

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



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

Middle School for International Studies and Technology @ Vaughn

Attending MIT @ Vaughn is a privilege. Students are expected 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. MIT @ Vaughn implements a school-wide discipline plan that is in effect through the school day and is carried-out in and out of the classroom.

Vaughn recognizes that the students are responsible for their actions and behavior and therefore accountable for the resulting natural consequence of the inappropriate actions or behavior. Vaughn also believes that all students are able to grow and change. Our discipline plan gives students opportunities to start over and become stronger school citizens.

Vaughn believes that all students and adults in the Vaughn school family 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.

Vaughn Middle School 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 the Middle School Years.

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

Good behavioral expectations are the foundation of a good school environment and the development of first-class social skills and high-quality citizenship skills. First-rate skills, in turn, lead to higher expectations and success with regard to students' academic and social-emotional achievement. No Child Left Behind sets in place expectations regarding school-wide positive behavior support approaches. The Individuals with Disabilities 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 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 consistently reminded that these desired, 'nice and kind' behaviors are positively rewarded and that consequences for non-compliant, non-desirable behaviors will be addressed accordingly. Please remember that if we expect our School-Wide Positive Behavior Support Plan to work, everyone needs to actively participate on a consistent and daily basis. *Thank you!*

Policies

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

Students who continually break the rules are referred to the Administrative Staff. The Administrative Staff then decides the appropriate consequence if any. The decision to discipline a student for poor behavior is one that is not taken lightly. The process, at times, involves discussion with the teacher or a team of teachers, parents, the counselor, and the administrators. The final disciplinary decisions are usually reserved for the administrators.

Course Access Policy

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

Excessive Absences and Tardies Policy

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

notify the administrator to communicate with parents the date/time of meeting using the most cost-effective method possible, which may include electronic mail or a telephone call (cc to Admin., Tchr, SB, case manager, and cume)

- * Unexcused early pick-ups and late arrivals (more than 30 minutes) are considered absences.
- * If your child arrives to school after 8:00am 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 but can only be used with adult permission for educational purposes. Vaughn Next Century Learning Center is not responsible for any lost, damaged, or stolen cell phones.

1. Cell phones must be kept OFF and out of sight during school hours.
2. Cell phone disruption may cause for teacher confiscation and student will be given consequences. A parent will have to pick up phone from MIT office, during office hours.
Vaughn is not responsible for any lost, damaged, or stolen personal property.

Electronic Devices Policy

1. No electronic devices permitted on campus. If a teacher confiscates your electronic device, it will be held in the Middle School Office for parent pick up. After that date, any electronic device including cell phones, will be donated to a local charity.
2. If an 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.
Vaughn is not responsible for any lost, damaged, or stolen personal property.

Dress Code Policy

Students are expected to 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) must be worn daily to school. An official Vaughn shirt is sold with the official emblem/patch. A undershirt can be worn. However, the undershirt must be WHITE for both boys and girls. A student may be asked to use a loaner polo shirt and or the PE uniform.
2. Body art (including but not limited to stickers and writing), body or facial piercing (gauges are not allowed), oversized and/or unsafe accessories and unnatural hair color may be deemed inappropriate by a teacher or administrator. The student may be asked to remove or change items deemed inappropriate. In some cases, student may be sent home to correct the infraction or parents may be called to assist.
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, hats and hoods may not be worn.
4. Sweatshirts may be worn but must only be PLAIN grey, maroon, or have the Vaughn logo.
5. Sports clothing (hats, jackets, t-shirts, belt buckles, shoes, socks, etc.) may not be worn or brought to school, unless it's a special day designated by the school. 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. Confiscation or consequences may be given for infraction.
6. Vaughn does not tolerate the alteration of the school uniform. The polo shirt may not be dyed, have sleeves removed, or cut for a fashion statement. Other unacceptable alterations

- include the tightening of the pants around the ankles and use of needles to fold the back of the shirt.
7. Clothing should not be too short or too tight. 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). Tight leggings can only be worn underneath appropriate length shorts, skirts, or dresses. Tight shorts, short skirts, and bottoms with frays (holes) are not allowed. Cargo shorts are not allowed, shorts must be uniform style shorts.
 8. Pants, capris, shorts, and skirts must be fitted appropriately--not too tight or too loose. **Khaki color only**
 9. Free Dress will be designated by Administration 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...)
 10. Students may only wear solid color grey or maroon winter wear (no logos except MIT). M.I.T. sweatshirts will be available for purchase at the middle school office.
 11. Clothing with inappropriate logos, wording, and or obscene graphics will be confiscated. Parents may be called for an extra pair of clothes.
 12. 8th grade students may wear Homeroom shirts on Tuesday if "0" tardies have been accumulated the week prior.
 13. MIT@ Vaughn spirit shirts (including club shirts and MIT sport's wear) are allowed on Wednesdays but must be worn with uniform khaki 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.

Restroom Policy

All students must have possession of a hall pass noted in planner and approved with a teacher signature.

1. Students should use the restroom either before school, during passing period, nutrition, lunch or afterschool. Permission must be obtained from a teacher for emergency bathroom needs.
2. Frequent restroom visits are monitored for possible medical concerns.
3. Loitering is not permitted in bathrooms.
4. Leaving class without permission for bathroom use is considered truancy and enforced by demerits.

Physical Education Policy

1. Students are required to wear their P.E. uniform on a daily basis. The uniform may not be modified. Cutting or tearing the uniform, rolling up of sleeves or sweats, no pinning, or rubber-banding. UNIFORM MAY NOT BE ALTERED TO ACCOMMODATE FASHION TRENDS.
2. P.E. uniforms may not be worn outside of the P.E. classroom setting.
3. P.E. uniform must be washed weekly.
4. Lost clothing can be found in the Lost & Found Bin (located by MIT office)
5. Tennis shoes must have shoelaces and must be capable of withstanding all movements, exercises and sports as required by instructor.
6. No sharing of any P.E. clothing with another student is permitted.
7. Jewelry and fashion accessories must be removed during P.E.
8. Students should not wear their P.E. clothes underneath their school uniform.
9. 3 non-suits will result in 1 demerit.

Gum and Food Policy

Students are not allowed to chew gum at anytime on campus. Consequences for gum chewing or possession of gum may range from scraping gum duty to two demerits per occurrence. Students are

not allowed to eat food in class unless at the teacher's discretion, including student store items. No caffeinated or high sugar content drinks or snacks are allowed per state health and nutrition standards. (Cupcakes, red dye chips, and hot beverages are not allowed)

Backpack Search Policy

Any Vaughn Middle School student 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 your child. For the safety of your child, we also communicate any concerns to our Los Angeles Police Department liaison and often times they come onto campus to support us in random backpack searches. When and if your child is searched, a letter will be sent home to inform you of the incident. Only Administration may conduct a search, or security staff under the supervision of an administrator.

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

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

- If a student has engaged in conduct that causes an administrator to have reasonable suspicion that the student has committed or is about to commit a crime or has violated statutory laws or school rules, the administrator may conduct a search of that student. The administrator must:
 - Be able to articulate the reason for his or her suspicion and the facts and/or circumstances surrounding a specific incident.
 - Be able to reasonably connect the student to a specific incident, crime or rule or statute violation.
 - Have relied on recent, credible information from personal knowledge and/or other eyewitnesses.
 - Ensure that a search based on the reasonable suspicion is not excessively intrusive in light of the student's age and gender and the nature of the offense.
 - Follow-up on a credible tip.
- When conducting a student search based on reasonable suspicion, school officials must adhere to the following practices:
 - Conduct the search if there are clear and specific reasons for suspicion and there are facts that connect the student to a specific incident of misconduct.
 - Jackets, purses, pockets, back packs, bags, and containers in the student's possession may be searched to the extent reasonably necessary.
 - Under no conditions may a strip search be conducted.
- Searches based on reasonable suspicion will be conducted in a private area whenever possible.
- Random searches will be conducted on an ongoing weekly basis. The searches will be conducted by an administrator, a designee and a security aide. Before entering the classroom, the search team will present pre-selected numbers that will correspond to the teacher's classroom roster. The search team will ask the teacher to call the names to which the number corresponds.

School Related Policy

All regular school rules apply during "off campus" and "after school hours" events that are school related. Such events are Middle School athletic games, dances, fieldtrips, fundraising nights, etc.

Computer/Internet Access Policy

Students are expected to use equipment and access 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 demerits and/or suspension. If necessary, a student can lose access to school assigned email and computers as a misuse consequence.

School Zone Policy

The “School Zone” extends to approximately two blocks outside the school curb. School rules apply to any incident that may occur in this zone on the way to school and home. That includes, but is not limited to harassment, theft and cheating.

PDA Policy

Public Display of Affection is not allowed at Vaughn Middle School. Inappropriate touching, kissing and/or prolonged hugging in addition to any other behavior that is disruptive to the school program will not be tolerated. Demerits will be assigned.

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

Identification Card (ID) Policy

Middle School Students must carry their ID's at all times for identification and school safety reasons. If lost, a student may get a replacement card from the Middle School Office for a replacement fee. Students may receive a demerit and/or may not be allowed into student events without proper identification.

Skateboard and Scooter Policy

Students are allowed to come to school on skateboards/scooters, though they may not be used on campus. Students must lock them up in the designated area (storage cages) and pick them up after school. If these items are not locked up, they will be confiscated, given consequences and parents will have to pick them up.

Textbooks/School Material Policy

Students must replace and/or pay for any damaged or lost textbooks/school materials and equipment. Non-payment of such fees may result in loss of early enrollment rights or inability to participate in culmination ceremony.

Merit System

Students will be given the opportunity to earn Merit points throughout each trimester and school year. The program will promote positive behaviors and reward students for their citizenship and academics. Furthermore, students are encouraged to take part in their community and TAKE ACTION to become global citizens. Jaguars are rewarded for being scholars by receiving specialty coupons via their JAG points. (JAG points must be tracked in planner page).

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 after June will be given to charity. We are not responsible for any items lost, damaged, or stolen while in a staff member's possession.

Demerits and Culmination

Students in 8th grade reaching 30 demerits or more for the entire 8th grade school year will not be eligible to participate in 8th grade Culmination activities (Fun Day, Grad Night, Culmination Ceremony).

Excessive Demerits

Excessive Demerits is defined as reaching ineligibility status by reaching five (5) demerits all six (6) reporting periods or 30 demerits for the entire school year. Students that reach 30 demerits in one school year may lose early enrollment for the following year. However, at the end of the Fall semester students fast approaching the excessive mark will be required to attend a conference with parent and administration. The accumulation of excessive demerits may require for the school to facilitate parent education opportunities. If deemed necessary, a parent might be encouraged to shadow their child to correct misbehavior. Excessive demerits can also result in long term detention.

Visitor Policy

Generally, visitors are not permitted on campus. For an exception to this rule, campus visitors must have the consent and approval of the Director or designee. Permission to visit must be given at the time requested if at all possible or within a reasonable period of time following the request. Students who are not enrolled at the school are not to be on the campus unless prior approval of the 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.

Harassment & Bullying

Students must understand that harassment is a big deal, and that it is against the law.

According to UCLA researchers, bullying—including verbal harassment and physical aggression such as shoving and kicking—is a common but disruptive fact of life for many middle schoolers. Harassment at school negatively impacts students' emotional and physical health and can lower their scholastic achievement. Harassment & bullying can take a variety of different forms ranging from repeatedly ignoring a peer or subjecting them to unwelcome attention, to intimidation, humiliation, ridicule or offense. More extreme forms of harassment & bullying include physical threats or violence. It may consist of a single incident or, a series of incidents.

Here at Vaughn Middle School we have a No Tolerance Policy regarding harassment.

Harassment--Definition

Harassment is unwanted conduct which has the purpose or effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment, and in the perception of the recipient of the conduct, it should reasonably be considered as having that purpose or effect.

Types of Harassment

Racial- Racial harassment includes any action or behavior by one individual towards another based on differences in color, culture, ethnic or national origin and general physical appearances related to these, which causes offence, intimidation and/or distress to the individual to whom it is directed. It also occurs when such action or behavior creates an intimidating, hostile or an offensive social environment.

Sexual- Sexual harassment can take the form of ridicule, sexually provocative remarks or jokes, offensive comments about dress or appearance, the display or distribution of sexually explicit material, unwelcome sexual advances or physical contact, demands for sexual favors or assault.

Students with Disabilities-Harassment of disabled people can take the form of individuals being ignored, disparaged or ridiculed because of mistaken assumptions about their capabilities. Their impairment/disability rather than their ability can become the focus of attention and harassment can include inappropriate personal remarks, jokes or inappropriate reference to an individual's appearance.

Sexual Orientation- Harassment on the grounds of a person's sexual orientation may be aimed at heterosexual people but is more usually experienced by gay men and lesbians, bisexual men and women. Examples of harassment relating to sexual orientation are homophobic remarks or jokes, offensive comments relating to a person's sexual orientation, threats to disclose a person's sexual orientation to others or offensive behavior/abuse relating to HIV or AIDS status.

What is a Bully?

A bully is a person who

- has never learned to accept responsibility for their behavior;
- wants to enjoy the benefits of living in the adult world, but who is unable and unwilling to; accept the responsibilities that are a prerequisite for being part of the adult world;
- denies responsibility for their behavior and its consequences;
- is unable and unwilling to recognize the effect of their behavior on others;
- does not want to know of any other way of behaving;
- is unwilling to recognize that there could be better ways of behaving.



Definition of Bullying

Bullying is the exercise of power over another person through negative acts or behaviors that undermine him/her personally and/or professionally. Power encompasses personal strength, or power to coerce others through fear or intimidation, which is not always synonymous with status . Bullying can be threatening, insulting, abusive, disparaging or intimidating behavior which places inappropriate pressure on the recipient or has the effect of isolating or excluding them. Bullying can take the form of shouting, sarcasm, derogatory remarks concerning job performance or constant criticism.

Types of Bullying

Verbal- Name calling, teasing, verbal threats

Physical- Unwanted physical contact such as, hitting, kicking, pushing, etc.

Emotional- Social exclusion, starting rumors, put-downs, gossiping, negative glancing/looks, etc.

Cyber- Using electronic devices such as the Internet or cell phones to send inappropriate messages such as text, e-mail, instant messages or My-Space blogging, using someone else's user name to spread inappropriate information, etc.

School Procedures

Procedures are vital in helping sustain a fair and effective school environment. Students who continually break school procedures are referred to the Administrative Staff. The Administrative Staff then decides the appropriate consequence/s.

Before and After School Procedures

M.I.T. @ Vaughn

Revised 02/17

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.



Playground Procedures

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

Classroom Procedures

1. Respect: Yourself, your peers, teachers, and staff.
2. Use appropriate language and behavior.
3. Be punctual, in your seat and prepared to work before the bell rings at all times.

Hallway Procedures

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

Auditorium Procedures

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

Restroom Procedures

1. Students are not allowed to use restrooms during class time, unless a pass is provided by the teacher.
2. No loitering in or around bathrooms.
3. No vandalism.
4. Keep bathrooms clean by throwing trash in the trash cans.
5. Sanitary napkins must be placed in an appropriate receptacle. Toilet paper should be flushed down the toilet after usage. Paper towels must be placed in trash bins.
6. Refrain from water or paper-wad fights.

Cafeteria Procedures

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

Field Trip and Bus Procedures

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

Student Services

M.I.T counselors 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.

Intramurals and Sportsmanship

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

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

We ask that you:

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

ATHLETES BILL OF RIGHTS

- A. You have the right to fair and equitable treatment and you shall not be discriminated against based on your sex.
- B. You have the right to be provided with an equitable opportunity to participate in all academic extracurricular activities, including athletics.
- C. You have the right to inquire of the athletic director of your school as to the athletic opportunities by the school.
- D. You have the right to apply for athletic scholarships.
- E. 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.
- F. You have the right to have access to a gender equity coordinator to answer questions regarding gender equity laws.
- G. You have the right to contact the State Department of Education and the California Interscholastic Federation to access information on gender equity laws.
- H. 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.
- I. You have the right to pursue civil remedies if you have been discriminated against.
- J. You have the right to be protected against retaliation if you file a discrimination complaint.

M.I.T. @ Vaughn Demerit System

The MIT @ Vaughn Merit System supports the classroom teacher by providing a systematic approach to discipline outside the classroom. This system encompasses any part of the Vaughn campuses including the school zone; the school zone is approximately a two block radius around the campus. Accumulation of demerits can lead to serious consequences.

Who can issue a Demerit?

Staff members issue demerits to a student when a policy or procedure is violated. An administrator reviews and processes according to the level of infraction. Demerits will be issued based on the level and frequency of the specific infraction.

Demerits may also be referred by Paraprofessionals under middle school teacher supervision, Parent Volunteers, and Yard Supervisors directly working with Middle School students. The referral should be submitted to an administrator. A Yard Supervisor can report infractions to Administration for assessment.

How Are Demerits Issued?

All incidents that exceed classroom behavior plans and require assistance from the Administrative Demerit System begin by completing an **Redirection Form**. The form must indicate whether the assistance required is a referral or a removal. The “level” of the infraction(s), along with a brief description should also be stated. Some infractions will result in demerits, a phone call home, and a BEHAVIOR stamp in the student’s planner.

Levels of Infractions

Minor Infractions (and/or first time offense) – behavior stamp in planner

1. Tardies
2. Uniform Violation
3. Not following the directions
4. Messy desk/ binder
5. Disrespectful
6. Gum/Candy
7. Accidental use of profanity
8. Talking out of turn
9. Out of seat
10. Distracting others
11. Questioning authority
12. Cell phone
13. Name calling/ Teasing
14. Minor horse play
15. Disengaged
16. Minor disruptive behavior
17. Not completing classwork
18. Minor misuse of school property
19. Sharpie



Minor to Moderate Infractions 1- 3 demerits

1. Critical ethnic or racial Slurs/disrespect
2. Profanity
3. Possession of obscene literature or pictures
4. Multiple occurrence of minor infractions
5. Obscene literature/pictures/words
6. Uniform violation
7. Prejudice
8. Abuse of school property
9. Missed tutoring/detention/truant
10. Classroom removal
11. Possession of lighter or matches
12. PDA-public display of affection

13. Plagiarism/academic dishonesty/forgery
14. Truancy
15. Cell phone
16. Gum
17. Inappropriate website
18. Minor physical/verbal conflict
19. Petty theft
20. Classroom removal

Moderate/Severe Infractions 5 demerits

1. Sexual harassment
2. Extortion
3. Major defiance
4. Truancy
5. Bullying
6. Suspension
7. Theft
8. Inappropriate use of school computers and or email
9. Verbal/Physical Conflict,Threat or Assault
10. Possession of an illegal substance
11. Improper representation of school
12. Fire Alarm Pulled
13. PDA
14. Vandalism

Levels of Consequences

Restorative practices are implemented by staff personnel to redirect students' behaviors via warnings. If concerns persist, collectively school and parents will refer to restorative practices to assist in making the concern a learning experience. All concerns will be investigated amongst all parties involved.

Level I:

Teacher Classroom Consequences (Class Rules) - Every student is subject to the consequences set by an individual teacher within his or her classroom. Recurring incidents may lead to the issuance of behavior stamps resulting in less merit points.

Level II:

Moderate to major infractions will result in the student's referral to Administration. Detention can be assigned for infractions. Demerits may be given. Administration may also find it necessary to request a parent/guardian to shadow student for misbehaviors.

Level III:

A student's removal from class will result with a home contact, a written student reflection of his or her behavior. Demerits may be given. Detention can be assigned for infraction. Administration may also find it necessary to request a parent/guardian to shadow student for misbehaviors.

Level IV:

In-School Suspension - An in-school suspension will result in the loss of social privileges for the student. A student who receives an in-school suspension will remain on school campus, continue to have access to the curriculum, however the student will be isolated from classmates and peers. A
M.I.T. @ Vaughn

parent or guardian will be contacted prior to the in-school suspension and be required to meet with an administrator before the student's re-admittance to class. A student will remain on in-school suspension until he or she shows that he or she can follow all MIT @ Vaughn School rules and expectations.

Level V:

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. 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.

Level VI:

Expulsion - Any student earning excessive demerits can be subject to an 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.

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

According to Education Code 48900, a student may be suspended and/or expelled for the following offenses:

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Possessed, used, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- Possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind and then, sold, delivered or furnished another substance and represented it as a controlled substance, alcoholic beverage or intoxicant of any kind.
- Committed robbery or extortion.
- Caused or attempted to cause damage to school or private property.
- Stole or attempted to steal school or private property.
- Possessed or used tobacco.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Had unlawful possession of, or offered, or arranged, or negotiated to sell any drug paraphernalia.
- Disrupted school activities or willfully defied the authority of school personnel.
- Knowingly received stolen school or private property.
- Possessed an imitation firearm.
- Committed or attempted to commit sexual assault, or committed sexual battery.
- Harassed or threatened, or intimidated a pupil who has witnessed a school disciplinary proceeding.

VAUGHN NEXT CENTURY LEARNING CENTER

SEXUAL HARASSMENT POLICY

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

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

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

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

Sexual harassment may include, but is not limited to:

- Verbal conduct such as the use of suggestive, derogatory, or vulgar comments (including catcalls and whistling); sexual innuendoes 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 or 18 are emancipated minors and have all the rights and privileges of a student who is 18, even if the marriage has been dissolved.

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

(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))

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

106.40 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

WEB SITES

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 M.I.T. @ Vaughn

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:
Anita Zepeda, Executive Director of Vaughn Next Century Learning Center at (818) 896-7461, Extension 7824 or at azepeda@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

M.I.T. @ Vaughn

Revised 02/17

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

- Observe the classroom(s) in which their student is enrolled or will be enrolled.
- Meet with their student's teacher(s), counselor, and/or administrator.
- Volunteer, under the supervision of VNCLC employees, their time and resources for the improvement of school facilities and programs. However, please note that in order to keep all students safe and in consideration of the best interest of the school, VNCLC may require volunteers to be fingerprinted at the County Office of Education. Please see the Parent Center for more details.
- Be notified if their student is absent from school without permission.
- Receive the results of their student's performance on standardized and statewide tests and information on the performance of the school.
- Have a school environment for their student that is safe and supportive of learning.
- Examine the curriculum materials of the class (es) in which their student is enrolled.
- Be informed of their student's progress in school and of the appropriate school personnel whom they should contact if problems arise with their student.
 - Have access to the school records of their student and to question anything that they feel are inaccurate, misleading or is a violation of the student's privacy rights and to receive a response from the school.
- Receive information concerning the academic performance standards, proficiencies, or skills their student is expected to accomplish.
- Be informed in advance about school rules, attendance policies, dress codes, and procedures for visiting the school. Information is contained in this handbook.
- Receive information about any psychological testing the school does involving their student and to deny permission to give the test.
- Participate as a member of a school-wide committee, governing board or parent organization, in accordance with any rules and regulations governing membership in these groups.

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

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.