



M.I.T. @ Vaughn
Middle School for International Studies & Technology at Vaughn
13330 Vaughn Street
San Fernando, California 91340
(818) 896-7461, opt. 4

HANDBOOK

Administrative Team

Sandra Contreras, Director
Raquel Valadez, Curriculum Coordinator
Annette Montanaro, Restorative Justice Coordinator
Kishauna LaMotte, Instructional Coach
Sara Santa Cruz, Instructional Coach
Carmen Velasquez, Counselor
Diana Velasquez, Counselor
Ashley Duran, Counselor

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

Middle School for International Studies and Technology @ Vaughn

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

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

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

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

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

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

Courtesy & Respect are a must!

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

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

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



Good behavioral expectations are the foundation of a good school environment and the development of first-class social skills and high-quality citizenship skills. First-rate skills, in turn, lead to higher expectations and success with regard to students' academic and social-emotional achievement. Vaughn Next Century Learning Center (Vaughn NCLC) is an excellent school community which aims at being a model of success. We provide maximum learning opportunities to our students from Kindergarten to Grade 12 to assist them in becoming successful academically, physically, socially, and emotionally.

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

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

Policies and Procedures

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

<p style="text-align: center;"><u>MIT Chromebooks</u></p>  <p><u>Be Safe</u></p> <ul style="list-style-type: none"> ● Keep your log-in information private. ● Visit <i>ONLY</i> <u>authorized</u> sites. ● Log on/in and log off/out appropriately. <p><u>Be Respectful</u></p> <ul style="list-style-type: none"> ● Follow directions. ● Use clean hands. ● Handle only the Chromebook assigned to you. <p><u>Be Responsible</u></p>	<p style="text-align: center;"><u>MIT Restrooms</u></p>  <p><u>Be Safe</u></p> <ul style="list-style-type: none"> ● Keep your hands, feet and objects to yourself ● Honor personal space and privacy ● Wash hands with soap and water <p><u>Be Respectful</u></p> <ul style="list-style-type: none"> ● Follow directions ● Use appropriate school language kindly ● Treat others as you would like to be treated <p><u>Be Responsible</u></p> <ul style="list-style-type: none"> ● Use equipment for intended purpose
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- Handle Chromebook carefully and properly.
- Place water bottles on the floor and away from Chromebooks.

- Always have a pass
- Report problems to adults
- Use restroom in a timely manner

MIT Drinking Fountains



Be Safe

- Keep your hands, feet and objects to yourself
- Honor personal space and privacy

Be Respectful

- Wait your turn quietly and patiently
- Use appropriate school language kindly
- Treat others as you would like to be treated

Be Responsible

- Use equipment for intended purpose
- Drink water in a timely manner

MIT Locker Room



Be Safe

- Keep hands, feet and objects to yourself.
- Walk at all times.

Be Respectful

- Use a quiet voice.
- Use polite language; Use 'nice' & 'kind' words ("excuse me," "thank you").
- Leave area as you found it or better.

Be Responsible

- Be prepared for gym class.
- Respond to quiet signal immediately.
- Report all unsafe behavior and vandalism.

MIT Cafeteria & Lunch Tables



Be Safe

- Keep your hands, feet and objects to yourself
- Honor personal space and privacy
- Stay seated while eating.

Be Respectful

- Follow directions
- Use appropriate school language kindly
- Wait your turn quietly and patiently
- Use proper table manners

Be Responsible

- Keep area clean
- Eat only your own food
- Recycle

MIT Hallways/Stairways



Be Safe

- Keep hands, feet, and objects to yourself.
- Honor personal space and privacy
- Walk forward quietly on the right
- Use handrails for its intended use

Be Respectful



- Follow directions
- Use appropriate school language kindly
- Treat others as you would like to be treated

Be Responsible

- Keep area clean
- Always have a pass
- Head directly to your destination

MIT Outdoor Spaces



<p style="text-align: center;"><u>MIT MPR</u></p>  <p><u>Be Safe</u></p> <ul style="list-style-type: none"> ● Keep hands, feet and objects to yourself ● Place backpacks on the ground in safe manner <p><u>Be Respectful</u></p> <ul style="list-style-type: none"> ● Enter and exit quietly. ● Face and watch the speaker(s)/performer(s). ● Applaud politely when appropriate. <p><u>Be Responsible</u></p> <ul style="list-style-type: none"> ● Follow directions from adults ● Keep area clean ● Report problems to adults 	<p><u>Be Safe</u></p> <ul style="list-style-type: none"> ● Keep hands, feet and objects to yourself ● Honor personal space and privacy ● Run only in designated sport(s) areas <p><u>Be Respectful</u></p> <ul style="list-style-type: none"> ● Follow directions ● Use appropriate school language kindly ● Treat others as you would like to be treated <p><u>Be Responsible</u></p> <ul style="list-style-type: none"> ● Keep the area clean. ● Take care of all equipment ● Report problems to adults
<p style="text-align: center;"><u>MIT Main Office</u></p>  <p><u>Be Safe</u></p> <ul style="list-style-type: none"> ● Identify yourself at the entrance door. ● Obtain and wear a Vaughn Visitor ID <i>at all times</i>. ● Stand away from the glass door. <p><u>Be Respectful</u></p> <ul style="list-style-type: none"> ● Treat others as you would like to be treated. ● Speak appropriately to everyone; PLEASE do not use profanity, loud or abusive language. ● Always respond in an appropriate manner to staff. ● Positively encourage others. <p><u>Be Responsible</u></p> <ul style="list-style-type: none"> ● Students ~ Have your Planner with you every day. ● Parents ~ Always have your ID ready. ● Staff ~ Always wear your Vaughn ID badge. 	

Students who continually break the rules are referred to the Administrative Staff. The Administrative Staff then decides the appropriate consequence if any, in collaboration with the student and family. The decision to discipline a student for poor behavior is one that is not taken lightly. The process may include a thorough investigation including but not limited to discussions with victim, witnesses, teacher/s, parents, counselor, and the administrators. The goal of all investigations is to appropriately

redirect negative behaviors to empower our student/s in being good citizens.

Course Access Policy

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

Excessive Absences and Tardies Policy

1. The school is required to classify as “truant” any pupil who is absent from school without a valid excuse for three full days in one school year or tardy or absent for more than a 30- minute period during the school day without a valid excuse on three occasions, or any such combination. School must notify the pupil’s parent or guardian of the pupil’s first truancy by the most cost-effective method possible (which may include electronic mail or a telephone call): The Attendance office assistant issues the 1st truancy notice to parents (CC to: Admin., Tchr,case manager and cume)
2. When a pupil who has once been reported as a truant is again absent from school without a valid excuse one or more days, or tardy on one or more days, School must notify the pupil’s parent or guardian of the pupil’s first truancy by the most cost-effective method possible (which may include electronic mail or a telephone call): The Attendance office assistant issues the 2nd truancy notice to parents (CC to: Admin., Tchr,case manager and cume)
3. When a pupil who has been reported as a truant is again absent from school without a valid excuse one or more days, or tardy on one or more days, after 2nd truancy notice, school administrator must make a “conscientious effort” to hold at least one meeting with the pupil’s parent or guardian and the pupil. If the school makes such a conscientious effort, the pupil is deemed a “habitual truant.” The requirement that the school makes a conscientious effort means “attempting to communicate with the parents of the pupil at least once using the most cost-effective method possible, which may include electronic mail or a telephone call (cc to: Admin., Tchr, case manager and cume)
4. If a student is absent or tardy one or more days after 3rd truancy notice, the Attendance office assistant notifies case manager to schedule an SSPT (Student Study and Progress Team) meeting with parents, counselor, MSW, parents, teacher, administrator, and school psychologist. SSPT action plan with Parent and student contract are completed during SST meeting
5. If a student is absent or tardy one or more days after SSPT meeting, the school administrator

consults with executive director to schedule School Board meeting (SB). The SB will notify the administrator to communicate with parents the date/time of meeting using the most cost-effective method possible, which may include electronic mail or a telephone call (cc to Admin, Tchr, SB, case manager, and cum

- Unexcused early pick-ups and late arrivals (more than 30 minutes) are considered absences.
- If your child arrives to school after 8:00 am please provide the school with a written and signed parental excuse. A valid excuse includes a doctor's note or bereavement.

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

Cell Phone Policy

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

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

Electronic Devices Policy

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

Dress Code Policy

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

1. The Vaughn uniform shirt (white or maroon polo) will be responsibly worn daily to school. An official Vaughn shirt is sold with the school's emblem/patch. A white undershirt can be worn for both boys and girls. A student may be asked to use a loaner polo shirt and/or the PE uniform in the event a polo shirt is not worn on entering campus.
2. We create a respectful learning environment by not allowing body art, piercings, oversized unsafe accessories, and unnatural hair color that may be deemed distracting. The student may be asked to remove or change items deemed inappropriate. In some cases, home support will be considered to correct the infraction. Chronic infractions might require for administrators, student, and parents to meet.

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

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

Physical Education Policy

1. Students will be responsible and wear their P.E. uniform on a daily basis. The uniform may not be modified.
2. For hygienic safety students will only wear P.E. uniforms during the P.E. classroom setting and P.E. uniforms must be washed weekly.
3. Lost clothing can be found in the Lost & Found Bin (located by M.I.T office)

4. Safety requires tennis shoes to have shoelaces and be capable of withstanding all movements required by instructor.
5. For hygienic safety, sharing of any P.E. clothing with another student is not permitted.
6. Safety requires that jewelry and fashion accessories be removed during P.E.
7. PE uniform are to only be used during PE class and not underneath their school uniform.
8. All non-suits will result in reteaching opportunities (ie. call home, parent conference, parent shadow, and/or admin conference).

Gum and Food Policy

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

Backpack Search Policy

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

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

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

- If a student has engaged in conduct that causes an administrator to have reasonable suspicion that the student has committed or is about to commit a crime or has violated statutory laws or school rules, the administrator may conduct a search of that student. The administrator must:
 - Be able to articulate the reason for his or her suspicion and the facts and/or circumstances surrounding a specific incident.
 - Be able to reasonably connect the student to a specific incident, crime or rule or statute violation.
 - Have relied on recent, credible information from personal knowledge and/or other eyewitnesses.
 - Ensure that a search based on the reasonable suspicion is not excessively intrusive in light of the student's age and gender and the nature of the offense.
 - Follow-up on a credible tip.
- When conducting a student search based on reasonable suspicion, school officials must adhere to the following practices:
 - Conduct the search if there are clear and specific reasons for suspicion and there are facts that connect the student to a specific incident of misconduct.
 - Jackets, purses, pockets, backpacks, bags, and containers in the student's possession may

- be searched to the extent reasonably necessary.
- Under no conditions may a strip search be conducted.
- Searches based on reasonable suspicion will be conducted in a private area whenever possible.

School Related Policy

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

Computer/Internet Access Policy

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

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

Acceptable uses of the Computer Network or the Internet

Access to the M.I.T. computer network (including, but not limited to: host computers, file servers, application servers, laptops, network hardware, printers, Personal Digital Assistants, palmtop computers, software, applications, data files, email systems, and all internal and external computer and communications networks and peripherals) and our internet access is a privilege not a right. User rights may be limited or revoked at any time, in the sole discretion of M.I.T. The M.I.T. computer network, internet access, and student and employee accounts should be used only for educational or professional purposes. School staff have the right and duty to monitor and control access to the Vaughn Network and connected devices. We are committed to providing a safe and useful instructional resource for students. All files, messages, internet browsing history, and any other activity on a Vaughn owned Chromebook and Vaughn managed account may be monitored for appropriate content, student safety, and adherence to the Vaughn academic integrity policy.

The account may only be used during the time the user is a student or an employee of M.I.T. Anyone who receives an account is responsible for using it properly. If a user is uncertain about whether a particular use of the computer network, internet or e-mail is appropriate, he or she should consult a teacher or administrator.

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

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

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

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

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

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

- Using other users' account password or identifiers
- Disclosing one's account password to other users or allowing other users to use one's account
- Getting unauthorized access into other users' accounts or other computer networks
- Interfering with other users' ability to access his/her accounts
- Commercial uses are unacceptable. Unacceptable uses include, but are not limited to the following:
 - Selling or buying anything over the internet for personal or financial gain;
 - Using the internet for advertising, promotion, or financial gain;

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

Plagiarism Policy

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

Copyright Policy

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

Internet Safety

- In compliance with the Children's Internet Protection Act (CIPA), M.I.T. implements firewall filtering/blocking software and hardware to restrict access to internet sites containing child pornography, obscene depictions, or other materials harmful to minors under 18 years of age. Although M.I.T. takes every precaution to ensure that such materials are not accessed through the computer network, there is still a risk an Internet user may be exposed to a site containing such materials. An account user who incidentally connects to such a site must immediately disconnect from the site and notify a teacher or administrator. If an account user sees another user is accessing inappropriate sites, he or she could notify a teacher or administrator immediately.
- In compliance with CIPA, M.I.T. and its representatives monitor all minors' on-line activities, including website browsing, e-mail use, chat rooms or blog participation and other forms of electronic communications. Such a mechanism may lead to discovery that a user has violated or may be violating this Policy, the appropriate disciplinary code or the law. Monitoring is aimed to protect minors from accessing inappropriate material, as well as to help enforce this Policy as determined by the M.I.T. Governing Board or other related authority. M.I.T. reserves the right to monitor other users' (e.g. employees, students 18 years or older) on-line activities, and to access, review, copy, store or delete any electronic communications or files and disclose them to others as it deems necessary.
- If a student under the age of 18 accesses his/her M.I.T. account or the internet outside of school, a parent or legal guardian must supervise the student's use of the account or Internet at all times and is completely responsible for monitoring the use. Filtering and/or blocking software may or may not be employed to screen home access to the Internet. Parents and legal guardians should inquire at M.I.T. if they desire more detailed information about the software.
- Student information shall not be posted unless it is necessary to receive information for instructional purposes, and only if the student's teacher and parent or guardian has granted

permission.

- Safety and Identity Theft: Account users shall not reveal on the Internet personal information about themselves or about other persons. For example, account users should not reveal his/her full name, home address, telephone number, school address, social security number, credit card number, photograph, parent/guardians' name or any other information that could identify them to anyone except M.I.T. staff. It is illegal to post other employees' personal information electronically, without prior consent from them.
- Accounts users shall not meet in person anyone they have met on the Internet in a secluded place or a private setting. Account users who are under the age of 18 shall not meet in person anyone they have met on the Internet without his/her parents/guardians' permission.
- Account users will abide by all M.I.T. security policies and by the Children's Internet Protection Act (CIPA). The School Network Administrator/Manager at M.I.T. has the authority to monitor all accounts, including e-mail and other materials transmitted or received via the accounts. Users cannot expect that anything created; stored or received using the M.I.T. network will be private. Files and email are backed up on a regular basis; therefore their contents may still be available even though the user has deleted them. Files, email and/or the history of websites a user has visited may be read by M.I.T. if it is believed that the user violated the AUP, the school discipline code, the school ethics policy, the school academic integrity policy, or the law. All such materials are the property of M.I.T. Account users does not have any right or expectation of privacy regarding such materials.

Student Email

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

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

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

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

If a User is uncertain about whether a particular use of the computer network, Internet or e-mail is appropriate, he or she should review the M.I.T. Acceptable Use Policy for the Internet or consult a

teacher or administrator. Internet use policies for students and employees help to ensure a safe learning environment for everyone.

School Zone Policy

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

PDA Policy

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

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

Skateboard and Scooter Policy

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

Textbooks/School Material Policy

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

Confiscated Items Retrieval Policy

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

Visitor Policy

All campus visitors must have the consent and approval of the Director or designee. All visitors are required to obtain a VISITOR’s PASS and must present a form of Identification upon entry for clearance. Permission to visit must be given at the time requested if at all possible or within a reasonable period of time following the request. Students who are not enrolled at the school are not to be on the campus unless prior approval of the Executive Director or designee has been obtained. Visitors may not interfere, disrupt or cause substantial disorder in any classroom or school activity.

Visitors are expected to:

- Follow the established school policy in requesting a classroom visitation.
- Complete a visitor’s permit upon arrival at the site.
- Enter and leave the school and/or classroom as quietly as possible.
- Not converse with the students, teacher and/or instructional aides during visitation.
- Do not interfere with any school activity.
- Keep the length and frequency of classroom visits reasonable.

- Follow the school's established procedures for meeting with the teacher, counselor, dean and/or administrator after the visit, if needed.
- Return the visitor's permit to the point of origin before leaving campus.

School Procedures

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

Before and After School Procedures

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

Field Trip and Bus Procedures

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

Student Services

M.I.T counselors, support staff, and administrators are here to work directly with students, parents and

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

Student Clubs

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

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

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

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

Intramurals and Sportsmanship

M.I.T. @ Vaughn students compete in a variety of intramural sports that include flag football, basketball, baseball, softball, volleyball, soccer and cheerleading through our partnership with the Think Together Program.

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

We ask that you:

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

Athletics Bill Of Rights

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

- A. You have the right to be provided with an equitable opportunity to participate in all academic extracurricular activities, including athletics.
- B. You have the right to inquire of the athletic director of your school as to the athletic opportunities by the school.
- C. You have the right to apply for athletic scholarships.
- D. You have the right to receive equitable treatment and benefits in the provision of all of the following:
 - a. Equipment and supplies.

- b. Scheduling of games and practices.
 - c. Transportation and daily allowances.
 - d. Access to tutoring.
 - e. Coaching.
 - f. Locker Rooms.
 - g. Practice and competitive facilities.
 - h. Medical and training facilities and services.
 - i. Publicity.
- E. You have the right to have access to a gender equity coordinator to answer questions regarding gender equity laws.
 - F. You have the right to contact the State Department of Education and the California Interscholastic Federation to access information on gender equity laws.
 - G. You have the right to file a confidential discrimination complaint with the United States Office of Civil Rights or the State Department of Education if you believe you have been discriminated against or if you believe you have received unequal treatment on the basis of your sex.
 - H. You have the right to pursue civil remedies if you have been discriminated against.
 - I. You have the right to be protected against retaliation if you file a discrimination complaint.

Jaguar Scholar Expectations

Students will be given the opportunity to earn rewards throughout each trimester and school year by showing their Jaguar Scholar Spirit. Vaughn has school wide rewards as well as teacher directed rewards. These rewards are intended to inspire students to act scholarly. The program will promote positive behaviors and reward students for their citizenship and academics. Furthermore, students are encouraged to take part in their community and TAKE ACTION to become global citizens.

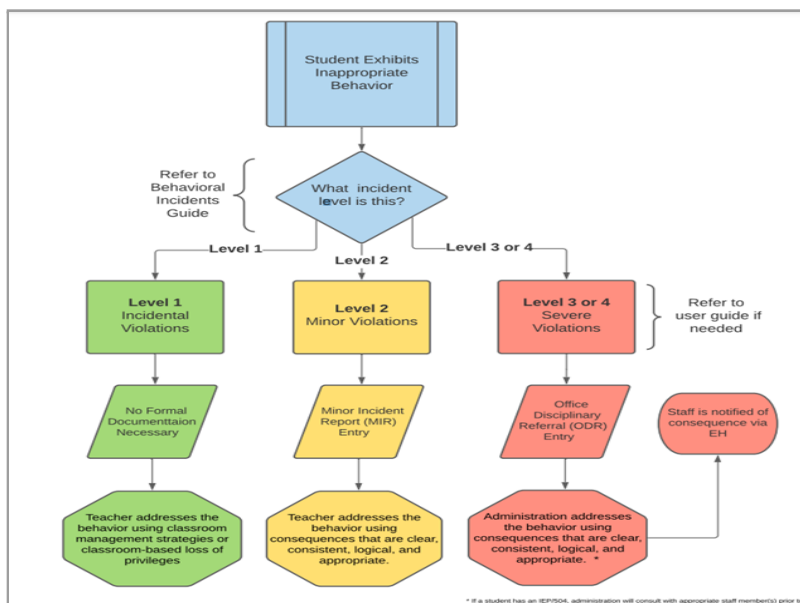
Positive Behavior Interventions and Support (PBIS)

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

Educators Handbook

Vaughn uses a data collection system for student behaviors. Educator's Handbook is a behavior data recording system that allows schools to input classroom level and school wide data electronically, without use of paper forms. Educators Handbook provides a powerful and easy way to view data in our schools, identify students who need extra support, and infer what specific support and interventions are needed for students, classrooms, and school wide.

Incident Levels



Level 1(Non-referred/Non-recorded):

Incidental violations: Teacher addresses the behavior using the student planner and /or phone call home. Behaviors are monitored by teacher to guide student reflection. Every student is taught through redirection and reteaching. Loss of classroom based privileges might be applied as needed.

Behavior Offenses:

- Dress Code Violation
- Horseplay
- Off-task Behaviors
- Playful Name Calling/Teasing
- Physical Disruption
- Refusal to Follow Directions

- Verbal Disruption

Level II(Non-referred/Recorded):

Minor violations: The teacher addresses the behavior using consequences that are clear, consistent, logical and appropriate. Minor violations will result in the issuance of a Minor Incident Report (MIR) but not referred to administration. An MIR will be processed and accompanied by parent notification via the planner and/or phone call. The teacher will use restorative means and give the opportunity to research the consequences the infraction has on self and community.

Behavior Offenses:

- Four or More Level 1 offenses
- Defiance
- Dishonesty/Cheating
- Indirect Inappropriate Language or Gestures
- Minor Property Damage
- Minor Technology Violation
- Minor Theft
- Minor Verbal Aggression
- Physical Contact/ Aggression
- Property Misuse

Tier III (Referred/Recorded):

Major Violations: Teacher will complete an Office Disciplinary Referral (ODR) in Educators Handbook and either send the student to the office or call the office to escort the student (based on severity).

Administration addresses the behavior using consequences that are clear, consistent, logical, and appropriate. If a student has an IEP/504, administrators will consult with appropriate staff member(s) prior to assigning a consequence. Once the consequence has been given, the administration will log it in Educators Handbook.

Behavior Offenses:

- Four or more Level 2 offenses
- Bullying/ Cyber-Bullying
- Direct Inappropriate and/or Abusive Language and/or Abusive Language and/or Gestures
- Eloping
- False Alarm
- Fighting/Physical Aggression
- Forgery/Plagiarism
- Harassment
- Inappropriate Display of Affection
- MAJOR Technology Violation

- Overt Disruption

Tier IV (Referred/Recorded):

Severe Violations: Teacher will complete an ODR in Educators Handbook and will either send the student to the office or call the office to escort the student (based on severity). Level IV offense require administrator involvement as they violate state policies or laws or can cause extreme harm to self and/or others. Administration addresses the behavior using consequences that are clear, consistent, logical, and appropriate. If a student has an IEP/504, administrators will consult with appropriate staff member(s) prior to assigning a consequence. Once the consequence has been given, the administration will log it in Educators Handbook.

Behavior Offenses:

- Alcohol
- Arson
- Bomb Threat
- Combustibles Use/Possession
- Drugs
- Extreme Property Damage/Vandalism
- Major Theft
- Threat
- Tobacco/Vaping
- Weapon

<p align="center">Suspension & Expulsion Education Code Section #48900-48926</p>

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

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

Class Suspension- Offenses that warrant a suspension are on Tier III of the above chart.

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

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

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

Educational Rights

Sexual Harassment Policy

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

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

Vaughn Next Century Learning Center considers any unwelcome sexual advances; request for sexual favors; and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, to be classified as sexual harassment under any of the following conditions:

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

Sexual harassment may include, but is not limited to:

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

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

Title IX / Students

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

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

Pregnant and parenting students, regardless of their marital status, have the right to attend school and

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

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

Title IX COMPLAINT MANAGERS:

Sandra Contreras – (818)896-7461x7876 scontreras@myvaughncharter.com

Carmen Velasquez – (818)896-7461x7827 cvelasquez@myvaughncharter.com

Married/Pregnant/ Parenting Students

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

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

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

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

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

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

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

The instructional program provided for pregnant students shall be determined on a case-by-case basis and shall be appropriate to the student's individual needs. The student may continue attending school in the regular classroom setting, may attend a separate program established for pregnant students, or may pursue a home instruction or independent study program. The district shall coordinate transportation and scheduling so that students may attend their regular classes for part of the day and specialized

classes for the remainder. When selecting the program to be followed, the student shall be encouraged to consult with her spouse or parent/guardian, her physician, and appropriate district medical and educational advisors.

(cf. 6011 – Academic Standards)

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

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

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

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

After the birth of her baby, the student may:

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

EDUCATION CODE

2551.3 Determination of state aid for pregnant minors program

17293 School facilities for pregnant/parenting teen programs

48220 Compulsory education requirement

48410 Persons exempted from continuation classes

49553 Nutrition supplements for pregnant/lactating students

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

51220.5 Parenting skills and education

51745 Independent study

52610.5 Enrollment of pregnant and parenting students in adult education

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

FAMILY CODE

7002 Description of emancipated minor

7050 Purposes for which emancipated minor considered an adult

HEALTH AND SAFETY CODE

124175-124200 Adolescent and Family Life Act

UNITED STATES CODE, TITLE 20

1681-1688 Title IX, Education Act Amendments

CODE OF FEDERAL REGULATIONS, TITLE 34

- .40 Marital or parental status

Management Resources:**CDE Publications**

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

State Board of Education Policies

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

Websites

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

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

EC§222 • LACTATING PUPILS

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

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

VAUGHN NEXT CENTURY LEARNING CENTER NONDISCRIMINATION STATEMENT

Vaughn Next Century Learning Center is committed to providing a working and learning environment that is free from unlawful discrimination and harassment. Vaughn prohibits discrimination and harassment based on individual's age, ancestry, color, disability (mental or physical), marital status,

national origin, race, religion (including religious accommodation), sex (actual or perceived, including pregnancy, childbirth, or related medical condition), sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual perceived characteristics.

Harassment based on any of the above-protected categories is a form of unlawful discrimination and will not be tolerated by Vaughn. Harassment is intimidation or abusive behavior toward a student or employee that creates a hostile environment and can result in disciplinary action against the offending student or employee. Harassing conduct may take many forms, including but not limited to, verbal remarks and name-calling, graphic and written statements, or conduct that is threatening or humiliating. This nondiscrimination policy covers admission or access to, or treatment or employment in, all Vaughn programs and activities, including vocational education. The lack of English language skills will not be a barrier to admission to or participation in Vaughn programs or activities.

Additional information prohibiting other forms of unlawful discrimination or harassment, inappropriate behavior, and/or hate-motivated incidents/crimes may be found in other Vaughn policies that are available in all schools and offices. It is the intent of Vaughn that all such policies be reviewed constantly to provide the highest level of protection from unlawful discrimination in the provision of educational services and opportunities. Vaughn prohibits retaliation against anyone who files a complaint or who participates in a complaint investigation.

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

Additional Information for Parents

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

Parental Rights

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

- Observe the classroom(s) in which their student is enrolled or will be enrolled.
- Meet with their student's teacher(s), counselor, and/or administrator.
- Volunteer, under the supervision of VNCLC employees, their time and resources for the improvement of school facilities and programs. However, please note that in order to keep all students safe and in consideration of the best interest of the school, VNCLC may require volunteers to be fingerprinted at the County Office of Education. Please see the Parent Center

for more details.

- Be notified if their student is absent from school without permission.
- Receive the results of their student's performance on standardized and statewide tests and information on the performance of the school.
- Have a school environment for their student that is safe and supportive of learning.
- Examine the curriculum materials of the class (es) in which their student is enrolled.
- Be informed of their student's progress in school and of the appropriate school personnel whom they should contact if problems arise with their student.
- Have access to the school records of their student and to question anything that they feel is inaccurate, misleading or is a violation of the student's privacy rights and to receive a response from the school.
- Receive information concerning the academic performance standards, proficiencies, or skills their student is expected to accomplish.
- Be informed in advance about school rules, attendance policies, dress codes, and procedures for visiting the school. Information is contained in this handbook.
- Receive information about any psychological testing the school does involving their student and to deny permission to give the test.
- Participate as a member of a school-wide committee, governing board or parent organization, in accordance with any rules and regulations governing membership in these groups.

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

Parents as Decision Makers

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

School Site Council

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

participation.

English Learner Advisory Committee (ELAC)

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

Vaughn Next Century Learning Center Single Plan for Student Achievement

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

Disruptive Parent Conduct

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

Uniform Complaint Procedures

Vaughn Next Century Learning Center has the primary responsibility to ensure compliance with applicable state and federal laws and regulations, and shall investigate complaints alleging failure to comply with those laws and regulations involving discrimination, harassment, intimidation, and/or bullying; unauthorized charging of pupil fees for educational activities; noncompliance with physical education instructional minutes at specified grade levels; noncompliance with education provisions for pupils in foster care and pupils who are homeless; provisions of courses without educational content and previously completed/graded courses sufficient for satisfying requirements/prerequisites for postsecondary education and receipt of a diploma, except under specified conditions; failure to reasonably accommodate lactating students; and failure to comply with legal requirements pertaining to

the Local Control Accountability Plan (LCAP). Vaughn Next Century Learning Center shall seek to resolve those complaints in accordance with the procedures set out in CA Code of Regulations §§4600-4687 and the policies and procedures of Vaughn.

Protected Classes/Characteristics Covered Under the UCP: Allegations of discrimination, harassment, intimidation, and/or bullying of students based on a protected characteristics, set forth in Penal Code § 422.5 and Education Code §220, includes actual or perceived sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, ethnic group identification, ancestry, nationality, national origin, religion, color, mental or physical disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived categories, in any program or activity it conducts or to which it provides significant assistance.

Filing of Complaint

An individual or specific of individuals who allege that he/she or they personally suffered unlawful discrimination may file complaints alleging unlawful discrimination, harassment, intimidation, and/or bullying. The complaint must be filed no later than six (6) months from the date of the alleged discrimination or when the complaint first obtained knowledge of the facts of the alleged discrimination.

Complaint Investigation and Response:

Each complaint is investigated by the CEO or designee, and must be concluded within 60 days of the receipt of the written complaint. The investigation and school response:

1. Provides an opportunity for the person or organization complaining and school personnel to present information relevant to complaint.
2. Obtains specific information from other persons or witnesses who can provide evidence or information.
3. Reviews related documents.
4. Prepares a written "Report of Findings" in English, or in the primary language of the complainant, which contains the investigative findings and School's decision, including corrective action(s), if any, and suggested remedies, if applicable.
5. Concludes the investigation within 60 days from the date of receipt of the complainant agrees in writing to extend the investigative timeline.
6. Notifies the person or organization of appeal procedures.

How to Appeal

Persons or organizations disagreeing with the investigative findings and Vaughn's decision involving Title VI or Title IX have 15 days after receipt of the Report of Findings to file an appeal.

The appeal must be in writing and include a copy of the original complaint, as well as a copy of the Vaughn's decision. The appeal should be sent to:

**California Department of Education 1430 N Street
Sacramento, CA 95814**

Notification

Vaughn shall annually notify in writing students, employees, parents and guardians, advisory

committees, and other interested parties of these procedures and the person responsible for processing complaints.

Any person with a disability or who is unable to prepare a written complaint can receive assistance from the site administrator/designee or by calling the Main School Office at (818) 896-7461.

Vaughn assures confidentiality to the maximum extent possible. Vaughn prohibits retaliation against anyone who files a complaint or participates in the complaint investigation process. Pursuant to Education Code § 262.3, Complaints are advised civil law remedies may also be available under state or federal discrimination, harassment, intimidation, and/or bullying laws. A copy of Vaughn's UCP complaint procedures shall be available free of charge.

For all questions regarding the UPC, please contact the Administrator of your School.

Federal and State Laws of Family Educational Rights and Privacy

The privacy of school records is protected by Federal and State laws which cover nearly every type of pupil record maintained by local schools or school district central offices. Such records might include information about attendance, health, grades, behavior, athletic eligibility, or activities in class. The law prohibits the release of pupil records information without written consent of the parent, of student (18 years or older). Records maintained by any school official exclusively for personal reference or use are not considered pupil records and are not subject to Federal and State privacy laws. Unless otherwise prohibited by law, any natural parent, adopted parent or legal guardian may have access to and review the pupil records of their son/daughter. Also, students who are 18 years or older have the right to access and review his/her record. School employees who have a legitimate educational interest have a right to access pupil record information without the consent of the parent or student. Other individuals or agencies may be authorized to access, 41 review and/or obtain pupil records by court order or by statute.

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

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

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

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

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

GENERAL COMPLAINT PROCEDURES

Procedures

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 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 not 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 an unlawful discrimination, harassment, intimidation or bullying complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of 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. 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.