

Vaughn Next Century Learning Center

Vaughn International Studies

Academy (VISA)

Student/Parent Handbook



V.I.S.A.

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BACKGROUND

Vaughn Next Century Learning Center (Vaughn), a public charter school, established a High School Academy in 2005 named Vaughn International Studies Academy (V.I.S.A.) serving Grades 9-12. Vaughn is a California Distinguished School, a National Blue Ribbon School, and is accredited by the Western Association of Schools and Colleges. Vaughn maintains high academic and behavioral standards for all students. In addition to ongoing partnership with families to implement terms of Vaughn's home-school compact, this V.I.S.A. Parent/Student Handbook is provided to all High School Student and their parents to assure clear understanding of student expectations and school policies. Shared mission and shared responsibilities among school staff, parents and students will create a positive learning environment in which all students will succeed.

MISSION STATEMENT

The goal of V.I.S.A. 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.

STUDENT LEARNING STANDARDS

GRADUATE PROFILE (adopted from Asia Society International Studies Schools Network)

V.I.S.A. graduates are academically prepared to engage in post-secondary education and lifelong learning in a rapidly changing global environment. Upon leaving school, each V.I.S.A. student:

- Has expanded his/her natural intellectual curiosity and knows how to navigate, evaluate and organize learning opportunities to support his/her life-long learning
- Plans to go to college or other post-secondary education and is prepared for the requirements of matriculation
- Has earned a high school diploma with course credits sufficient for entry into any state's university system
- Has mastered the content and skills necessary to successfully engage in college-level coursework and complete a college degree or other post-secondary certification
- Has had the experience of achieving expertise of researching, understanding and developing new knowledge about a world culture or a pressing internationally relevant issue or problem and can transfer these skills as future demands require

V.I.S.A. graduates have a deep foundation of knowledge and understanding about the world through mastery of content within and spanning across academic disciplines.

They:

- Have mastered essential principles of mathematics and science and how they can be applied to understand the world around them
- Have developed an understanding and appreciation of the natural world and human experiences through broad exposure to literature and media from around the world

- Are proficient in a language other than English
- Know world geography sufficiently to understand how the location of natural and man-made phenomena influences cultural development and historical and contemporary world events
- Understands the history of world events and the development of major world cultures sufficiently to critically examine and understand contemporary world issues
- Understands global dynamics, how world economic, political, technological, environmental and social systems work and are interdependent across nations and regions
- Understands and use the arts and literature as lenses through which to view society and culture, as well as to express ideas and emotion

V.I.S.A. graduates have skills to engage successfully in the life-long acquisition and development of knowledge and understanding in an increasingly interconnected world.

They:

- Are proficient thinkers and problem solvers – able to understand and engage complex problems, collect, analyze and synthesize information from a range of sources, tolerate ambiguity and uncertainty, apply knowledge across domains and to novel situations, and produce potentially viable solutions
- Are literate for the global age - having the skills essential to comprehend, analyze, evaluate, develop and present information in an articulate, persuasive, and appropriate manner – orally, visually, in writing, and through digital communication tools in a manner that demonstrates awareness of diverse points of reference
- Are technologically proficient – able to use essential computer and technological tools for communication, presentation and data analysis and to adapt such skills to new technologies as they emerge
- Are critical consumers of media and technology – able to evaluate sources of bias, validity and scholarly integrity

V.I.S.A. graduates have the attitudes and habits of mind to work, live and learn with a diverse range of people.

They:

- Are collaborative team members – understanding how and welcome opportunities to work and learn with individuals from other cultures and with those who hold varied points of view
- Are able to take and value cultural perspectives other than their own to construct a multi-dimensional understanding of the natural world and human experience
- Comfortably shift between cultures by choosing appropriate language, behaviors, and strategies of interaction
- Make healthy lifestyle decisions including personal wellness, fitness and relationships that enhance their physical, mental, and emotional health
- Understand that decisions and actions taken locally may have international consequences and that global issues have local implications
- Demonstrate ethical decision-making skills and the ability to make responsible choices for the benefit of themselves, others and development of a more just and peaceful world

HIGH SCHOOL GRADUATION REQUIREMENTS

High School Graduation Requirements High School Subject Areas	VISA Graduation Requirements	Credits Needed To Graduate	Credits Needed to be a VISA Distinguished Graduate
A. History	3 years	30 Credits	30 Credits
B. English	4 years	40 Credits	40 Credits
C. Math*	3 years	30 Credits	40 Credits <i>*Student may appeal this requirement by request a review of their transcript.</i>
D. Laboratory Science	2 years	20 Credits	30 Credits
E. World Language	2 years	20 Credits	30 Credits
F. Visual & Performing Arts	1 year	10 Credits	10 Credits
G. College Prep Elective	1 year <i>Choose from any of the approved "a-g" courses, except lower-level math, or visual & performing arts</i>	10 Credits	10 Credits
Advisory	2.5 credits earned per semester	20 Credits	20 Credits
Electives	1 year	60 Credits	60 Credits <i>Including an extra year in Math, Science and World Language</i>
Community Service	120 hrs Community Service <i>30 hrs each year beginning 2008-09 school year</i>		Community Service plus 3.0 GPA 12 College Units (May consist of units earned from AP exams with score of 3 or higher-based on semester units)

TOTAL	240 Credits	270 Credits
Tests	CAHSEE	PSAT, SAT or ACT
Portfolio* See below for a description of GPS	Meet requirements of Graduate Portfolio System (GPS)	Present Portfolio to the GPS panel
College Applications	Apply to minimum of 1 university or college.	Apply to minimum of 3 universities.

GRADUATE PORTFOLIO SYSTEM (GPS)

The Graduate Portfolio System (GPS) is a system of performance expectations used to determine whether a student is ready to be successful in college with the knowledge, skills and dispositions to contribute effectively as a global citizen.

Beginning in the 9th grade and continuing to the 12th grade, students will compile a portfolio gathering a purposeful collection of certified student artifacts that evidence proficient or advances competence in the seven areas, student reflections on the strength of the artifact(s) and how it addresses the ISSN graduate profile.

In their senior year, students will present their portfolio before a panel and will defend their portfolio.

ACADEMIC REQUIREMENTS FOR STUDENTS WITH SPECIAL NEEDS

Students identified with special needs or having a 504 are held to high academic standards and follow a rigorous academic program to the maximum extent possible as mandated by federal and state law. Academic program requirements (including graduation) and supports are primarily the decision of an Individualized Education Program (IEP) or a Section 504 team.

GRADUATION CEREMONY

The graduating ceremony is not a right but a privilege bestowed upon those that have earned the honor of participating and have satisfied all of the requirements. Vaughn NCLC reserves the right to remove a student from the graduation ceremony as a disciplinary measure resulting from a school violation.

In addition, any student with 20 or more unexcused absences in one school year will not be allowed to participate.

Students and their parents have the right to appeal a decision made to the Ad Hoc Senior Committee comprised of the 12th grade teachers, counselors and administration. If the student and/or parent is not satisfied with the decision of the Ad Hoc Committee, it can be further appealed by the Partnership Committee.

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.

Any proposed addition of a new course to Vaughn's High School instructional program will be submitted for approval via the University of California A-G Course Management Portal. The High School Curriculum Coordinator will work in conjunction with members of the Student Advisory Council, as well as parents, teachers, and administration to determine the interest, relevance, viability, and sustainability in proposed new courses of study. Certain programs that have been "pre-approved" by UC, such as Project Lead the Way or Advanced Placement courses," will nonetheless be submitted in accordance with policies set-forth by UC. Any additional of an Advanced Placement course will be submitted, in addition to the UC process, to the College Board via the AP Course Audit system. The College Board will review the submitted transcript for the proposed course and will notify the school of approval pending said review. The aforementioned elements of the Course Access Policy apply to all existing or proposed new courses of study at Vaughn.

V.I.S.A. is college preparatory high school that maintains high expectations of our students. Therefore, we will always recommend that students complete any available A-G course once they have met their graduation requirements. Our goal is to have all students partake in four years of study in the following core content areas: English, Math, Science, and History. The following are examples for each content area:

English:

Currently students are required to take four years of English to graduate. Therefore, all students will be placed in an English class each year at V.I.S.A.

*Mathematics:

Students are required to take three years of mathematics and complete at the minimum Algebra II (graduating classes 2015 to 2017) or Integrated Math III (graduating classes 2018 and beyond) to graduate. Once students have completed Algebra II /Integrated Math III they will be advised to take a fourth year of mathematics. They will be advised to take Calculus/Financial Algebra unless they choose to take a Mission College math class.

This policy is in place due to the fact that many students entering college are placed in remedial math courses. In order to provide our students with the best preparation, we believe all students should take math every year in high school. V.I.S.A is a college preparatory high school.

***Science:**

Currently students are required to two years of laboratory science as requirement to meet the CSU and UC requirements and the V.I.S.A graduation requirements. V.I.S.A. students will be advised to take a third year as CSU and UC strongly recommend additional years of science or related college prep electives.

History

Students will take World History, US History, and Government/Economics.

***Chinese/World Language:**

Currently students are required to take a minimum of two years of the same foreign language to graduate. However, students will be enrolled in the third year of Chinese since V.I.S.A is a college preparatory high school and this is what colleges will look for in prospective students and CSU and UC strongly recommend an additional year of the same foreign language. Students desiring to qualify for the state bilingual seal of literacy must take a fourth year of the same language as well as meet the other requirements prescribed by the State.

* Seniors may be exempt from taking the additional year of math, science, history or Chinese under the following conditions and on a case by case:

- The senior is enrolled in one or more college classes (note the conditions for math described above)
- The senior is enrolled in one or more AP courses at VISA
- The senior is taking credit recovery classes at VISA
- The IEP team has determined that the student should be exempt
- The senior is ahead on credits and has met all A through G courses with a C or better
- Courses may be dropped in the first two weeks of the fall semester only after the administrator and/or counselor has advised the parents

COMMUNITY COLLEGE COURSE POLICIES

V.I.S.A. students are strongly encouraged to take Community College courses at any Los Angeles Community College District, LACCD campus and receive college units and high school credit. College units are also a requirement for V.I.S.A. Distinguished Graduate candidates. Students must be aware of the following conditions:

- It is the student's sole responsibility to enroll into the Community College and complete all necessary paperwork
- Courses must be approved by V.I.S.A. administration
- It is the student's responsibility to register for any Community College course
- Students will also be responsible for all required class materials including books
- Course units must be UC/CSU transferable
- Grading policy is weighed differently from a standard V.I.S.A. course
- Courses must be taken during non-school hours

ENGLISH 101 COURSE: *Eng 101*

V.I.S.A. students choosing to take English 101 must first take the *English as a Native Language* (ENL) Assessment test at Los Angeles Mission College, LAMC, and LACCD campus. Upon taking the ENL Assessment, if the student scores into English 101 he/she may take the course at an LACCD campus in lieu of English 12 at V.I.S.A. English 101 is worth 3 Transferable College Units and 10 High School credits. Students must be aware of the following conditions:

- It is the student's responsibility to go to the LACCD campus and take the Assessment
- This option is only available to V.I.S.A. seniors. Students can only take Community College courses after 1:30pm during the week, as they need to report daily to V.I.S.A. campus for classes in the morning. Students may also take classes on the weekends or during Summer/Winter Session as long as it does not interfere with their regular school hours
- It is the student's responsibility to register for any Community College course held off campus. Therefore, all senior students will be automatically enrolled in English 12 at V.I.S.A. unless they can show proof of registration into an English 101 course.
- In addition if the student is taking an English 101 class at the Community College, they will also be required to attend an English Seminar class at V.I.S.A. and to complete AR goals
- Students will also be responsible for all required class materials including books
- If the student places into a lower level English course (English 21 or English 28), they could enroll into the course however would have to concurrently enroll in English 12 at V.I.S.A. English 21 & 28 are worth 3 non-transferable College Units and 5 High School credits.
- If student successfully adds Eng 101 at any LACCD campus and chooses to take it in lieu of English 12A/B, they must pass with a "D" or better to receive V.I.S.A. course credit, and with a "C" or better for college admittance

POLITICAL SCIENCE COURSE: *PolSci 1*

V.I.S.A. students choosing to take Pol Sci 1 must first take the *English as a Native Language* (ENL) Assessment test at Los Angeles Mission College, LAMC, and LACCD campus. Upon taking the ENL Assessment, if the student scores into English 101 he/she is eligible to take Pol Sci 1 course at an LACCD campus in lieu of a Government class at V.I.S.A. English 101 is worth 3 Transferable College units and 10 High School credits. Students must be aware of the following conditions:

- This option is only available to V.I.S.A. seniors. Students can only take Community College courses after 1:30pm during the week, as they need to report daily to V.I.S.A. campus for classes in the morning. Students may also take classes on the weekends or during Summer/Winter Session as long as it does not interfere with their regular school hours
- It is the student's responsibility to register for any Community College course held off campus. Therefore, all senior students will be automatically enrolled in Government Class at V.I.S.A. unless they can show proof of registration into a Pol Sci 1 course.
- Students will also be responsible for all required class materials including books

STUDENT INSTRUCTIONAL SUPPORT

In addition to providing all V.I.S.A. students with a rigorous standards-based program, further instructional support services are provided. Students that have been identified as needing support are enrolled into Academic Support classes. These classes assist students with organization, time-management, study skills, and

teachers work to monitor the progress of each student.

Additionally, struggling readers are enrolled in the Read 180 program that has been proven to improve reading comprehension.

Other supports are provided after-school and on Saturday's to ensure the success of every student.

COURSE RE-TAKES: GRADING POLICIES

Extended School Year (ESY) and Summer Session(s)

Students taking courses here at V.I.S.A. during an ESY Session or a Summer Session must be advised the following:

For courses in Math and Chinese, students have the opportunity to improve and earn any grade (A+ - Fail). This will fully replace their grade and improve their overall semester GPA. However, please note that both grades will appear on transcript and affect the overall cumulative GPA.

For courses in Science and History, students have the opportunity to improve and earn up to a "C" grade. This will fully replace their grade, and improve their overall semester GPA. However, please note that both grades will appear on transcript and affect the overall cumulative GPA.

For courses in English, selected students who have received a "Fail" or a "D" will be given the opportunity to complete the class (at teacher's discretion) immediately after the pertaining semester, as an extension to the class. *For example, Freshmen will only be eligible to take an English 9 class; Sophomores will only be eligible to take English 10, etc.* Students will continue working from their grade received in the completed semester and can re-do the assignment from the class that they did poorly on or did not complete (including AR reading). Students have the opportunity to earn full credit for the course.

Non-V.I.S.A. classes

V.I.S.A. students also have the opportunity to retake a course at an approved off campus Educational Institution, or Credit Recovery Programs, in order to improve their grade or satisfy a requirement. All off-campus institutions and credit recovery programs including: *Adult Schools, Community Colleges, Distant Learning Programs, Online Programs* must be approved by administration. Students are strongly encouraged to improve a course immediately after receiving a "D" or "Fail".

It is important that students understand that grades earned from a non- V.I.S.A. course, will not replace their V.I.S.A. grade, it will be averaged with their V.I.S.A. grade. Their transcript will reflect both grades and their GPA will then be calculated averaging both classes. This can still improve their overall GPA, but will not replace their entire grade.

STUDENT ADVISEMENT PROGRAM

Every year students are enrolled in an Advisory course that focus on issues relevant to student's life as they progress through high school. Students will remain with the same cohort of students and Advisor throughout the four years at V.I.S.A.

Class time will be provided (with guidance from the Advisor) for students to compile and organize their GPS.

SERVICE LEARNING PROGRAM

High school students can choose community-based service learning (beyond the school grounds). Service Learning gives the students the opportunity to work as a teacher's assistant in a classroom with younger children or an opportunity to work in community, non-profit agencies and businesses, as well as governmental organizations (especially those dealing with global issues). The program includes:

- Exposure to career and the world of work
- Development of leadership and role modeling skills
- Promotion of personal responsibility
- Cross grade tutoring skills
- Real world experiences that highlight global partnership and interdependence

INDIVIDUALIZED LEARNING PLAN (ILP)

Each student will develop an ILP with the Advisory teacher. The ILP will include a strategic educational plan that works toward the completion of:

- "A-G" requirements and beyond
- Proficiency on exams and tests
- Asia Society International Studies School Network's Graduate Profile
- Service Learning requirements
- College credits
- College preparation log (college visitation, college search, financial aid, letter of recommendations, etc.
- Extracurricular activities

STUDENT ATTENDANCE ENROLLMENT

Governing Law: "The means by which the school will achieve a racial and ethnic balance among its pupils that is reflective of the general population residing within the territorial jurisdiction of the school district to which the charter petition is submitted." Ed Code 47606 (b)(5)(G)

1. Vaughn is a neighborhood, community-based public school with no admission criteria.
2. Vaughn will not discriminate on the basis of ethnicity, national origin, religion, gender, gender preference, geographic residence, or disabilities.
3. There will be no school geographic boundary. All students residing in the State of California may enroll in accordance with the California Charter School Law. However, enrollment preference will be given to students who reside in our pre-charter geographic boundary.
4. Application of the preference specified in Education Code 47605 to give admission preference to students residing in the school's former attendance area shall be allowed unless the application of that preference results in a student population grossly dissimilar to the ethnic and racial balance of the district, in which case the preference to be granted would become a statistical advantage, not an absolute guarantee of admissions.
5. If there are more applicants than spaces, a lottery will be conducted.
6. All procedures related to confidentiality and privacy of student records will be adhered to.

V.I.S.A. ATTENDANCE PLAN

Parents are required by law to send their son/daughter to school. Failure to comply with these requirements may lead to a referral to the District or City Attorney's Office, and/or the Juvenile Court. When necessary, legal action can be taken against the parent or the student, depending on who is responsible for failing to comply.

Los Angeles City and Los Angeles County have loitering ordinances. They prohibit any person under the age of eighteen and subject to compulsory school attendance from loitering in or upon the public streets, highways, roads, alleys, parks, playgrounds, or other public grounds between the hours of 8:30 a.m. and 1:30 p.m. on days when school is in session. Students who violate these ordinances may receive a citation, have to appear in court with his/her parent/guardian, and have a fine imposed by the court, and risk having his/her driver's license held.

Student absences have a direct impact on performance and grades. The V.I.S.A. Attendance Plan was devised to keep students in class and reduce the number of days absent not due to illness. The Plan includes the following policies:

- Students will receive 10 additional community service hours for any class(es) in which they have thirteen or more days of absences per semester (ten hours for each day that exceeds thirteen absences).

* Long term absences and extenuating circumstances will be reviewed and taken into consideration on a case by case by the VISA Administrative team

Seniors will lose senior activities (including graduation) should they accumulate more than 13 days of absences per semester in their last year. An absence will be considered excused only for the following reasons (See below for more details on senior tardies and absences):

- 1) Documentation from a doctor, dentist, parent verification etc. or if the student is sent home by V.I.S.A.'s medical assistant
 - 2) Court appearance (proper documentation must be provided)
 - 3) Participation in religious activities with prior notification to the administration
 - 4) When participating in a "take your child to school" activity with prior notification to the administration
 - 5) Funeral services (documentation will be needed if the absences exceeds three days)
 - 6) Attendance for a naturalization ceremony
- The school will make every effort to notify parents of troublesome attendance patterns; However, it's the student's responsibility to maintain satisfactory attendance
 - Students must arrive before the start of school to clear a previous absence in the Office
 - Students with verified excused absences may be allowed to submit makeup work for credit

Tardies in excess of 30 minutes are considered unexcused absence.

On the 3rd tardy in excess of 30 minutes* (see below for seniors) the Attendance Clerk will issue the 1st truancy notice to parents via certified mail (cc to the Administrator, case manager and a copy will be placed in the cum).

Students accumulating 90 minutes of tardies to school, will be assigned 90 minutes of detention to be served

on a Saturday. In addition, the student will receive an additional 10 hours of community service. Failure to report to detention will result in 10 weeks of detention. Five additional community service will be issued when a student misses Saturday detention.

Upon receiving the fourth tardy of more than 30 minutes, the Attendance Clerk will issue a second truancy letter via certified mail and a conference will be scheduled with the V.I.S.A. administrator. The student will serve a 90 minute detention on Saturday and receive 10 more community service hours.

Upon the fifth tardy of more than 30 minutes, the Attendance Clerk will provide the 3rd truancy Notification to the parents in person. If not possible, notification will be sent via certified mail. An SST meeting can be requested at this time as well as notification of loss of enrollment for the following school year. If the problem is not resolved the case will be sent to the Vaughn School Board and/or the Student Attendance Review Board (SARB). In addition, the student will serve a 90 minute detention on Saturday and receive 10 more community service hours.

Appeals may be filed for extenuating and extraordinary circumstances. Some examples are: hospitalization, death of immediate family member, car accident. Student have the right to appeal the fail within five days of the tenth absence to the Attendance Appeal Committee. Students will be removed from class and placed in alternative classes for fewer credits as a non-required elective.

*Seniors

Student contracts will be drafted by the school administrator for students with chronic tardies to school.

Seniors will be placed on contract when accumulating 60 or more minutes in one school year. A senior activity (including prom and grad night) will be lost for each 30 minutes thereupon.

Seniors that exceed 30 minutes (unexcused absence) on three school days, will receive the first truancy letter as prescribed above. Upon receiving the fourth tardy of more than 30 minutes, the senior will be put on contract. The senior will lose a senior activity each time he/she exceeds 30 minutes of tardy (unexcused absence) thereupon.

Other policies on Attendance include:

- Students returning from an absence are expected to bring a doctor's note or a parent note to the office before school in order to clear his/her absence.
- Early leaves: If a student must leave early during the school day, she or he must bring a note signed by a parent before school to the Office on the day of the early leave. Notes must include a telephone number where the parent can be reached for verification. There are NO early leaves permitted during finals or testing.
- Students absent to school without a doctor's note may not participate in extra-curricular activities on the day of the absences (This includes graduation and other senior activities).

- Students that cannot attend a scheduled school activity (e.g. music performance, or sports program) due to religious reasons must notify the instructor and the administration with ample notice.

ADDRESS CHANGE

A change of address must be reported to the school in writing within 30 calendar days. Failure to report a change of address, false address, or inaccurate residence information shall be cause for forfeiture of the right to attend V.I.S.A. The student will be transferred to the School of residence immediately.

AERIES PORTALS FOR PARENTS AND STUDENTS

Vaughn believes in collaboration and communication between parents and schools. In an effort to build on this belief and to ensure academic success for all students, Vaughn has implemented Parent Portal. Aeries Parent Portal is a web-based application giving parents secured access to view their child's information on-line. Parents will have access to various information such as: report cards, progress reports, class assignments, attendance and student schedules. A student, who knows his /her parents are monitoring his /her performance, often performs at a higher level. A parent that is aware of his/her child's struggles can work with the child to affect an improvement. With Parent Portal this information flows more freely so that intervention is affected in a timelier manner.

VISA provides several trainings throughout the school year to set up accounts. Sign up take place during Back to School Night and during Parent conferences

Parent Portal.Aeries connects parents to teachers through:

- Browser-based access anytime, anywhere, with any device
- Stay up-to-date with school events and assignments with the portal calendar
- Single, secure sign-in for parents or guardians with multiple students, regardless of school
- Multi-lingual support (English, Spanish, Vietnamese, Chinese, Korean and Arabic)
- Student Profile provides a comprehensive view of students' progress
- Quick access to critical information, including real-time attendance, grades, test scores and more
- Real-time gradebook summary with visual trend analysis, as well as drill down capability to the assignment level

EIGHTEEN YEAR OLDS:

Students that are 18 or older may sign themselves off campus; however, must have a parent notification.

Students that are 18 years old or older may not drive students to school sponsored events under any circumstance.

PARKING AT VISA:

Students may use the visitors parking lot located on the corner of Eustace and Herrick, but must provide evidence of license, registration and insurance and fill out the proper form in the main office. Students park at their own risk. The school is not liable for damages or thefts.

STUDENT DISCIPLINE AND POSITIVE BEHAVIOR SUPPORT

STANDARDS OF STUDENT BEHAVIOR

All students are expected to:

1. Attend school regularly and punctually; remain on the school grounds.
2. Complete all class work and homework assignments and maintain satisfactory marks.
3. Maintain a good attitude towards teachers, administrators, other staff members, and fellow students and comply with all reasonable requests from adult staff members.
4. Resolve conflicts or personal problems with the assistance of a staff member.
5. Bring necessary supplies and materials to classes daily, such as notebook, pencil, textbooks, and physical education clothing.
6. Conduct oneself in such a manner to be a credit to the school, home, and family.

CONDUCT OF STUDENTS

V.I.S.A. requires pupils to follow school regulations, obey all directions, be diligent in study, and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language.

V.I.S.A. promotes the principle that every teacher shall hold pupils strictly accountable for their conduct on the way to and from school, and while on campus. While California Law prohibits the use of corporal punishment against students, a teacher, assistant principal, principal, or any other certified employee of a school district shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

BEHAVIOR REQUIREMENTS OF STUDENTS WITH SPECIAL NEEDS

Students identified with special needs, with an Individualized Educational Plan (IEP) or a Section 504 Plan, are held to the same behavior standards as general education students as mandated by federal, education and state law. Disciplinary consequences are determined by a Disciplinary Review Team (DRT) if the behavior in question is a manifestation of a student's disability. If the behavior in question is not a manifestation of a student's disability, Education Code permits consequences to be determined at a principal's discretion.

Student Leadership –

Representatives of the Student Advisory Council hold meetings once every two weeks throughout the school year. The activities of the S.A.C. are reported to each advisory class by its respective representative following every meeting. Students are offered the opportunity to voice their opinions, concerns, questions, and ideas to S.A.C. representatives during this time in advisory.

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 High School Curriculum Coordinator.

DISCIPLINE POLICY

Discipline Matrix

LEVEL I Offense 1, 2 or 3 demerits (number is based on frequency)	LEVEL II Offense 5 Demerits/ In-School suspension	LEVEL III Offense 5 Demerits/School Suspension
To be referred by teacher, security, staff member or administrator	To be assigned by an administrator	To be determined by administrator
EXAMPLES INCLUDE:	EXAMPLES INCLUDE:	EXAMPLES INCLUDE:
Lying/ Misrepresentation of facts	Behavior endangering others*	Behavior endangering others*
Three tardies in one week	Disruption of School activities*	Disruption of School activities*
Profanity	Damaging school property and/or vandalism*	Damaging school property and/or vandalism*
Minor Inappropriate Conflicts with Others	Pattern of negative behavior	Possession of drugs/alcohol
Disruptive	Violation of an Avoidance contract	Insults, profanity, or vulgarity towards a teacher/staff
Excessive Talking	Blatant and Severe Disrespect/Defiance*	Blatant and Severe Disrespect/Defiance*
Using cell phones in class	Violation of Discipline Contract	Cheating/forgery/plagiarism
Possession of permanent markers	Fighting	Extortion
Substitute Teacher Referral	Theft	Theft
Possession of Electronic Equipment in Class	Harassment/Threats/Intimidation	Harassment/Threats/Intimidation
Teacher Referral	Sexual Harassment*	Sexual Assault/Harassment*
Minor acts of disrespect/defiance	Public Displays of Affection (PDA)	Selling drugs or weapons**
More than 2 uniform violations	Three U's in Cooperation during a grading period	Possession of a weapon**

* The Level of offense is to be determined by the administrator

** May result in expulsion

ID CARDS

Students must have school ID card in his/her possession whenever they are on campus. There is a make-up ID card day in September for students who did not receive his/her card August. After that date, students who lose or misplace his/her card need to go to the Library to obtain an application for a new ID, bring it home to parent/guardian for signature, and return it to the Librarian with \$2.00 for a picture and a new ID. If a second ID card is required, a fee of \$5.00 will have to be paid. Detention will be assigned if a school employee asks to see a student's ID and he/she does not comply.

HALL PASSES

Students must have a hall pass any time he/she leaves a classroom. Students are not allowed out of class during the first or last ten minutes of every period. Hall passes will be color-coded for each floor and offices, including bathrooms. Students must be mindful of the limitations of each colored pass.

ELECTRONIC DEVICES AND CELL PHONES

The use of cellular phones, pagers or electronic signaling devices by students on campus is prohibited during normal school hours. If any such device is brought to school, it shall remain "off" and stored in a back pack, purse pocket, or other place where it is not visible during school hours. If such a device is observed by school staff, it will be confiscated, detention will be assigned, and a parent or guardian will be required to pick the device up at school. The school will not be responsible for the loss or theft of any electronic device. Due to the number of incidents, the school will be unable to investigate the loss.

Cell phones are permitted to be brought to school; however, cell phones may not be displayed or used on campus during school hours unless they are being used with the teacher's permission on school related work, otherwise cell phones must be turned off during school hours. If phones are used, displayed, or turned on without teacher approval, they will be confiscated. Parents will be required to pick them up. It is not recommended that students bring cell phone or any valuables to school. Phones brought to school will be at the owner's risk. The school will not be responsible for lost or stolen phones, and school personnel will not investigate such losses. Confiscated phones will be returned to the parents only.

Cell phones confiscated during high stake testing such as NWEA, SMARTER BALANCE et.al, will be confiscated for a week and will be returned only to a parent.

IPODS, CD PLAYERS AND MP3S

iPods, CD Players, MP3s are not allowed on campus. If confiscated, they will be taken to the office. Students or parents may contact an administrator for pick up date and times. Please note that the school will not be responsible for lost or stolen items, and school personnel will not investigate such losses. A student may receive additional community service hours should this occur multiply times in a school year.

STUDENT DRESS CODE

All students shall be required to show proper attention to personal cleanliness, health, neatness, safety, and adhere to the school dress code policy at all times. School dress code will be enforced at all times. Students are encouraged to “dress for success” to school at any time and for class presentations.

DRESS CODE

Students are required to dress appropriately daily. We ask that parents ensure that their child wears clothing that is clean with no missing buttons and free of tears and holes.

CATEGORY	YES (for daily use and all school related functions)	NOT ACCEPTABLE <u>EVER</u> (not even on school related functions)
T-SHIRT/POLO	<ul style="list-style-type: none">• Polo (any solid color <i>except</i> red)• Honor Roll t-shirts• VISA Sport/Team/Club t-shirts• Dress/collared professional dress shirt• College/University t-shirts	<ul style="list-style-type: none">• Sleeveless shirts• Cut up or altered shirts• Spaghetti or thin strapped tops• Tube tops• Halter tops• Low cleavage tops• See-through tops• Professional sports team jersey or t-shirts
SWEATER/JACKET	<ul style="list-style-type: none">• Plain sweater or jacket with no logos• Sweater or jacket with Vaughn or College/University	<ul style="list-style-type: none">• Sweaters or jackets with professional sports team or <u>large</u> name brand logos* <i>Example: Adidas, Nike, Aeropostale</i>• Hoods worn neither in classroom or on warm days
PANTS	<ul style="list-style-type: none">• Black pants, slacks, jeans• Tan or khaki pants, slacks• Blue jeans• Slacks or Dress pants• No-logo sweats <i>only</i> on game days (Vaughn logo ok)	<ul style="list-style-type: none">• Any pants that are torn up, unhemmed, cut-off, and/or with holes• Sagging, large, or oversized pants• Leggings• Exercise/sweat pants• Yoga pants/capris• Any color other than black, white, or blue jean.
SHORTS	<ul style="list-style-type: none">• Black or tan with a minimum length to mid-thigh• Jean shorts	<ul style="list-style-type: none">• Torn up, unhemmed or cut-off shorts• Shorts shorter than mid-thigh• Large or oversized shorts• Basketball shorts• Rompers
DRESSES/SKIRTS	<ul style="list-style-type: none">• Minimum length to mid-thigh	<ul style="list-style-type: none">• Mini dress or skirt• Low cleavage dresses• See-through or spaghetti strap dresses
SOCKS	<ul style="list-style-type: none">• Ankle socks• Low calf socks• Mid calf socks•	<ul style="list-style-type: none">• Socks higher than mid-calf

TIGHTS/STOCKINGS/LEGGINGS	<ul style="list-style-type: none"> Can only be worn under a skirt or long dress sweater no shorter than 3 inches above the knee 	<ul style="list-style-type: none"> Tights, stockings, and leggings are <u>not pants</u> and should <i>not</i> be used with a short top. Lacey or torn tights/stockings/leggings Mid-thigh tights or stockings Garter belts and Thigh bands
SHOES	<ul style="list-style-type: none"> Tennis shoes Closed-toe Sneakers Ballet flats Closed toe dress shoes 3" or lower in height 	<ul style="list-style-type: none"> Open-toe/open-heel Sandals, flip-flops, beach/pool shoes Slippers/house shoes Stiletto heels or big platform shoes Slip-on shoes Soft or bendable shoes
HATS/BEANIES (Other head gear)	<ul style="list-style-type: none"> Beanies plain, with Vaughn logo, or with College/University or armed forces logo Sunhats plain, with Vaughn logo, or with College/University logo to be worn during P.E. only Other hats (for medical reasons only) must be approved by administration 	<ul style="list-style-type: none"> Hair rollers Bandanas Forehead/sweat bands Head scarves (unless approved by administration for medical reasons)
PERSONAL PRESENTATION & PIERCING POLICY	<ul style="list-style-type: none"> Personal cleanliness and health Neatness in presentation Hair must be clean Stud earrings or <i>only</i> Tattoos must be covered with a band aid or clothing at all times 	<ul style="list-style-type: none"> Distracting hair color or styles Spiked or mohawaked hair Hoop/spike/long/big earrings or stretchers Facial, tongue, body piercings that present a safety concern or hazard Visible midriffs, cleavage, or underwear Visible tattoos
OTHER	<ul style="list-style-type: none"> Evening wear for school-sponsored dances only (MORP, Spring Formal, Prom, etc.) 	<ul style="list-style-type: none"> Clothing or accessories depicting drugs, alcohol/liquor, offensive/obscene pictures or language, gang attire or <i>colors</i> Belts with initials, pocket chains, or spikes

CONSEQUENCES FOR VIOLATING THE DRESS CODE:

VIOLATION	CONSEQUENCE
1 ST	Trade pants/top for a loaner. Written notice for parents to sign and return to the health office
2 ND	Telephone call home for parents to bring appropriate clothing. Written warning notice for parents to sign.
3 RD	Telephone call home for parents to bring appropriate clothing. Written warning notice for parents to sign. Student demerit.

4 TH	5 student community service hours will be added. (Each subsequent violation will receive 5 community service hours as well.)
5 TH	Student and parent will sign a special compact with V.I.S.A.

CONSEQUENCES FOR VIOLATING THE NO FACIAL PIERCING CODE:

VIOLATION	CONSEQUENCE
1 ST	Student will be sent to the Health Office. Medical Assistant will send parent a written warning.
2 ND	Parent will be called to review the No Facial Piercing Policy.
3 RD	Parent will be called to school for a conference and student will receive a demerit.
4 TH	5 student community service hours will be added. (Each subsequent violation will receive 5 community service hours as well.)
5 TH	Student will have to re-enroll for the new school year.

CODIGO DE VESTIR

Es requerido que los Estudiantes se vestan apropiadamente diario. Les pedimos a los padres que aseguren que sus hijos se vestan con ropa limpia, que no falten botones y no tengan roturas en la ropa.

CATEGORIA	SI (para uso diario y todas las actividades escolares)	<u>NUNCA ACEPTABLE</u> (ni siquiera para cuando hay días de “vestuario abierto” o actividades escolares)
CAMISETAS/POLO	<ul style="list-style-type: none"> • Playeras Polo (en cualquier color solido <i>excepto</i> colores de rojo, azul y amarillo) • Camisetas de “Honor Roll” • Camisetas VISA Deportivas/de Equipo/Club • Camisetas de Vestir con cuello o profesionales • Camisetas de con logo de una universidad 	<ul style="list-style-type: none"> • Camisas sin mangas • Camisas alteradas • Camisas de logo de equipos de deporte profesionales • Blusas con tirantes • Blusas sin tirantes • Blusas destapadas de la espalda • Blusas escotadas • Blusas transparentes
SUETER/ CHAQUETA	<ul style="list-style-type: none"> • Suéter o chaqueta sencilla sin logos • Suéter o chaqueta con el logo de Vaughn o Colegio/Universidad 	<ul style="list-style-type: none"> • Suéter o chaquetas con el logo de equipos de deporte profesionales o de marcas <u>grandes</u> de renombre * • <i>Por ejemplo: Adidas, Nike, Aeropostale</i> • Capuchas usadas en días caluroso o en el salón
PANTALONES	<ul style="list-style-type: none"> • Pantalón casual, pantalón de vestir, mezclilla • Pantalón casual o de vestir beige estilo khaki • Pantalón de mezclilla azul • Pantalón de vestir • Sudaderas <i>sin</i> logos en días de eventos deportivos (logos de Vaughn son aceptables) 	<ul style="list-style-type: none"> • Pantalones rotos, cortados, con hoyos, o sin bastilla • Pantalón flojos, grandes o de medidas incorrectas • Pantalón de ejercicio • Pantalón de <i>yoga</i> • Pantalón de un color que no sea beige estilo khaki, negro, o de mezclilla azul
PANTALONES CORTOS	<ul style="list-style-type: none"> • Negros o beige al mínimo a medio muslo (como 4 pulgadas arriba de la rodilla) 	<ul style="list-style-type: none"> • Rotos, sin bastilla o cortados con tijeras • Más cortos de medio muslo • Grandes o medidas incorrectas • De estilo <i>basketball</i>
VESTIDOS/ FALDAS	<ul style="list-style-type: none"> • Mínimo a medio muslo 	<ul style="list-style-type: none"> • Vestido o falda mini • Vestidos escotados • Vestidos con o sin tirantes • Vestidos transparentes
CALCETAS	<ul style="list-style-type: none"> • Calcetas al tobillo • Calcetas a baja pantorrilla • Calcetas a media pantorrilla 	<ul style="list-style-type: none"> • Calcetas arriba de media pantorrilla
MEDIAS / PANTI-MEDIAS	<ul style="list-style-type: none"> • Solamente son aceptables usadas abajo de faldas o vestidos y no menos de 3 pulgadas arriba de la rodilla 	<ul style="list-style-type: none"> • Medias gruesas o panti-<u>medias no son pantalones</u> y no deben de ser usados con blusas cortas • Medias o panti-medias de encaje o rotas • Medias a media pantorrilla

		<ul style="list-style-type: none"> Ligeros, Ligas o bandas al musculo
ZAPATOS	<ul style="list-style-type: none"> Zapatos de tenis Zapato cerrado Zapatos deportivos Zapatos estilo ballet Zapatos cerrados de 3 pulgada o menos de alto 	<ul style="list-style-type: none"> Zapatos destapados (atrás/adelante) Sandalias, chancas de playa/alberca Zapatillas de casa Zapatos con tacón más de tres pulgadas or con plataforma alto Zapados de metedera Zapatos suavécitos o dóblales
SOMBREROS/ GORRITAS TEJIDAS (y demás cosas)	<ul style="list-style-type: none"> Gorritas tejidas sencillas o con el logo de Vaughn, o logo de una universidad <i>solamente</i> Sombreros para el sol sencillos o con el logo de Vaughn, o logo de una universidad solo durante clases de ejercicio Otros sombreros (solo por razones médicas) y debe de ser aprobado por administración 	<ul style="list-style-type: none"> Tubos de Cabeza Pañuelos Bandas de frente Pañuelos o pañoletas (solo aprobadas por administración por razones médicas)
PRESENTACION PERSONAL Y REGLAS SOBRE ARETES	<ul style="list-style-type: none"> Limpieza personal y salud Presentación apropiada El pelo debe de estar limpio Aretes pegados al oído <i>solamente</i> Los tatuajes siempre deben de ser cubiertos con algún artículo de ropa 	<ul style="list-style-type: none"> Color de pelo llamativo Pelo parado estilo mohawk Aretes de aro, largos, grandes, estirantes Aretes faciales, de lengua, o cualquier perforación de cuerpo que represente peligro Blusas cortas (que el estómago sea visible, escote bajo, o ropa interior visible) Tatuajes visibles
OTROS	<ul style="list-style-type: none"> Ropa formal o fiesta solamente para bailes escolares (MORP, Spring Formal, Prom, etc) 	<ul style="list-style-type: none"> Ropa o accesorios que ensenen drogas, alcohol, lenguaje o retratos ofensivos o de pandillas, colores de pandillas Cinturones con iniciales, cadenas o botones de metal picudos

CONSECUENCIAS DE VIOLACIONES DEL CODIGO DE VESTUARIO:

VIOLACION	CONSECUENCIA
1 ^{RA}	Cambiar pantalón/camisa o blusa por uno prestado. Notificación a padres por escrito para que firmen y regresen a la oficina.
2 ^{DA}	Llamada a casa para que padres traigan la ropa apropiada. Advertencia por escrito para que los padres firmen y regresen.
3 ^{RA}	Llamada a casa para que padres traigan la ropa apropiada. Advertencia por escrito para que los padres firmen y regresen. Demerito al estudiante.
4 ^{TA}	Cinco horas de servicio comunitario serán agregados al estudiante. (Cada violación subsecuente será agregadas 5 horas de servicio comunitario.)

5 ^{TA}	Estudiantes y padres firmaran un acuerdo con V.I.S.A.
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CONSECUENCIAS DE VIOLACION AL CODIGO SOBRE PERFORACION FACIAL:

VIOLACION	CONSECUENCIA
1 ^{RA}	El Estudiante será mandado a la enfermería. El Asistente Medico mandara a los padres una advertencia por escrito.
2 ^{DA}	El padre será llamado para revisar El Código Sobre Perforación Facial.
3 ^{RA}	Los padres serán llamados para una conferencia y el estudiante recibirá un demerito.
4 ^{TA}	Cinco horas de servicio comunitario serán agregados al estudiante. (Cada violación subsecuente será agregadas 5 horas de servicio comunitario.)
5 ^{TA}	Los estudiantes tendrán que re-matricularse al comienzo del nuevo año escolar.

In every case the dress and grooming of the student shall be clean and shall not:

- Cause actual distraction from or disturbance in any school activity or actually interfere with the participation of a student in any school activity.
- Create a hazard to the safety of him/her self or others.
- Create a health hazard.

HATS and BEANIES

Students are reminded that hats, caps, wave caps, headbands, scarves skull caps or beanies may not be worn at school unless they are V.I.S.A. baseball hats, university/college, armed forces or just plain . Hats may be worn after school, but they must be kept in a backpack and not visible while school is session. The administration strongly discourages the use of any hat to and from school for safety reasons. Hoods may not be worn in school on warm days. Students are not to wear hair rollers or bandanas. Confiscated hats will be kept until the end of the semester or returned to a parent during conference. In cold weather, the same rules apply. Should a student require the use of a hat for health reasons during school hours, he/she must have prior approval from the Director.

SKATEBOARDS, SKATES, ROLLERBLADES AND SCOOTERS

Student may not bring skates, rollerblades or scooters to school. Skates and rollerblades represent a safety hazard to others. Items of students who are referred for possessing or riding on campus will be confiscated, detention will be assigned, and a parent will be required to pick them up. Students that use skateboards and bicycles as a mode of transportation to and from school must wear a helmet pursuant to Vehicle Code 21212.

CONSEQUENCES

For a particular inappropriate behavior, the following consequences could occur:

- Student-Teacher conference
- Demerits issued
- Detention
- Parent phone contact
- Parent-Teacher conference after detention assigned
- Referral to the administrator (after all steps above have been met)
- Class suspension

Other inappropriate behaviors, i.e. plagiarism, cheating, unsatisfactory performance, or being under the influence of ANY controlled substance, may result in the following consequences:

- Student-Administrator conference
- Teacher/Parent/Student/Administrator conference
- Conference with nurse
- Assessment for substance use by nurse. School Police must be contacted for drug or alcohol involvement
- Referral to Intervention Program (small group counseling)
- 5 demerits and 10 weeks in detention

Further inappropriate behavior include; Graffiti, Fights/Gang Problems, Threat/Intimidation, Destruction of Property, Abusive/Inappropriate Language, Confrontations, Dress Code Violations, Obscene acts, Sexual Harassment, Substance Use/Possession/Sales, Drug Paraphernalia, Weapons, Acts of Hate/Violence, and Theft/Extortion. Participation in any of the activities mentioned above may result in the following consequences:

- Counseling/Warning
- Detention
- Demerits
- Parent/Student/Administrator conference
- Referral to Intervention Program (small group counseling)
- Referral to School Police and possible arrest
- Suspensions
- Recommendation for Expulsion

SCHOOL DETENTION POLICY

When students accumulate 5 or more demerits in any given quarter, the student will be assigned detention for the duration of that quarter. Students that accumulate more than 5 demerits will have the excess number of demerits transfer to the next quarter. Students that accumulate 10 or more demerits in one quarter will be assigned Saturday detention. Students may have one demerit removed per semester (for level 1 offenses only) by serving 5 hours of community service. It is the responsibility of the student to inform the parents when demerits are issued considered to be serious and/or excessive. Students that receive 5 demerits for a level 3 offence will serve 10 full weeks of detention.

Students in detention may not participate in any extra-curricular activities while in detention (an expectation to this will be sporting events). Extra-curricular activities include free dress as well as all senior activities (including graduation). If seniors lose become ineligible to participate in activities, there will be no refund on any money paid towards senior dues and/or activities.

Students that receive 5 demerits for a level III offence will serve 10 weeks of detention.

NON-PARTICIPATION LIST

Students that receive 3 or more “U”s in Citizenship/Cooperation on their report card, will receive 5 demerits and will be placed in detention and adhere to the detention policy listed above. Students may be removed from detention if the “U”s total less than 3 on the following grading period. In addition, students that receive 3 or more “U”s in work habits will be ineligible to participate in any extra-curricular activities including field trips but excluding sporting events. Students will be eligible to participate when the number of “U”s is less than 3 on the next grading period.

DETENTION FOR TARDIES AND TRUANCY

Tardiness and truancy to school seriously affect students’ work habits and cooperation. In order to improve attendance and punctuality, teachers and administrators adopted a policy of assigning detention as a consequence for truancy and tardiness. Students who are out of class without a proper pass, and/or students referred by teachers for excessive tardiness to class or behavior problems are subject to detention. Students will receive 1 demerit for every 3 tardies accumulated in any given week.

Detention is served daily during Nutrition and Lunch. Detention may also be served by other community service type activities designated by the school. Students who are in detention or who do not clear other school obligations such as library, or textbook debts are eligible for various activities. Participation in activities such as graduation or prom is not permitted to students who have not cleared obligations. Students who fail to meet his/her obligations are considered to be defiant and face additional consequences, including suspension from school.

DETENTION FOR OTHER ACTS

Detention may be assigned for:

- Every tardy over three to any period in a 1 week period
- Truancy
- Being out of class without a complete and proper pass.
- Class disrupting behavior.
- Disobedience or defiance as determined by the administration.
- An excess of 5 demerits during any quarter period.

CONSEQUENCES FOR NOT SERVING DETENTION

Possible consequences for not serving detentions may include but are not limited to:

- 5 additional community service hours added for each day missed.
- Ineligible to participate in student activities such as sports, band, chorus, leadership roles, after school clubs, field trips, dances, prom, and graduation.
- Suspension from school before or at the end of the semester, if there is a balance, at the discretion of the dean or administrator-in-charge. Conference with parents and administrator.

FREE EXPRESSION POLICY

California law permits school site administrators to establish reasonable parameter for those students who wish to exercise their free speech rights on campus or during the school day. School site administrators may impose restrictions on the times, place, and manner of speech or activity in order to maintain a safe and peaceful campus for all students and employees. Students who fail to follow the directive of school site administrators or school police concerning demonstrations, assemblies, sit-ins, or walk-outs, may be disciplined.

Students who voluntarily leave the school campus or the classroom during a demonstration will be directed to return to the campus or classroom. A student's refusal to adhere to this directive may result in disciplinary action against the student. If the student demonstration or walk-out causes a disruption to the general public, then local law enforcement may respond to the situation.

While V.I.S.A. recognizes and respects a student's freedom of speech rights, employees shall not promote, endorse, or participate in any student demonstration, distribution of materials, assembly, sit-in, or walk-out.

SUSPENSION AND EXPULSION

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at the school or at any other school or a school-sponsored event at anytime including but not limited to:

- While on school grounds
- While going to or coming from school
- During, going to, or coming from a school-sponsored activity

REASONS FOR SUSPENSION (California E.C. Section 48900)

School Administrators may suspend a student from school for a maximum of twenty days during the school year if that student committed any of the following:

- Threatened, attempted, or caused physical injury to another person.
- Possessed, sold, or furnished any firearm, knife, explosive, or other dangerous object.
- Possessed, used, sold, furnished, or been under the influence of any controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- Offered, furnished, or sold any substance represented as a controlled substance 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.
- Offered, furnished, or sold any drug paraphernalia.
- Disrupted school activities or willfully defied the authority of school personnel.

SUSPENSION PROCEDURES

Suspension shall be initiated according to the following procedures:

Conference

- Suspension shall be preceded, if possible, by a conference conducted by an Administrator with the student and his or her parent/guardian, and, whenever practical, the teacher or school employee who referred the student to the Administrator.
- The conference may be omitted if the Administrator determines that an emergency situation exists. An emergency situation involves a clear and present danger to the lives, safety or health of students or school personnel.
- If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference.
- At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense.
- The conference shall be held within two (2) school days, unless the student waives this right or is physically unable to attend for any reasons including, but not limited to, incarceration or hospitalization.
- Students that are suspended (including in-school suspension) will be consider a non-par for 10 full weeks beginning on the first day of the suspension and may not participate in extracurricular activities during the 10 weeks.

Notice to Parents/Guardians

- At the time of the suspension, an Administrator or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person.
- Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension, specific offense committed by the student, and the date of return following suspension, as well as a request for a conference.

Suspension Time Limits, Recommendation for Placement/Expulsion

- Suspension, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension and not to exceed 20 school days per school year.
- In-school suspension will be used as often as possible provided that there will be adequate supervision on the school site including supervision provided by parent/guardian.
- Teachers have the right to suspend students from the classroom for a day.
- Upon a recommendation of placement/expulsion by an Administrator, the student and his or her parent/guardian will be invited to a conference to determine if the suspension for the student should

be extended pending an expulsion hearing. This determination can be made based on the following:

- § The student's presence will be disruptive to the education process
- § The student posed a threat or danger to others.

REASONS FOR EXPULSION

Administrators shall recommend a pupil's expulsion for any of the following acts, unless the administrator finds, and so reports in writing to the Governing Board, the expulsion is inappropriate.

- Causing serious injury to another person, battery offense
- Brandishing a knife at another person
- Committing or attempting to commit a sexual assault
- Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the student at school or at school activity off school grounds.
- Unlawful sale of any controlled substance, as defined in Section 11007 of the Health Safety Code.
- Robbery or extortion.

EXPULSION PROCEDURES

- A student may be expelled by the Governing Board upon the recommendation of an Administrative Panel to be assigned by the Governing Board as needed.
- The Administrative Panel responsible for conducting the hearing should consist of at least three (3) members who are certificated neither a teacher of the pupil or a Board member of the school's governing board and the School Director
- Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Principal determines that the student has committed an expellable offense.
- The hearing shall be held in closed session unless the student makes a written request for a public hearing three (3) days prior to the hearing.
- Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing.
- Upon mailing the notice, it shall be deemed served upon the student. The notice shall include:
 - The date and place of the expulsion hearing
 - A statement of the specific facts, charges and offenses upon which the proposed expulsion is based
 - A copy of Vaughn's disciplinary rules which relate to the alleged violation
 - Notification of the student's parent/guardian regarding their obligation to provide information about the student's status at the school to any other school or school district to which the student seeks enrollment
 - The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel or other representative
 - The right to inspect and obtain copies of all documents to be used at the hearing
 - The opportunity to question all witnesses who testify at the hearing
 - The opportunity to question all evidence presented and to present oral and documented evidence on the student's behalf including witnesses.
- In addition to the recommendation for expulsion, local law enforcement agencies will be notified.
- A record of the hearing shall be made.
- Decision of the Administrative Panel shall be in the form of written findings of fact and a written recommendation to the Governing Board who will make a final determination regarding the

expulsion. This will be completed within ten (10) school days following the conclusion of the hearing. The decision of the Governing Board is final.

REHABILITATION PLANS

Students who are expelled from Vaughn shall be given a rehabilitation plan upon expulsion as developed by the Administrative Panel at the time of the expulsion recommendation. The plan may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date no later than one year from the date of expulsion when the student may reapply to Vaughn for readmission.

EXPELLED STUDENTS AND ALTERNATIVE EDUCATION

Vaughn will notify the district in which the student resides. Students who are expelled may seek alternative education programs within the district or the county of residence.

READMISSION

- The decision to readmit a student or to admit a previously expelled student from another school or school district shall be the sole discretion of the Governing Board following a meeting with the Charter School Director and the pupil and parent/guardian to determine whether the student has successfully completed the rehabilitation plan and to determine whether the student poses a threat to others or will be disruptive to the school environment.
- The Charter School Director shall make recommendation to the Governing Board following the meeting regarding his or her determination.
- The readmission is also contingent upon the school's capacity at the time the student seeks readmission.

STUDENT SAFETY

SAFE SCHOOL PLAN

Vaughn has prepared safety plans addressing violence prevention, emergency preparedness, traffic safety and crisis intervention. A copy of the plan is available in the Main Office. Vaughn is committed to ensuring that employee-student relationships are positive, professional and non-exploitative. Improper employee-student relationships are not tolerated.

PROHIBITION AGAINST ALCOHOL, TOBACCO OR DRUGS

Alcohol, tobacco and nicotine products (such as cigarettes, chew, or other related products) are prohibited and students found in possession, or having used such products under school jurisdiction, will receive specified consequences that could include suspension, recommendation for participation in deterrent program, exclusion from extracurricular activities or expulsion. Possession of drugs at school may also constitute a crime and will be reported to the proper authorities.

Any student found to have participated in the unlawful sale of drugs will be recommended for expulsion and may be subject to criminal prosecution.

PROHIBITION AGAINST GUNS, FIREARMS AND OTHER DANGEROUS WEAPONS

V.I.S.A. maintains a “Zero Tolerance Policy” for any type of dangerous object. Therefore, school administrators will take immediate appropriate action against any student found in possession of a dangerous object. Dangerous objects include, but are not limited to, knives (including Swiss Army-style knives, X-Acto knives, utility knives), razor blades, martial arts combat equipment, clubs, brass knuckles, explosives, handcuffs, studded belts or accessories and any type of firearm or BB/Pellet gun (including replica guns). Any student who inadvertently brings an object onto campus that is prohibited should turn it in to a teacher or administrator immediately; doing so will avoid disciplinary consequences. Pursuant to the Federal Gun Free Schools Act, and in accordance with California law, any student found in possession of a firearm shall be recommended for expulsion. Storage of any of these items in areas such as, but not limited to, lockers, purse, backpacks, or automobiles is deemed to be “in possession.”

ABUSE OF PUPIL AT A SCHOOL

The appropriate local law enforcement agency shall investigate complaints filled by parents or guardians of pupils against a school employee or other person that commits an act abuse at a school site.

STUDENT SEARCHES

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 his offense.
- Follow-up on a credible tip.
- When conducting a student search based on reasonable suspicion, school officials must adhere to the following practices:
 - Conduct the search if there are clear and specific reasons for suspicion and there are facts that connect the student to a specific incident of misconduct.
 - Jackets, purses, pockets, backpacks, bags, and containers in the student's possession may be searched to the extent reasonably necessary.
 - Under no conditions may a strip search be conducted.
- Searches based on reasonable suspicion will be conducted in a private area whenever possible.
- Random searches will be conducted on an ongoing weekly basis. The searches will be conducted by an administrator, a designee and a security aide. Before entering the classroom, the search team will present pre-selected numbers that will correspond to teacher's classroom roster. The search team will ask the teacher to call the names to which the number corresponds.

SEXUAL HARASSMENT POLICY

It is the policy of V.I.S.A. 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 V.I.S.A. 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.

V.I.S.A. 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.
- 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.
- 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.

TITLE IX / STUDENTS

Federal law, Title IX, State law and V.I.S.A. 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.

MARRIED/PREGENANT/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 un

der 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))

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 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.

ADDITIONAL INFORMATION FOR PARENTS

PARENTAL RIGHTS

Parent/Guardians of pupils enrolled at V.I.S.A. 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 V.I.S.A. 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, V.I.S.A. 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.

PARENT INVOLVEMENT ACTIVITIES

V.I.S.A. 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.

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.

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 CENTRUY LEARNING CENTER SINGLE PLAN FOR STUDENT ACHIEVEMENT

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

DISRUPTIVE PARENT CONDUCT

Pursuant to California Penal Code Section 626.4, the school principal or administrator may order a parent or any other person to leave the school grounds if his/her conduct is disruptive in any way to the school program. This includes school activities and programs such as sporting events and performances. In addition, any disruptive behavior on the part of a parent or any other person will result in the school staff contacting law enforcement. If the parent or adult does not leave after being asked or if he/she returns without following the posted requirements to contact the administrative offices of the campus, he/she will be guilty of a crime which

is punishable by a fine of up to \$500 or imprisonment in the County jail for a period of up to six (6) months, or both. Additionally, any further conduct of this nature by the parent or any other person will lead to Vaughn NCLC pursuit of a restraining order against the parent or adult which would prohibit he/she from coming to school grounds, attending school activities, or contacting the charter school directly or through an agent for any purpose for a period of three (3) years.

Under Education Code Section 44811, disruption by a parent or guardian or other person at a school sponsored activity is punishable, upon the first conviction, by a fine of not less than five hundred dollars (\$500) and not more than one thousand dollars (\$1,000) or by imprisonment in a county jail for not more than one (1) year, or both. * 2014 Law Offices of Young, Minney & Corp. LLP

UNIFORM COMPLAINT PROCEDURES

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

The Vaughn Governing Board recognizes that V.I.S.A. complies with state and federal laws and regulations governing educational programs. The Board shall investigate and seek to resolve complaints at the school level. The Board shall follow uniform complaint procedures pursuant to state regulations.

Notification

The Board 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.

Filling 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. 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. For good cause, the State Superintendent of Public Instruction may grant an extension of up to ninety (90) days upon written request of the complainant. If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other handicaps, school personnel staff shall assist in filling the complaint. The Complaint Procedure Forms are available upon request.

Investigation of Complaint

At the discretion of the compliance designee and with the consent of parties, the compliance designee may undertake a resolution of the dispute via mediation. This step is optional. Upon receipt of the complaint, the compliance designee will give the complaint to the appropriate person who will hold investigative meetings, when necessary. Complaints and/or representatives and the school representatives may present relevant

information. To ensure that all pertinent facts are made available, the compliance designee and the complainant may request other individuals to provide additional information. Complainants are protected by law from retaliation for his/her participation in the complaint investigation process. Complainants are advised that while the school will make an effort to protect his/her privacy and confidentiality, investigation of his/her complaint may require disclosure of certain information to others. By filing a complaint, complainant authorizes the school to investigate and make disclosures as may be reasonably necessary to the investigation and resolution of the complaint.

Written Decision

Within sixty (60) days of receiving the complaint, the compliance designee shall prepare and send to the complainant a written report of the school's investigative findings, corrective action (if any) suggested resolution(s), and a rationale for the findings, along with any supporting documentation. The investigative report shall be written in English and in the language of the complainant whenever feasible or required by law.

Appeals to the California Department of Education

If a complainant is dissatisfied with the Board's decision, the complainant may appeal in writing to the California Department of Education within fifteen (15) days of receiving the Board's decision. The appeal must be in writing and must include a copy of the original complaint, as well as a copy of the local site decision provided to them. The appeal should be sent to:

State of California Department of Education
State Superintendent of Public Instruction
P.O. Box 944272
Sacramento, CA 94244-2720

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, 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 with each teacher as the immediate custodian.

Pupil Record Information

The review of any or all pupil records will be during regular school hours and will be arranged at a time mutually convenient to the parent (or student, when applicable) and the school official, i.e. counselor, administrator. When a pupil record of one student includes information concerning other students, the parent or adult student who wishes to inspect and review such material may see only such part as relates to the son/daughter of that parent or to the particular adult student. If the parent or adult student requests a copy of the whole or any part of a pupil record, the copy will be provided. The school may charge a fee for the copy.

For all pupil records, other than grades, a parent (or former student) may challenge the content of such pupil records by filing a written request to remove or correct any record information that is:

- An unsubstantiated personal conclusion or inference.
- Inaccurate.
- A conclusion of inference outside of the observer's area of competence.
- Not based on the personal observation of a names person with the time and place of the observation noted.
- Misleading.
- In violation of the privacy or other rights.

With regard to the challenge of grades, in the absence of clerical or mechanical mistake, fraud, bad faith, or incompetence, the grade given to each pupil in a course by a teacher shall be final.

Challenges to grades must be submitted in writing to the administrator supervising the teacher's department. The review of a grade challenge will be conducted by the administrator.

Records or information maintained by a school official exclusively for personal reference or use and which are not available to any other person, except his or her substitute, are not pupil records available for inspection, review, or challenge by the parent or adult pupil.

Upon written request by a school in which the student seeks or intends to enroll, education records of the student will be forwarded to the school, unless there is a hold on the record.

VISITORS ON CAMPUS

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.

SUPERVISED AREAS

Students are to be in areas that are supervised at all times and are never to be in classrooms without teacher supervision. Students are not to loiter in hallways before school, during nutrition, during lunch or after school unless the area is supervised.

Students may only use the playing field with adult supervision. If the vehicle are damaged by students or if people are injured as a result of a loose ball while the area is supervised, the student will be held responsible and pay for any damages caused.

MEDIA RELEASE

Occasionally, members of the news media may visit schools to cover activities such as sport competitions, school assemblies, special programs and general newsworthy events. The law provides that when members of the news media are lawfully on campus, they may interview, photograph and/or film students. However, the law also provides that a student may decline to speak to the media and may refuse to be interviewed, filmed or photographed. When visits from the news media are prearranged, schools shall make every effort to notify parents in advance and to provide parents with the opportunity to authorize or to withhold permission for media access to their son/daughter.

ADDITIONAL CURRICULUM AND INSTRUCTIONAL MATTERS REPORT CARDS

Progress report cards are issued each 5 and 15 weeks of the Fall and Spring semesters. Report cards are issued every 10 and 20 weeks.

ALTERNATIVE TO USING PRESERVED AND LIVE ORGANISMS IN SCIENCE CLASSES

Students with a moral objection to participation in science laboratory instruction in which animals are used will be informed of the opportunity to be excused or provided with alternative activities. In order to be excused or provided with alternative activities, the student must have a note from his/her parent or guardian

requesting an alternative assignment. This assignment must require a comparable time effort investment by the student.

RESTITUTION OF MONIES

V.I.S.A. policy and State law mandates that the parent or guardian of a minor is liable to a school district or private school for all property loaned to and not returned or willfully damaged by the minor. It also authorizes local school districts to adopt a policy whereby the marks, diploma, or transcripts of these students would be withheld until the pupil or the parent/guardian pays for the damages or returns the property.

It is the policy of V.I.S.A. to seek restitution, including but not limited to, when a student willfully cuts, defaces, causes the loss, non-return or otherwise injured any property, real or personal, belonging to the school district or a school employee. The parent/guardian of the student is liable for such damages, not exceeding \$10,000.

Upon receiving notification, the parent(s) or guardian(s) may pay the outstanding obligation, or the student or parent may complete a voluntary work assignment determined by the school. Upon satisfactory completion of the school voluntary work assignment, the marks, diploma, or transcripts shall be released and/or the debt discharged.

INTERNET ACCESS (V.I.S.A. Acceptable Use Policy, AUP)

As part of our School Technology Plan, V.I.S.A. provides computer network and internet access for its students and employees, V.I.S.A. teachers use the internet for staff and parent communication and as an instructional tool in classrooms, labs and the library media center. V.I.S.A. students use the internet to research and create school-based projects, to learn and reinforce new concepts, and to fulfill the profile of the international studies academy profile as defined by the Asia Society.

Each year, students and employees need acknowledge receipt of/and agreement with this Policy. Students who are under 18 also must 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 V.I.S.A. may revise the AUP, as it deems necessary. Any such change will be posted on the V.I.S.A. website, <http://www.vaughncharter.com>.

Acceptable uses of the Computer Network or the Internet

Access to the V.I.S.A. 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 V.I.S.A. The V.I.S.A. computer network, internet access, and student and employee accounts should be used only for educational or professional purposes.

The account may only be used during the time the user is a student or an employee of V.I.S.A. Anyone who receives an account is responsible for using it properly. The student or employee is required to change the

password the first time he or she uses the account and routinely thereafter. Use of passwords to gain access to the V.I.S.A. network does not imply that the user has an expectation of security or privacy.

If a user is uncertain about whether a particular use of the computer network, internet or e-mail is appropriate, he or she should consult a teacher or administrator. Additional information about appropriate user communication is available in the V.I.S.A. Netiquette booklet available in school offices.

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 V.I.S.A. computer to pursue "hacking", "phishing", or "spamming" internal or external to V.I.S.A., 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 V.I.S.A. 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 V.I.S.A. 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- V.I.S.A. 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. Furthermore, 5 demerits will be issued and the student will serve 10 weeks of detention.

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

V.I.S.A. 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 Child's Internet Protection Act (CIPA), V.I.S.A. 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 V.I.S.A. 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, V.I.S.A. 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 V.I.S.A. Governing Board or other related authority. V.I.S.A. 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 V.I.S.A. 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 V.I.S.A. 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 V.I.S.A. 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 V.I.S.A. security policies and by the Child's Internet Protection Act (CIPA). The School Network Administrator/Manager at V.I.S.A. 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 V.I.S.A. 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 V.I.S.A. 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 V.I.S.A. Account users does not have any right or expectation of privacy regarding such materials.

Student Email

All V.I.S.A. students are assigned a school e-mail account. Student e-mail accounts are for instructional purposes and are governed by the V.I.S.A. 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 V.I.S.A. 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 V.I.S.A. 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.

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

Please note that V.I.S.A. 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 V.I.S.A. 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.

Restriction of Free Speech

The V.I.S.A. network is not a public access service or a public forum. V.I.S.A. has the right and responsibility to restrict material, including text, graphics, and all other forms of expression, accessed, posted or stored on the system.

Waiver of Privacy Rights

Students expressly waive any right of privacy, as to V.I.S.A., in anything they create, store, send, or receive using the V.I.S.A. network. They understand and consent to V.I.S.A. use of human and/or automated means to monitor the use of the V.I.S.A. network including e-mail and Internet access.

Storage Capacity

To ensure that account users remain within the allocated disk space, user with e-mail accounts should check his/her e-mail frequently and delete unwanted messages and other files or data that take up excessive storage space. The V.I.S.A. school network administrators/manager will also routinely delete messages from account users' inbound and outbound log files and messages saved to the archive folders on the system.

Penalties for Improper Use

The use of the account is privileged, not a right, and inappropriate use will result in the restriction or cancellation of the account. Inappropriate use may lead to any disciplinary and/or legal action, including but not limited to suspension or expulsion or dismissal from employment from V.I.S.A. or criminal prosecution by government authorities V.I.S.A. will attempt to tailor any disciplinary action to meet the specific concerns related concerns related to each violation.

Disclaimer: V.I.S.A. makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs or other obligations arising from the unauthorized use of the accounts. V.I.S.A. also denies any responsibility for the accuracy or quality of the information obtained through the account. The Internet or the website may automatically produce search results that reference or link to third party sites throughout the World Wide Web. V.I.S.A. has no control over these sites or the content within them. V.I.S.A. cannot guarantee, represent or warrant the content of any third party site is accurate, legal and/or inoffensive. V.I.S.A. does not endorse the content of any third party site, nor do we guarantee that the site will contain viruses or otherwise impact an internal or external computer. Any statement accessible on the computer network or the Internet is understood to be the author's individual point of view and not that of V.I.S.A., its affiliates, or employees. Account users are responsible for any losses sustained by V.I.S.A. or its affiliates resulting from the account users' intentional misuse of the accounts.

SEX EDUCATION COURSES

Complying with the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act, schools are required to:

1. Provide students with the knowledge and skills necessary to protect his/her sexual and reproductive health from unintended pregnancies and sexually transmitted diseases.
2. Encourage all students to develop healthy attitudes about adolescent growth and development, body image, gender roles, sexual orientation, dating, marriage and family.

Authorized Comprehensive Sexual Health Education

1. V.I.S.A. provides comprehensive sexual health education through the Peer Health Exchange (PHE) Program which provides education regarding human development and sexuality, including education on pregnancy, family planning, and sexually transmitted diseases.
2. The Peer Health Exchange Educators instruct and also use trained outside consultant who know the most recent medically accurate research on human sexuality, pregnancy, and sexually transmitted diseases. The instruction must meet the following requirements:
 - The instruction and the material used to teach must be suitable for the intellectual emotional and behavioral ability of students of the age being taught.
 - All information taught must be medically accurate and objective, meaning it must be verified or supported by research conducted in the scientific method, reviewed by scientific peers, and recognized as accurate and objective by federal agencies and professional organizations with expert knowledge in health matters.
 - Instruction must be available on an equal basis to a student who is English learner consistent with the existing curriculum and alternative options for an English learner.
 - Instruction and material must be appropriate for use with students of all races, gender, sexual orientations, ethnic and cultural background, and students with disabilities.
 - Instruction and materials must be appropriate for students with disabilities through modified curriculum, materials, instructional format, auxiliary aids, and other means.
 - Instruction and materials must teach respect for marriage and committed relationships.
 - Instruction and material must teach that not having sexual intercourse is the only certain way to prevent sexually transmitted diseases and that not having sexual intercourse has other personal and social benefit as well. Also instruction and materials must provide

medically accurate information on other methods of preventing pregnancy and sexually transmitted diseases.

- Instruction and materials must provide information about sexually transmitted diseases, including how they are and are not transmitted, the effectiveness and safety of all federal Food and Drug Administration (FDA)-approved methods of reducing the risk of contracting sexually transmitted diseases, and information on local sources for testing and medical care for sexually transmitted diseases.
 - Instruction and material must provide information about effectiveness and safety of all FDA-approved contraceptive methods in preventing pregnancy, including emergency contraception, and other means.
 - Instruction and material must provide students with skills for making and carrying out responsible decisions about sexuality.
 - Instruction and materials must provide students with information on the fact that a parent or other person who surrenders physical custody of a baby three-days old or younger at a lawfully identified hospital or “safe-surrender site” will not be prosecuted, as detailed in Section 1255.7 of the Health and Safety Code and Section 271.5 of the Penal Code.
 - Instruction and materials must not teach or promote religious doctrine.
 - Instruction and materials must not reflect or promote bias against any person on the basis of sex, ethnic group identification, race, national origin, religion, color, mental or physical disability, ancestry, gender, or sexual orientation (as further listed in Section 422.6 of the Penal Code).
- Required HIV/AIDS Prevention Education

HIV/AIDS-prevention education must be provided at least once in high school from instructors trained in teaching the subject. HIV/AIDS-prevention education, whether taught by school personnel or outside consultants, will consist of age appropriate instruction using instructors trained in appropriate courses; and must meet the requirements set forth in the previously mentioned Section entitled, “Authorized Comprehensive Sexual Health Education.” HIV/AIDS-prevention education must accurately reflect the latest information and recommendations from the United States Surgeon General, the federal Center for Disease Control and Prevention, and the National Academy of Sciences; and must include the following:

- Information on the nature of HIV/AIDS and its effect on the human body.
- Information on the manner in which HIV is and is not transmitted and on activities that present the highest risk of HIV infection.
- Discussion of methods to reduce the risk of HIV infection and instruction that emphasizes that sexual abstinence, monogamy, avoidance of multiple sexual partners, and avoidance of intravenous drug use are the most effective means of HIV/AIDS prevention and that includes statistics on the latest medical information on the success and failure rates of condoms and other contraceptives in preventing sexually transmitted HIV infection and on methods that may reduce the risk of HIV transmission from intravenous drug use.
- Discussion on the public health issues associated with HIV/AIDS.
- Information on local resources for HIV testing and medical care.
- Instruction on the development of refusal skills to help students overcome peer pressure and use effective decision-making skills to avoid high-risk activities.
- Discussion about societal views on HIV/AIDS and instruction that emphasizes understanding of stereotypes, myths about people with HIV/AIDS, and compassion for people living with HIV/AIDS.

Notice and Parental Excuse

An open line of communication between parents or guardians and their students about human sexuality and HIV/AIDS is encouraged. We are respectful of the rights of parents or guardians to supervise their son/daughter's education on these subjects. Furthermore, parents and guardians may review materials and evaluation tools related to comprehensive sexual health education and HIV/AIDS-prevention education so that they can decide whether or not to have their son/daughter participate in all or part of the instruction or evaluation. Parents and guardians have the ultimate responsibility for imparting values regarding human sexuality to their child.

A parent or guardian of a student has the right to have their child participate or not participate in all or part of comprehensive sexual health education provided through the PHE, HIV/AIDS-prevention education, and assessments related to that education under the following conditions:

- At the beginning of each year or for a student who enrolls later, schools must notify parents or guardians about instruction in sexual health behaviors that will be used in instruction. The notice of parents or guardians must include all of the following information:
 - The written and audiovisual education materials used in comprehensive sexual health education and HIV/AIDS-prevention education is available for inspection.
 - The parent or guardian has the right to request a copy of Chapter 5.6 California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act.
 - The parent or guardian may request in writing that his or her child not receive comprehensive sexual health education or HIV/AIDS-prevention education.
- No questionnaire, survey, or examination containing any questions about the student's personal beliefs or practices in sex, family life, morality, or religion or any questions about the student's parents' or guardians' beliefs and practices in sex, family life, morality and religion will be administered unless the parent or guardian of the student is notified in writing that such test, questionnaire, survey, or examination is to be administered, and the parent or guardian of the pupil gives written permission for the student to participate in the activity. V.I.S.A. may administer anonymous, voluntary, and confidential research and evaluation tools to measure students' health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the students' attitudes concerning or practices related to sex, if the parent or guardian is given the opportunity to review the material and to request in writing, that his or her son/daughter not participate.

A student must not attend any class in comprehensive sexual education or HIV/AIDS-prevention education or participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on student health behaviors and risk if the school has received a written request from the student's parent or guardian excusing the student from participation.

A student must not be subject to disciplinary action, academic penalty, or other penalty if the student's parent or guardian declines to permit the student to receive comprehensive sexual health education or HIV/AIDS-prevention education or to participate in anonymous, voluntary, and confidential tests, questionnaires, or surveys on student health behaviors and risks.

While comprehensive sexual health education, HIV/AIDS-prevention education, or an anonymous, voluntary, and confidential test, questionnaire, or survey on student health behaviors and risks is being administered,

and alternative educational activity must be made available to students whose parent or guardian has requested that they not receive the instruction or participate in the test, questionnaire, or survey.

MEDICAL AND HEALTH OFFICE INFORMATION

Health Office Visit

The health office is open Monday through Friday from 8:30 a.m. - 3:30 p.m. A bilingual medical assistant is assigned daily to the health office and a credential school nurse is a consultant. Students must come to the health office with a written pass from his/her teacher regarding physical, medical or emotional problems. It will be determined what care the student needs. Students are not allowed to use their own cell phones to arrange to go home on their own during school hours.

Going home when ill or injured

Students are not allowed to use their own cell phones to arrange to go home on their own during school hours.

Absences

Students persistently absent, or absent for 3 days or longer will be required to bring doctor's note to Main Office. Students that violate this are danger of losing their priority enrollment. A written note from a parent/guardian is required upon returning to school from an absence. The note should include the reason, the date and a phone number where the parent/guardian can be reached. Please refer to the V.I.S.A. Policy on absences mentioned above.

Miscellaneous Health Information

A student returning to school with sutures, casts, crutches, brace(s), or a wheelchair must have a health care provider's written permission to attend school and comply with any safety procedures require by the school administration and services personnel.

A student returning to school following a serious or prolonged illness, injury, surgery, or other hospitalization (including psychiatric and drug or alcohol inpatient treatment), must have written permission by the health care provider to attend school including any recommendations regarding physical activity.

An excuse (less than 10 weeks) from a physical education class may be granted to a student who is unable to participate in regular or modified curriculum for a temporary period of time due to illness or injury. A parent's request is needed from the student's health care provider.

A current District Emergency Information Card must be on file at the school so that parents can be notified promptly in case of accident or illness involving their child.

Immunization

All students new to the district or transfer students within the district must show that they have received all currently required immunizations in order to be enrolled. The immunization status of all students will be

reviewed periodically. Those students who do not meet the State guidelines must be excluded from school until the requirements are met.

Communicable Disease

Temporary exclusion of a student from school generally occurs for communicable disease, including, but not limited to, the following conditions; conjunctivitis (“pink eye”); impetigo, strep throat, chickenpox, scabies, head lice, and pertussis (“whooping cough”). Exclusion may occur immediately or at the end of the school day. Readmission to school is based on condition and appropriate treatment.

Health Screening

Screening of the student vision and hearing will be done at the school site in accordance with state mandates.

Administration of Medications

Students who are required to take during regular school day, medication prescribed from his/her by an authorized health care provider may be assisted by designated school personnel if the school district receives (1) a written statement from an authorized health care provider licensed by the state of California to prescribe medications detailing the method, amount, and time schedules by which such medication is to be taken; and (2) a written statement from the parent/guardian of the student indicating the desire that the school district assist the student in the matters set forth in the health care provider’s statement. The required forms are available from the health office or administrator. Student’s may carry and self-administer certain medication (e.g. inhaled asthma medication or auto-inject able epinephrine medication) if the school district receives the appropriate documentation. This includes (1) a written statement from the authorized health care provider detailing the name, medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the student is able to self-administer the medication; (2) a written statement from the parent/guardian release for health care personnel to consult with the health care provider of the student regarding any questions that may arise with regard to the medication, and releasing the school district and school personnel from liability in the case of adverse reaction. The required forms are available from the health office and administrator. Student may be subject to disciplinary action if the medication is used in a manner other than as prescribed.

Interscholastic athletic competition (sports) physical

Each student in grades 9 through 12 planning to participate in interscholastic competition must pass a physical examination yearly by a licensed health provider that complies with current District policy. Final decisions allow a student athlete to participate in sports (including tryouts) due to health and safety reasons are made by the school nurse. Students must be cleared in order to try out for any sports team.

Condom Distribution

V.I.S.A. will make condoms available at no cost to students who request them through the Teen Clinic. This is in an effort to decrease the spread of sexually transmitted disease including HIV. While the school does offer education that emphasizes abstinence as the only one hundred percent effective method of preventing infection, the proper use of condom does provide protection against sexual transmission of the HIV/AIDS virus and other sexually transmitted diseases. In making condoms available V.I.S.A. assumes no liability.

Extra-Curricular Activities

Students must maintain a 2.0 average at the 10 and 20 week periods in order to participate in any extra-curricular activities. If a student falls below a 2.0 GPA at the 10 or 20 week reporting period they will be placed on probation and will have until the next grading period to improve their grades. If grades do not improve, the student may be disqualified from the extra-curricular activity. Once students have brought their GPA back to a 2.0 at the 10 and 20 week periods they will be allowed to participate in the activities they were removed from. Students will be notified by the Athletic Director or sponsoring teacher when these circumstances arise. Additionally, the following applies to students involved in extra-curricular activities:

- If a student fails more than 3 courses at the 10 or 20 week report card they will automatically be deemed ineligible.
- Ineligible students may not take the bus to games, play in games, or practice afterschool with the team while they are ineligible.
- Any student that takes a bus for an extra-curricular activity must return on the bus.
- Students who are absent from 2 or more periods on block days or 4 or more periods on a regular day will not be allowed to participate in the extra-curricular event held the day of their absence.

*This does not apply to counseling groups.

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.

COMMITMENT TO SPORTS

It is very important that student athletes understand the importance of commitment to the school, sport, and team they participate with. Other players and the coach count on their participation throughout the season of sport and it also affects the eligibility of that sport in the CIF City Section. That is why the school is asking the student athlete to continue to participate in all the games and practices. We understand that a student athlete cannot play if his or her GPA falls below 2.0, if they become injured, or if there is a death in the family; but we ask that students, who make a commitment to a sport, finish that season of that sport completely. If a student quits or the coach determines that the student has not been participating in the sport at any time before that sport has finished, the consequences for that student will range from game suspensions to forfeiting the next season of sports. Important note to this rule is that if you make the football team and you quit after September 20th, then this rule applies to you also. For example, if he/she quits basketball in the winter, the athlete is unable to participate in a spring sport and must wait until the fall season to play in a sport. In addition, the student will be assigned an additional 30 hours of community service. Furthermore, seniors that quit their sports will lose prom and grad night.

Per California Interscholastic Federation (CIF) rules, students must have a 2.00 GPA (10 week and 20 week) in order to participate in sports. The GPA will include plus and minus weights. The GPA for students with Special needs will not include plus and minus weights.

SPORTS INFORMATION

The following is a list of sports for the Fall, Spring and Winter seasons. Students interested in participating in any sport should speak with his/her counselor and listen to the daily Public Announcements or ask the Athletic Director, Coach, or a Physical Education teacher for tryout information.

- Basketball JV/Varsity (Boys and Girls)
- Volleyball JV/Varsity (Girls)
- Soccer (Boys and Girls)
- Wrestling
- Softball
- Cross Country
- Baseball

CAMPUS CLUBS

- GSA
- Key Club
- Fellowship of Christian Athletes
- Human Organization for Protecting the Environment (H.O.P.E.)

- Panacea
- SAVE

OTHER EXTRA-CURRICULAR ACTIVITIES

- Band
- Cheerleading
- Dance
- Student Advisory Council
- Associated Student Body

CONTACT INFORMATION

V.I.S.A STAFF

- Director (818) 896-7462 extension 7906
- Curriculum Coordinator (818) 896-7462 extension 7936
- School Counselor (818) 896-7462 extension 7934
- College Advisor (818) 896-7462 extension 7999
- Tech Specialist (818) 896-7462 extension 7808

EMERGENCY MEDICAL AND MENTAL HEALTH SERVICES

- Northridge Hospital Medical Center -18300 Roscoe Blvd., Northridge (818) 885-8500
- 24 Hour Emergency Center (818) 885-5396
- Providence Holy Cross Medical Center – 15031 Rinaldi St., Mission Hills (818) 365-8051
- Olive View/UCLA Hospital – 14445 Olive Dr., Sylmar (818) 364-1555
- Psychiatric Emergency (818) 364-4341
- Valley Coordinated Children's Services (818) 708-4500
- Son/daughter & Adolescent Mental Health Crisis (M-F 8 a.m.-6:30 p.m.)

HELP LINES

- Fire, Police, Ambulance 911
- Teen Line (800) 852-8336
- Alateen (213) 387-3158
- Alcoholics Anonymous (323) 936-4343
- California Youth Crisis Line (Runaways and all other problems) (800) 843-5200
- Son/daughter Abuse Hotline (800) 540-4000
- Eating Disorders Referral Service (800) 931-2237
- El Centro de Amistad (818) 898-0223
- El Nido Family Services (818) 830-3646
- Gay and Lesbian Youth Talkline (800) 773-5540
- Homework Hotline (800) 527-8839
- Info Line – General Info + Referrals (800) 339-6993
- LA Rape and Battery Hotline (800) 656-4673
- Marijuana Anonymous (818) 759-9194
- Poison Control Center (800) 876-4766
- Safe Rides – Fri. + Sat. 10 p.m. – 2 a.m. (661) 259-6330
- San Fernando Valley Coalition on Gangs (800) 339-6993
- San Fernando Valley Partnership (818) 837-7767
- Suicide Prevention Hotline (888) 727-4747
- Valley Community Clinic (818) 763-4070
- Valley Trauma Center – Sexual Assault (818) 886-0453

- 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 with each teacher as the immediate custodian.

Pupil Record Information

The review of any or all pupil records will be during regular school hours and will be arranged at a time mutually convenient to the parent (or student, when applicable) and the school official, i.e. counselor, administrator. When a pupil record of one student includes information concerning other students, the parent or adult student who wishes to inspect and review such material may see only such part as relates to the son/daughter of that parent or to the particular adult student. If the parent or adult student requests a copy of the whole or any part of a pupil record, the copy will be provided. The school may charge a fee for the copy.

For all pupil records, other than grades, a parent (or former student) may challenge the content of such pupil records by filing a written request to remove or correct any record information that is:

- An unsubstantiated personal conclusion or inference.
- Inaccurate.
- A conclusion of inference outside of the observer's area of competence.
- Not based on the personal observation of a names person with the time and place of the observation noted.
- Misleading.
- In violation of the privacy or other rights.

With regard to the challenge of grades, in the absence of clerical or mechanical mistake, fraud, bad faith, or incompetence, the grade given to each pupil in a course by a teacher shall be final.

Challenges to grades must be submitted in writing to the administrator supervising the teacher's department. The review of a grade challenge will be conducted by the administrator.

Records or information maintained by a school official exclusively for personal reference or use and which are not available to any other person, except his or her substitute, are not pupil records available for inspection, review, or challenge by the parent or adult pupil.

Upon written request by a school in which the student seeks or intends to enroll, education records of the student will be forwarded to the school, unless there is a hold on the record.

VISITORS ON CAMPUS

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.

SUPERVISED AREAS

Students are to be in areas that are supervised at all times and are never to be in classrooms without teacher supervision. Students are not to loiter in hallways before school, during nutrition, during lunch or after school unless the area is supervised.

Students may only use the playing field with adult supervision. If the vehicle are damaged by students or if people are injured as a result of a loose ball while the area is supervised, the student will be held responsible and pay for any damages caused.

MEDIA RELEASE

Occasionally, members of the news media may visit schools to cover activities such as sport competitions, school assemblies, special programs and general newsworthy events. The law provides that when members of the news media are lawfully on campus, they may interview, photograph and/or film students. However, the law also provides that a student may decline to speak to the media and may refuse to be interviewed, filmed or photographed. When visits from the news media are prearranged, schools shall make every effort to notify parents in advance and to provide parents with the opportunity to authorize or to withhold permission for media access to their son/daughter.

ADDITIONAL CURRICULUM AND INSTRUCTIONAL MATTERS REPORT CARDS

Progress report cards are issued each 5 and 15 weeks of the Fall and Spring semesters. Report cards are issued every 10 and 20 weeks.

ALTERNATIVE TO USING PRESERVED AND LIVE ORGANISMS IN SCIENCE CLASSES

Students with a moral objection to participation in science laboratory instruction in which animals are used will be informed of the opportunity to be excused or provided with alternative activities. In order to be excused or provided with alternative activities, the student must have a note from his/her parent or guardian

requesting an alternative assignment. This assignment must require a comparable time effort investment by the student.

RESTITUTION OF MONIES

V.I.S.A. policy and State law mandates that the parent or guardian of a minor is liable to a school district or private school for all property loaned to and not returned or willfully damaged by the minor. It also authorizes local school districts to adopt a policy whereby the marks, diploma, or transcripts of these students would be withheld until the pupil or the parent/guardian pays for the damages or returns the property.

It is the policy of V.I.S.A. to seek restitution, including but not limited to, when a student willfully cuts, defaces, causes the loss, non-return or otherwise injured any property, real or personal, belonging to the school district or a school employee. The parent/guardian of the student is liable for such damages, not exceeding \$10,000.

Upon receiving notification, the parent(s) or guardian(s) may pay the outstanding obligation, or the student or parent may complete a voluntary work assignment determined by the school. Upon satisfactory completion of the school voluntary work assignment, the marks, diploma, or transcripts shall be released and/or the debt discharged.

INTERNET ACCESS (V.I.S.A. Acceptable Use Policy, AUP)

As part of our School Technology Plan, V.I.S.A. provides computer network and internet access for its students and employees, V.I.S.A. teachers use the internet for staff and parent communication and as an instructional tool in classrooms, labs and the library media center. V.I.S.A. students use the internet to research and create school-based projects, to learn and reinforce new concepts, and to fulfill the profile of the international studies academy profile as defined by the Asia Society.

Each year, students and employees need acknowledge receipt of/and agreement with this Policy. Students who are under 18 also must 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 V.I.S.A. may revise the AUP, as it deems necessary. Any such change will be posted on the V.I.S.A. website, <http://www.vaughncharter.com>.

Acceptable uses of the Computer Network or the Internet

Access to the V.I.S.A. 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 V.I.S.A. The V.I.S.A. computer network, internet access, and student and employee accounts should be used only for educational or professional purposes.

The account may only be used during the time the user is a student or an employee of V.I.S.A. Anyone who receives an account is responsible for using it properly. The student or employee is required to change the

password the first time he or she uses the account and routinely thereafter. Use of passwords to gain access to the V.I.S.A. network does not imply that the user has an expectation of security or privacy.

If a user is uncertain about whether a particular use of the computer network, internet or e-mail is appropriate, he or she should consult a teacher or administrator. Additional information about appropriate user communication is available in the V.I.S.A. Netiquette booklet available in school offices.

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 V.I.S.A. computer to pursue "hacking", "phishing", or "spamming" internal or external to V.I.S.A., 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 V.I.S.A. 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 V.I.S.A. 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- V.I.S.A. 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. Furthermore, 5 demerits will be issued and the student will serve 10 weeks of detention.

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

V.I.S.A. 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 Child's Internet Protection Act (CIPA), V.I.S.A. 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 V.I.S.A. 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, V.I.S.A. 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 V.I.S.A. Governing Board or other related authority. V.I.S.A. 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 V.I.S.A. 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 V.I.S.A. 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 V.I.S.A. 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 V.I.S.A. security policies and by the Child's Internet Protection Act (CIPA). The School Network Administrator/Manager at V.I.S.A. 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 V.I.S.A. 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 V.I.S.A. 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 V.I.S.A. Account users does not have any right or expectation of privacy regarding such materials.

Student Email

All V.I.S.A. students are assigned a school e-mail account. Student e-mail accounts are for instructional purposes and are governed by the V.I.S.A. 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 V.I.S.A. 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 V.I.S.A. 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.

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

Please note that V.I.S.A. 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 V.I.S.A. 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.

Restriction of Free Speech

The V.I.S.A. network is not a public access service or a public forum. V.I.S.A. has the right and responsibility to restrict material, including text, graphics, and all other forms of expression, accessed, posted or stored on the system.

Waiver of Privacy Rights

Students expressly waive any right of privacy, as to V.I.S.A., in anything they create, store, send, or receive using the V.I.S.A. network. They understand and consent to V.I.S.A. use of human and/or automated means to monitor the use of the V.I.S.A. network including e-mail and Internet access.

Storage Capacity

To ensure that account users remain within the allocated disk space, user with e-mail accounts should check his/her e-mail frequently and delete unwanted messages and other files or data that take up excessive storage space. The V.I.S.A. school network administrators/manager will also routinely delete messages from account users' inbound and outbound log files and messages saved to the archive folders on the system.

Penalties for Improper Use

The use of the account is privileged, not a right, and inappropriate use will result in the restriction or cancellation of the account. Inappropriate use may lead to any disciplinary and/or legal action, including but not limited to suspension or expulsion or dismissal from employment from V.I.S.A. or criminal prosecution by government authorities V.I.S.A. will attempt to tailor any disciplinary action to meet the specific concerns related concerns related to each violation.

Disclaimer: V.I.S.A. makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs or other obligations arising from the unauthorized use of the accounts. V.I.S.A. also denies any responsibility for the accuracy or quality of the information obtained through the account. The Internet or the website may automatically produce search results that reference or link to third party sites throughout the World Wide Web. V.I.S.A. has no control over these sites or the content within them. V.I.S.A. cannot guarantee, represent or warrant the content of any third party site is accurate, legal and/or inoffensive. V.I.S.A. does not endorse the content of any third party site, nor do we guarantee that the site will contain viruses or otherwise impact an internal or external computer. Any statement accessible on the computer network or the Internet is understood to be the author's individual point of view and not that of V.I.S.A., its affiliates, or employees. Account users are responsible for any losses sustained by V.I.S.A. or its affiliates resulting from the account users' intentional misuse of the accounts.

SEX EDUCATION COURSES

Complying with the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act, schools are required to:

1. Provide students with the knowledge and skills necessary to protect his/her sexual and reproductive health from unintended pregnancies and sexually transmitted diseases.
2. Encourage all students to develop healthy attitudes about adolescent growth and development, body image, gender roles, sexual orientation, dating, marriage and family.

Authorized Comprehensive Sexual Health Education

1. V.I.S.A. provides comprehensive sexual health education through the Peer Health Exchange (PHE) Program which provides education regarding human development and sexuality, including education on pregnancy, family planning, and sexually transmitted diseases.
2. The Peer Health Exchange Educators instruct and also use trained outside consultant who know the most recent medically accurate research on human sexuality, pregnancy, and sexually transmitted diseases. The instruction must meet the following requirements:
 - The instruction and the material used to teach must be suitable for the intellectual emotional and behavioral ability of students of the age being taught.
 - All information taught must be medically accurate and objective, meaning it must be verified or supported by research conducted in the scientific method, reviewed by scientific peers, and recognized as accurate and objective by federal agencies and professional organizations with expert knowledge in health matters.
 - Instruction must be available on an equal basis to a student who is English learner consistent with the existing curriculum and alternative options for an English learner.
 - Instruction and material must be appropriate for use with students of all races, gender, sexual orientations, ethnic and cultural background, and students with disabilities.
 - Instruction and materials must be appropriate for students with disabilities through modified curriculum, materials, instructional format, auxiliary aids, and other means.
 - Instruction and materials must teach respect for marriage and committed relationships.
 - Instruction and material must teach that not having sexual intercourse is the only certain way to prevent sexually transmitted diseases and that not having sexual intercourse has other personal and social benefit as well. Also instruction and materials must provide

medically accurate information on other methods of preventing pregnancy and sexually transmitted diseases.

- Instruction and materials must provide information about sexually transmitted diseases, including how they are and are not transmitted, the effectiveness and safety of all federal Food and Drug Administration (FDA)-approved methods of reducing the risk of contracting sexually transmitted diseases, and information on local sources for testing and medical care for sexually transmitted diseases.
 - Instruction and material must provide information about effectiveness and safety of all FDA-approved contraceptive methods in preventing pregnancy, including emergency contraception, and other means.
 - Instruction and material must provide students with skills for making and carrying out responsible decisions about sexuality.
 - Instruction and materials must provide students with information on the fact that a parent or other person who surrenders physical custody of a baby three-days old or younger at a lawfully identified hospital or “safe-surrender site” will not be prosecuted, as detailed in Section 1255.7 of the Health and Safety Code and Section 271.5 of the Penal Code.
 - Instruction and materials must not teach or promote religious doctrine.
 - Instruction and materials must not reflect or promote bias against any person on the basis of sex, ethnic group identification, race, national origin, religion, color, mental or physical disability, ancestry, gender, or sexual orientation (as further listed in Section 422.6 of the Penal Code).
- Required HIV/AIDS Prevention Education

HIV/AIDS-prevention education must be provided at least once in high school from instructors trained in teaching the subject. HIV/AIDS-prevention education, whether taught by school personnel or outside consultants, will consist of age appropriate instruction using instructors trained in appropriate courses; and must meet the requirements set forth in the previously mentioned Section entitled, “Authorized Comprehensive Sexual Health Education.” HIV/AIDS-prevention education must accurately reflect the latest information and recommendations from the United States Surgeon General, the federal Center for Disease Control and Prevention, and the National Academy of Sciences; and must include the following:

- Information on the nature of HIV/AIDS and its effect on the human body.
- Information on the manner in which HIV is and is not transmitted and on activities that present the highest risk of HIV infection.
- Discussion of methods to reduce the risk of HIV infection and instruction that emphasizes that sexual abstinence, monogamy, avoidance of multiple sexual partners, and avoidance of intravenous drug use are the most effective means of HIV/AIDS prevention and that includes statistics on the latest medical information on the success and failure rates of condoms and other contraceptives in preventing sexually transmitted HIV infection and on methods that may reduce the risk of HIV transmission from intravenous drug use.
- Discussion on the public health issues associated with HIV/AIDS.
- Information on local resources for HIV testing and medical care.
- Instruction on the development of refusal skills to help students overcome peer pressure and use effective decision-making skills to avoid high-risk activities.
- Discussion about societal views on HIV/AIDS and instruction that emphasizes understanding of stereotypes, myths about people with HIV/AIDS, and compassion for people living with HIV/AIDS.

Notice and Parental Excuse

An open line of communication between parents or guardians and their students about human sexuality and HIV/AIDS is encouraged. We are respectful of the rights of parents or guardians to supervise their son/daughter's education on these subjects. Furthermore, parents and guardians may review materials and evaluation tools related to comprehensive sexual health education and HIV/AIDS-prevention education so that they can decide whether or not to have their son/daughter participate in all or part of the instruction or evaluation. Parents and guardians have the ultimate responsibility for imparting values regarding human sexuality to their child.

A parent or guardian of a student has the right to have their child participate or not participate in all or part of comprehensive sexual health education provided through the PHE, HIV/AIDS-prevention education, and assessments related to that education under the following conditions:

- At the beginning of each year or for a student who enrolls later, schools must notify parents or guardians about instruction in sexual health behaviors that will be used in instruction. The notice of parents or guardians must include all of the following information:
 - The written and audiovisual education materials used in comprehensive sexual health education and HIV/AIDS-prevention education is available for inspection.
 - The parent or guardian has the right to request a copy of Chapter 5.6 California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act.
 - The parent or guardian may request in writing that his or her child not receive comprehensive sexual health education or HIV/AIDS-prevention education.
- No questionnaire, survey, or examination containing any questions about the student's personal beliefs or practices in sex, family life, morality, or religion or any questions about the student's parents' or guardians' beliefs and practices in sex, family life, morality and religion will be administered unless the parent or guardian of the student is notified in writing that such test, questionnaire, survey, or examination is to be administered, and the parent or guardian of the pupil gives written permission for the student to participate in the activity. V.I.S.A. may administer anonymous, voluntary, and confidential research and evaluation tools to measure students' health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the students' attitudes concerning or practices related to sex, if the parent or guardian is given the opportunity to review the material and to request in writing, that his or her son/daughter not participate.

A student must not attend any class in comprehensive sexual education or HIV/AIDS-prevention education or participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on student health behaviors and risk if the school has received a written request from the student's parent or guardian excusing the student from participation.

A student must not be subject to disciplinary action, academic penalty, or other penalty if the student's parent or guardian declines to permit the student to receive comprehensive sexual health education or HIV/AIDS-prevention education or to participate in anonymous, voluntary, and confidential tests, questionnaires, or surveys on student health behaviors and risks.

While comprehensive sexual health education, HIV/AIDS-prevention education, or an anonymous, voluntary, and confidential test, questionnaire, or survey on student health behaviors and risks is being administered,

and alternative educational activity must be made available to students whose parent or guardian has requested that they not receive the instruction or participate in the test, questionnaire, or survey.

MEDICAL AND HEALTH OFFICE INFORMATION

Health Office Visit

The health office is open Monday through Friday from 8:30 a.m. - 3:30 p.m. A bilingual medical assistant is assigned daily to the health office and a credential school nurse is a consultant. Students must come to the health office with a written pass from his/her teacher regarding physical, medical or emotional problems. It will be determined what care the student needs. Students are not allowed to use their own cell phones to arrange to go home on their own during school hours.

Going home when ill or injured

Students are not allowed to use their own cell phones to arrange to go home on their own during school hours.

Absences

Students persistently absent, or absent for 3 days or longer will be required to bring doctor's note to Main Office. Students that violate this are danger of losing their priority enrollment. A written note from a parent/guardian is required upon returning to school from an absence. The note should include the reason, the date and a phone number where the parent/guardian can be reached. Please refer to the V.I.S.A. Policy on absences mentioned above.

Miscellaneous Health Information

A student returning to school with sutures, casts, crutches, brace(s), or a wheelchair must have a health care provider's written permission to attend school and comply with any safety procedures require by the school administration and services personnel.

A student returning to school following a serious or prolonged illness, injury, surgery, or other hospitalization (including psychiatric and drug or alcohol inpatient treatment), must have written permission by the health care provider to attend school including any recommendations regarding physical activity.

An excuse (less than 10 weeks) from a physical education class may be granted to a student who is unable to participate in regular or modified curriculum for a temporary period of time due to illness or injury. A parent's request is needed from the student's health care provider.

A current District Emergency Information Card must be on file at the school so that parents can be notified promptly in case of accident or illness involving their child.

Immunization

All students new to the district or transfer students within the district must show that they have received all currently required immunizations in order to be enrolled. The immunization status of all students will be

reviewed periodically. Those students who do not meet the State guidelines must be excluded from school until the requirements are met.

Communicable Disease

Temporary exclusion of a student from school generally occurs for communicable disease, including, but not limited to, the following conditions; conjunctivitis ("pink eye"); impetigo, strep throat, chickenpox, scabies, head lice, and pertussis ("whooping cough"). Exclusion may occur immediately or at the end of the school day. Readmission to school is based on condition and appropriate treatment.

Health Screening

Screening of the student vision and hearing will be done at the school site in accordance with state mandates.

Administration of Medications

Students who are required to take during regular school day, medication prescribed from his/her by an authorized health care provider may be assisted by designated school personnel if the school district receives (1) a written statement from an authorized health care provider licensed by the state of California to prescribe medications detailing the method, amount, and time schedules by which such medication is to be taken; and (2) a written statement from the parent/guardian of the student indicating the desire that the school district assist the student in the matters set forth in the health care provider's statement. The required forms are available from the health office or administrator. Student's may carry and self-administer certain medication (e.g. inhaled asthma medication or auto-inject able epinephrine medication) if the school district receives the appropriate documentation. This includes (1) a written statement from the authorized health care provider detailing the name, medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the student is able to self-administer the medication; (2) a written statement from the parent/guardian release for health care personnel to consult with the health care provider of the student regarding any questions that may arise with regard to the medication, and releasing the school district and school personnel from liability in the case of adverse reaction. The required forms are available from the health office and administrator. Student may be subject to disciplinary action if the medication is used in a manner other than as prescribed.

Interscholastic athletic competition (sports) physical

Each student in grades 9 through 12 planning to participate in interscholastic competition must pass a physical examination yearly by a licensed health provider that complies with current District policy. Final decisions allow a student athlete to participate in sports (including tryouts) due to health and safety reasons are made by the school nurse. Students must be cleared in order to try out for any sports team.

Condom Distribution

V.I.S.A. will make condoms available at no cost to students who request them through the Teen Clinic. This is in an effort to decrease the spread of sexually transmitted disease including HIV. While the school does offer education that emphasizes abstinence as the only one hundred percent effective method of preventing infection, the proper use of condom does provide protection against sexual transmission of the HIV/AIDS virus and other sexually transmitted diseases. In making condoms available V.I.S.A. assumes no liability.

Extra-Curricular Activities

Students must maintain a 2.0 average at the 10 and 20 week periods in order to participate in any extra-curricular activities. If a student falls below a 2.0 GPA at the 10 or 20 week reporting period they will be placed on probation and will have until the next grading period to improve their grades. If grades do not improve, the student may be disqualified from the extra-curricular activity. Once students have brought their GPA back to a 2.0 at the 10 and 20 week periods they will be allowed to participate in the activities they were removed from. Students will be notified by the Athletic Director or sponsoring teacher when these circumstances arise. Additionally, the following applies to students involved in extra-curricular activities:

- If a student fails more than 3 courses at the 10 or 20 week report card they will automatically be deemed ineligible.
- Ineligible students may not take the bus to games, play in games, or practice afterschool with the team while they are ineligible.
- Any student that takes a bus for an extra-curricular activity must return on the bus.
- Students who are absent from 2 or more periods on block days or 4 or more periods on a regular day will not be allowed to participate in the extra-curricular event held the day of their absence.

*This does not apply to counseling groups.

ATHLETES BILL OF RIGHTS

- K. You have the right to fair and equitable treatment and you shall not be discriminated against based on your sex.
- L. You have the right to be provided with an equitable opportunity to participate in all academic extracurricular activities, including athletics.
- M. You have the right to inquire of the athletic director of your school as to the athletic opportunities by the school.
- N. You have the right to apply for athletic scholarships.
- O. 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.
- P. You have the right to have access to a gender equity coordinator to answer questions regarding gender equity laws.

- Q. You have the right to contact the State Department of Education and the California Interscholastic Federation to access information on gender equity laws.
- R. 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.
- S. You have the right to pursue civil remedies if you have been discriminated against.
- T. You have the right to be protected against retaliation if you file a discrimination complaint.

COMMITMENT TO SPORTS

It is very important that student athletes understand the importance of commitment to the school, sport, and team they participate with. Other players and the coach count on their participation throughout the season of sport and it also affects the eligibility of that sport in the CIF City Section. That is why the school is asking the student athlete to continue to participate in all the games and practices. We understand that a student athlete cannot play if his or her GPA falls below 2.0, if they become injured, or if there is a death in the family; but we ask that students, who make a commitment to a sport, finish that season of that sport completely. If a student quits or the coach determines that the student has not been participating in the sport at any time before that sport has finished, the consequences for that student will range from game suspensions to forfeiting the next season of sports. Important note to this rule is that if you make the football team and you quit after September 20th, then this rule applies to you also. For example, if he/she quits basketball in the winter, the athlete is unable to participate in a spring sport and must wait until the fall season to play in a sport.

Per California Interscholastic Federation (CIF) rules, students must have a 2.00 GPA (10 week and 20 week) in order to participate in sports. The GPA will include plus and minus weights. The GPA for students with Special needs will not include plus and minus weights.

SPORTS INFORMATION

The following is a list of sports for the Fall, Spring and Winter seasons. Students interested in participating in any sport should speak with his/her counselor and listen to the daily Public Announcements or ask the Athletic Director, Coach, or a Physical Education teacher for tryout information.

- Basketball JV/Varsity (Boys and Girls)
- Volleyball JV/Varsity (Girls)
- Soccer (Boys and Girls)
- Wrestling
- Softball
- Cross Country
- Baseball

CAMPUS CLUBS

- GSA
- Key Club
- Fellowship of Christian Athletes
- Human Organization for Protecting the Environment (H.O.P.E.)

- Panacea
- SAVE

OTHER EXTRA-CURRICULAR ACTIVITIES

- Band
- Cheerleading
- Dance
- Student Advisory Council
- Associated Student Body

CONTACT INFORMATION

V.I.S.A STAFF

- Director (818) 896-7462 extension 7906
- Curriculum Coordinator (818) 896-7462 extension 7936
- School Counselor (818) 896-7462 extension 7934
- College Advisor (818) 896-7462 extension 7999
- Tech Specialist (818) 896-7462 extension 7808

EMERGENCY MEDICAL AND MENTAL HEALTH SERVICES

- Northridge Hospital Medical Center -18300 Roscoe Blvd., Northridge (818) 885-8500
- 24 Hour Emergency Center (818) 885-5396
- Providence Holy Cross Medical Center – 15031 Rinaldi St., Mission Hills (818) 365-8051
- Olive View/UCLA Hospital – 14445 Olive Dr., Sylmar (818) 364-1555
- Psychiatric Emergency (818) 364-4341
- Valley Coordinated Children's Services (818) 708-4500
- Son/daughter & Adolescent Mental Health Crisis (M-F 8 a.m.-6:30 p.m.)

HELP LINES

- Fire, Police, Ambulance 911
- Teen Line (800) 852-8336
- Alateen (213) 387-3158
- Alcoholics Anonymous (323) 936-4343
- California Youth Crisis Line (Runaways and all other problems) (800) 843-5200
- Son/daughter Abuse Hotline (800) 540-4000
- Eating Disorders Referral Service (800) 931-2237
- El Centro de Amistad (818) 898-0223
- El Nido Family Services (818) 830-3646
- Gay and Lesbian Youth Talkline (800) 773-5540
- Homework Hotline (800) 527-8839
- Info Line – General Info + Referrals (800) 339-6993
- LA Rape and Battery Hotline (800) 656-4673
- Marijuana Anonymous (818) 759-9194
- Poison Control Center (800) 876-4766
- Safe Rides – Fri. + Sat. 10 p.m. – 2 a.m. (661) 259-6330
- San Fernando Valley Coalition on Gangs (800) 339-6993
- San Fernando Valley Partnership (818) 837-7767
- Suicide Prevention Hotline (888) 727-4747
- Valley Community Clinic (818) 763-4070
- Valley Trauma Center – Sexual Assault (818)

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.