Jurisdictional Agency: Commander – Office Nunez Foot Hill Division- LAPD FN

ADDITIONAL PARTICIPANTS

Officer Clayton Cranford- Total Safety Solutions- Training Provider

Vector Solutions- SafeSchools Training Training Provider

Mandated Reporting/Notification

California Safe School Assessment (CSSA) Reporting

The California Safe Schools Assessment (CSSA) Program was created by the California Legislature to provide consistency among school districts throughout the State in the collection and reporting of information relating to school crime on campus. Schools are required to maintain an internal reporting system that will ensure the submittal of accurate data that reflects the current state of school safety on local campuses.

Responsibility of Chief Executive Director to ensure the following:

· At every K-12 school site, one person shall be designated as the CSSA Site Recorder. The recorder may be a site director, assistant site director, school dean or student discipline coordinator.

· The Site Recorder shall be trained in the CSSA reporting process

Responsibility of Site Recorder:

· The Site Recorder shall record and report the occurrence of all crimes as listed in California Safe Schools Assessment - Reporting School Crime / Incidents

· The Site Recorder shall crosscheck completed CSSA reports using Aeries with suspensions, opportunity transfers, expulsions and other disciplinary proceedings to ensure that all reportable incidents have been recorded.