

# Vista Charter Public Schools

## Parent, Student HANDBOOK



**2015-2016**

English

## Executive Director's Message



Dear Students and Families:

Welcome to Vista Charter Public Schools; Home of the Eagles!

At Vista Charter Public Schools, we believe that our vision can be achieved through teamwork, collaboration, parent participation and community support.

All of our students are unique individuals, with equal potential to make a positive contribution to the school and society. Our goal is to instill an enthusiasm for lifelong learning and a sense of global awareness in each student, along with the necessary skills to prepare them for the challenges and changes which lie ahead. While we have established high standards for academic achievement and performance, our educational program has been created with an emphasis on the development of the whole child.

The Vista Charter Public Schools faculty and staff are implementing the Common Core State Standards. The four C's of Common Core are: Critical thinking, Communication, Collaboration and Creativity. The faculty and students alike will be asked to put these skills to the test. Students will be expected to take an active part in uncovering new knowledge and applying it to the real world. Our talented faculty and staff will facilitate this challenging work. We aim to provide the direction, counsel and support that each student needs to reach their full potential.

At Vista Charter Public Schools, our goal is to see that all students are prepared for high school, college, and beyond. In my experience, in order to see to the success of our students, we need to develop a meaningful partnership between school and home.

Vista Charter Public Schools staff and I are committed and prepared to make this a strong academic year as well as a memorable one. There is a spirit and energy at Vista Charter Schools that one only gets acquainted with if they are lucky enough to be on our campus during any given school day. I encourage you to come to school and explore ways on how you can be a part of a great Vista Charter Public Schools tradition.

*Learn Like A Champion, Today!*

Vahe Markarian

Executive Director & Founder

## VISTA Charter Public Schools Principal's Message



Dear Students and Families:

I hope that you have had a relaxing and restful summer vacation and are now ready to begin a new school year. I am looking forward to a great school year ahead. Welcome back to our returning students, and we all welcome our newcomers to the Vista family. We are proud of our staff and students and invite you to get to know our school. I encourage you to become involved by volunteering or visiting school when you can. It is with great pleasure that I welcome you, as part

of our educational family, to the 2014-2015 school year.

A new school year is always an exciting time for all. It presents opportunities for various beginnings – new classes, new faces, new courses, new expectations, a busier schedule, more choices and new materials. The next three years are a time for growth, challenge and adventure.

Middle school is a time of a change. The workloads and social adjustments are greater here than at the elementary level. The campus life is different and child will now have multiple teachers throughout the day. At the beginning of each school year, parents frequently ask questions about what they can do to support their child during the middle school years. Middle school can be challenging at times, but there are several simple things that will help students achieve success.

Parents, please take time to:

- Talk with your child about their school day. Ask them specific questions about their time at school. For example, “What was the most interesting thing you did in math class today?” or “Tell me about your science experiment?”
- Review your child’s grades on the Parent Portal. The Portal will give you relevant information regarding your child’s performance on their homework, a test or quiz as well as their attendance. Your interest and concern in their school progress will motivate them to do their best.
- Maintain contact with your child’s teachers and staff members to establish a successful home/school connection. Our website has all of our teachers contact information, and useful resources.

Students, here are some tips to help you get started with your transition:

- Make reminders and plan ahead.
- Use your school planner/agenda.
- Make time for homework and assignments.
- Check your grades frequently on the PowerSchool Portal.
- Break big projects into smaller ones.
- Prepare the night before.
- Get involved at school-join a club

Our goal is to challenge your child academically, grow them socially and emotionally, and guide them toward independent thinking and problem solving. Students will be encouraged to display good character and to make good choices that will result in successful outcomes. We are looking forward to a great school year filled with enriching activities and learning experiences that will help your child “Learn like a Champion Today!”

I look forward to working with you and your child throughout the school year to provide a productive and safe learning environment that supports student success. Once again, welcome to VISTA Charter Middle Schools.

Eduardo Rodriguez

Principal

## Vista Heritage Charter Middle School

Dear Vista Families-



I am honored to be the Principal at Vista Heritage Charter. I am humbled and blessed to be the instructional leader of such an awesome school community. I would like to take this opportunity to introduce myself. I have always been dedicated to students, staff, and many parts of education for over ten years. During this time, I have had the opportunity to work with many different types of communities K-12. I have served as an elementary, middle and high school teacher. From there, I stepped forward to become a leader by serving as a Mentor, Grade-Level/ Department Chair, Curriculum Designer, Assistant Principal and Interim Principal. Although new to Vista, I am excited to share this incredible journey with you. I have always had the student's success at the heart of all that I do. I will be dedicated to making sure our school moves in the right direction towards providing our students with 21st Century skills and a safe place to learn. We will provide all our students with what they need to be successful. As principal, it is important for me, that everyone who steps through our doors ---staff, students, and parents--- continues to be excited about what we do here! This attitude will embrace us to take on the challenges of academic excellence in a positive and motivating manner.

Know that your support and interest in the school are very much welcomed. It is imperative that our community moves together for the success of our students. We here at Vista, embrace the idea of doing whatever it takes to ensure the academic growth of our students is our focus. As a professional learning community, we are committed to working tirelessly to provide the pathway of success for each student who enters our doors. But to be successful as we can be in our learning community, we need your help. You are a special and unique part of our learning community. Collaboration with your child's teacher is a main ingredient to a healthy and successful year. Open communication is also vital to ensure a successful home-school partnership. Parent involvement is an important aspect of every child's education and can be a primary factor for student success in school. Together we can participate in making a difference to all who enter Vista's doors.

My priorities as principal will be focused around student achievement, which promotes clear support of an instructional program that will allow Vista to shine bright. But know, none of my priorities are as important as our kids. This is the single most important aspect and I will not compromise nor weary when making decisions that would compromise this. At Vista students deserve the best. This is why I am passionate about my mission as principal and will make decisions that are in the best interest of our students. We will strive for excellence and make Vista a class of its own. In closing, when we ALL work together as a learning community and do things with our students' best interest as the focus, we will be a GREAT school! If I can ever be of assistance, please call or email me! It is through being a collaborative learning community with consistent, honest, and open communication that I can best serve our students. Thank you for the opportunity to serve this GREAT community.

Working with you,

Lauri E. Martin

Principal



Valhe Markarian  
Executive Director



Eduardo Rodriguez, Principal  
Jose Ruben, Assistant Principal

**VISTA CHARTER MIDDLE SCHOOL**  
A Vista Charter Public School

**2015-2016 SCHOOL YEAR CALENDAR**

CALENDARIO ESCOLAR DE INSTRUCCION

2900 West Temple Street, Los Angeles, CA 90026

Phone: 213-201-4000 | Fax: 213-201-5861

[www.vistacharters.org](http://www.vistacharters.org)

7/15	8/15	9/15	10/15	11/15	12/15
JULY	AUGUST	SEPTIEMBRE	OCTOBER	NOVEMBER	DECEMBER
JULIO	AGOSTO	SEPTIEMBRE	OCTUBRE	NOVIEMBRE	DICEMBRE

Calendar grid showing days of the week (S, M, Tu, W, Th, F, Sa, Su) and school status (shaded for school days, white for holidays/breaks). Markers Q1, Q2, Q3, and Q4 indicate the start of each quarter.

1/16	2/16	3/16	4/16	5/16	6/16
JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
ENERO	FEBRERO	MARZO	ABRIL	MAYO	JUNIO

Calendar grid showing days of the week (S, M, Tu, W, Th, F, Sa, Su) and school status (shaded for school days, white for holidays/breaks). Markers Q3 and Q4 indicate the start of each quarter.

MINIMUM DAY - DORMISAL AT 12:35  
Dia Minimo-Salida a las 12:35 pm

NO SCHOOL  
NO HAY CLASES

Aug 6-7	Vista Charter Public School Professional Development (Pupil free)	Nov 6	Vista Charter Public School Professional Development (Pupil free)	Jan 18	Dr. Martin Luther King Holiday - Dia Feriado	May 30	Memorial Day Holiday - Dia Feriado
Aug 10-12	Incoming Student Assessment	Nov 11	Veteran's Day Observed - Dia del Veterano (Dia Feriado)	Jan 29	Vista Charter Public School Professional Development (Pupil free)	Jun 10	Last Day of School - Ultimo Dia de Escuela
Aug 13-14	Vista Charter Public School Professional Development (Pupil free)	Nov 23-27	Thanksgiving Break - No School - No hay clases	Feb 15	President's Day - Dia Feriado		
Aug 18	First Day of School - Start of 1st Semester	Dec 23-Jan 8	Winter Break - Descanso de Invierno	Mar 21-25	Spring Break - Descanso de Primavera		
Sep 7	Labor Day Holiday - Dia del Trabajo (Dia Feriado)			Mar 28	Cesar Chavez Birthday Observation		
Sep 25	Vista Charter Public School Professional Development (Pupil free)						



**VISTA HERITAGE CHARTER MIDDLE SCHOOL**  
A Vista Charter Public School

**2015-2016 SCHOOL YEAR CALENDAR**

CALENDARIO ESCOLAR DE INSTRUCCIÓN

2609 West Fifth Street, Santa Ana, CA 92703

Phone: 714-599-4246 | Fax: 213-201-5861

[www.vistaheritagems.org](http://www.vistaheritagems.org)

Vahé Markarian  
Executive Director

Lauri E. Martin, Principal



7/15	8/15	9/15	10/15	11/15	12/15
JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
JULIO	AGOSTO	SEPTIEMBRE	OCTUBRE	NOVIEMBRE	DICEMBRE

1/16	2/16	3/16	4/16	5/16	6/16
JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
ENERO	FEBRERO	MARZO	ABRIL	MAYO	JUNIO

NO SCHOOL  
NO HAY CLASES

MINIMUM DAY - DISMISSAL AT 12:35  
Día Mínimo-Salida a las 12:35 pm

Aug 6-7	Vista Charter Public Schools Professional Development (Pupil free)	Dec 21-31	Winter Break - Descanso de Invierno	APR 4-8	Spring Break - Descanso de Primavera
Aug 10-12	PD (Pupil free)	Jan 1	Winter Break - HOLIDAY - Descanso de Invierno	May 30	Memorial Day Holiday- Día Feriado
Aug 13-14	Vista Charter Public Schools Professional Development (Pupil free)	Jan 10	March Luther King Day - No School - No hay clases	Jun 17	Last Day of School - Último Día de Escuela
Aug 17-19	Incoming Students Assessment	Jan 29	Vista Charter Public Schools Professional Development (Pupil free)		
Aug 20-21	PD (Pupil free)	Feb 12	Lincoln Day - Día Feriado - No School - No hay clases		
Aug 28	GRAND OPENING OF VISTA HERITAGE CHARTER MIDDLE SCHOOL	Feb 15	Washington Day - No School - No hay clases		

# BELL SCHEDULE

To see our updated Bell Schedule Please visit our website. Regular days started at 8:00am, 6<sup>th</sup> and 7<sup>th</sup> grades Regular Day dismissal is at 3:00 PM and 8<sup>th</sup> grade at 3:03 PM. Every Wednesday, students are released at 1:52 pm for 6<sup>th</sup> and 6<sup>th</sup> grades and 1:56 for 8<sup>th</sup> grade, so that teachers can conduct staff development. The procedures for early dismissal shall be:

1. During Wednesday early dismissal only the students in the after school programs will stay at VISTA.
2. VISTA area kids that are not in the after school programs must leave campus. We encourage them to sign up for our many exciting classes so they can stay.

# REPORTING CARDS AND REPORTING PERIODS

It is VISTA Charter School policy that all students succeed and are given every chance to excel in school.

We have 4 grading cycles are during the school year. (See school calendar)

1. There will be two reporting periods per semester.
2. Teachers will notify parents of struggling students prior to progress reports are issued.
3. 1<sup>st</sup> & 3<sup>rd</sup> reporting periods are progress reports. The 2<sup>nd</sup> and 4<sup>th</sup> reporting period is the final semester grade.
4. Any student receiving a “D” or an “F” on the progress report will have a parent conference.
5. Report Cards will be available on the POWERSCHOOL website and hard copies will be send home.

# 8 KEYS OF EXCELLENCE!

Balance	Live Your Best Life	Be mindful of self and others while focusing on what’s meaningful and important in your life.
Integrity	Match Behavior with Values	Demonstrate your positive personal values in all you do and say. Be sincere and real.
Flexibility	Be Willing to do Things Differently	Recognize what’s not working ad be willing to change what you’re doing to achieve your goal.
Commitment	Make Your Dreams Happen	Take positive action. Follow your vision without wavering.
Ownership	Take Responsibility for Actions	Be responsible for your thoughts, feelings, words, and actions. “Own” the choices you make and the results that follow.
This Is It	Make the Most of Every Moment	Focus your attention on the present moment. Keep a positive attitude.
Failure Leads to Success	Learn From Mistakes	View failure as feedback that provides you with the information you need to learn, grow and succeed.
Speak With Good Purpose	Speak Honestly and Kindly	Think before you speak. Make sure your intention is positive and your words are sincere.

Additionally, you will hear, over and over, how we will all be Champion Scholars by:

“Teaching like a Champion”

“Learning like a Champion”

“Leading like a Champion”



# BREAKFAST, LUNCH AND NUTRITION

1. VISTA offers free breakfast and lunch for most of its students. We urge you to encourage your child to take advantage of this program. You'll be helping your student as well as your school.
2. If your child has special dietary requirements, please contact the main office for a form.
3. Although all students will receive free meal, all parents must submit an family income survey for their child.



# SCHOOL SCHEDULES

Our schedules are posted on our website and you can also obtain a copy from our main office.

# REWARDS FOR EXCELLENCE IN ACADEMICS

We will reward students in multiple ways throughout the course of the year. After the 1st, 6 Week Cycle, students who achieved Advanced and Proficient statuses will be honored at a special Awards Assembly and be rewarded with certificates and specially made wrist bands to commemorate their great achievement.

At the end of each ensuing, 6-week cycle, students will be recognized for Perfect Attendance and, exercising each of the Pillars of our Character Counts Program.

At the end of each semester, students will be recognized for Academic Achievement (Honor Roll) and, Perfect Attendance.

## **Honor Roll**

1. Special education students will also qualify if they are meeting their IEP goals at each progress report period
2. Honor roll students will receive either an A or a B honor recognition

# VISTA DRESS CODE AND UNIFORM POLICY

Our policy is based on student SAFETY, mutual RESPECT, and RESPONSIBILITY to establish VISTA Charter Public Schools as a place of higher learning.

Students are required to wear their appropriate Vista uniform EVERY DAY. They may wear a t-shirt or long-sleeved shirt under the uniform, but not over it.

Students must wear black-colored slacks or shorts. Girls may wear black-colored skirts or, "skorts". All bottoms must be the correct size (no baggies, or "cargo pants"); bottoms and belts must be worn at the waist. No large belt buckles or chains such as wallet chains are allowed. All shorts should be no more than a couple of inches over the knee.

Caps and hats are not allowed, except for outdoor field trips. Please wear tennis shoes or other closed-toe shoes only. No sandals, flip-flops, or open-toed shoes are allowed.

Only VISTA sweatshirts are allowed. They may be ordered and purchased in the Main Office

We currently DO NOT have P.E. UNIFORMS: Students are expected to wear their regular uniforms for P.E.. Only girls are allowed to wear earrings. They must be small and have no large hoops. No body piercings are allowed on anyone. No makeup or body stickers. Students are not allowed to mark their bodies.

Thank you for supporting and following this policy. Together, we can ensure that your child gets the most out of school by minimizing distractions and maximizing safety.

# BUS RULES

At VISTA Charter Public Schools, it is our pleasure to provide the safest transportation possible on school-related field trips. On VISTA school trips, safety precautions are a must!

Your help is needed because safety is everyone's responsibility!

Students, when you are on the school bus, we expect you to behave as if you were in one of VISTA's classrooms. The bus driver is in charge of the bus at all times. Any student who repeatedly violates the safety precautions and/or bus rules may be denied the privilege of riding the bus and is subject to other disciplinary action to be determined by the principal. To that end, the following conduct rules are called to your attention:

1. Students must go directly to a seat designated by VISTA personnel and follow directions at all times. Students must remain seated, keeping aisles and exits clear.
2. Students must observe classroom conduct. All school rules apply on the bus. Obey the driver promptly and respectfully.
3. Students must be courteous and respectful to fellow students and to the bus driver.
4. Students must not engage in loud talking or laughing, excessive horseplay, or fighting, profane or abusive language.
5. Students need to understand that unnecessary confusion diverts the driver's attention and might result in a serious accident, thus threatening their own safety.
6. Students must refrain from chewing gum, eating and drinking on the bus.
7. Students must not have alcohol, tobacco or drugs in their possession on the bus.
8. Students must not throw or pass objects on, from or into the bus.
9. Students must treat bus equipment respectfully. Vandalism will not be tolerated. Keep the bus clean and sanitary.
10. Students must not extend any part of their bodies out of the bus windows.
11. Students are to remain absolutely quiet at railroad crossings until the bus has completely crossed and the driver says it is okay to talk.
12. VISTA Charter Public Schools or our designated bus company is not responsible for lost or stolen items left on the bus.

## **Driver and School Personnel responsibilities prior to written conduct report:**

Drivers and school personnel will confer with the student and/or change the student's seating assignment.

Drivers and school personnel are to contact the principal after repeated warnings have not been heeded.

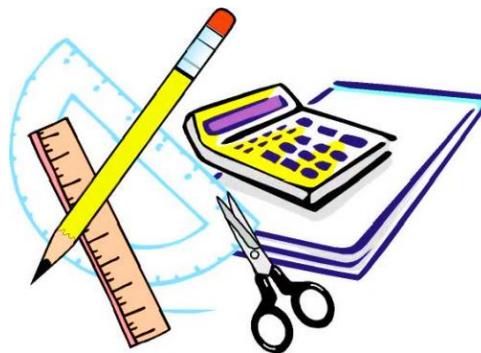
*Title V, California Code of Regulations section 14103 states that pupils transported in a school bus or in a school pupil activity bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. Students who ride school buses are expected to adhere to the same rules of conduct and behavior on the school bus as in school. Any student who engages in misconduct, disrupts school bus travel, disrespects the school bus driver or jeopardizes the safety of school bus rides is subject to disciplinary action, including suspension or removal from bus transportation program. If you have questions regarding student conduct on the school bus, please call the Main Office.*



# VISTA STUDENT SCHOOL SUPPLIES

VISTA Charter parents are responsible for providing and maintaining the following school supplies for their students, which include, but are not limited to:

- One good backpack with or without wheels.
- 1 Binder(2" white, clear view)
- One package notebook dividers(5 subjects, colored tabs)
- Pencil case, pouch, or bag
- 24 Pencils (wooden OR mechanical #2 ). Have several sharpened and ready!
- Pencil erasers
- Pencil Sharpener with container
- Student dictionary for use at home
- 4 glue sticks (Elmers)
- 2 Highlighters (broad chisel, yellow)
- 2 packages index cards (3X5 ruled, white, 100 ct)
- 6 composition books
- 2 packages paper(loose-leaf, 200 ct)
- Pens (12 black, 12 blue, 2 red – ballpoint, stick)
- 1 set colored pencils (12 ct, Crayola)
- 1 pair scissors (7" Fiskars)



**Teachers may require other supplies. They will let you know these items when school begins**

**STUDENT ARE NOT ALLOWED TO POSSESS "SHARPIES" OR  
PERMANENT MARKERS ON CAMPUS AT ANY TIME.**



- If they are needed for a project, the teacher will provide them for classroom use only.

Each VISTA 6<sup>th</sup> grade student will receive a FREE yearly Planner, with calendars and spaces to write your assignments for each class period every day. It is your responsibility to take care of this planner for the entire school year!

**IT IS THE PARENT'S RESPONSIBILITY TO CHECK THIS PLANNER DAILY.**

# SCHOOL TEXTBOOKS

Students have access to a hardcover textbook in every core class: English, Mathematics, Social Studies, and Science. Many classes allow students to take textbooks home for reading or homework. Each book is assigned a number, and each student is responsible for the care and return of the books they are assigned.

These books are expensive, and must be treated with care and respect. Absolutely NO WRITING, HIGHLIGHTING, or "TAGGING" may be done in any textbook with pencil, pen, or marker. Doing so will constitute vandalism. All textbooks must be returned to VISTA in good condition at the end of the school year or when a student leaves VISTA Charter Public Schools for any reason.

California law allows a charter school to charge parents for the cost of any damage or loss caused by their child to any school property, including textbooks.

If a textbook is damaged, lost or stolen, VISTA will charge their parents as follows:



**Writing, highlighting, or "tagging" in a textbook: \$25**

**Lost or stolen textbooks: \$75**

# ATTENDANCE

It's the law. Parents and guardians are responsible for ensuring that their children go to school. School attendance is vital to student's achievement. Students who develop patterns of good attendance are much more likely to be successful both academically and socially.

## *Attendance Matters!*

- When students attend school, they get better grades, score better on standardized tests and are more likely to go to college.
- It is our responsibility to teach students the importance of attendance now so they are prepared for the future. Employers say good attendance demonstrates responsibility and is a key factor in the hiring and promotion of employees.

VISTA Charter Public Schools is working to improve in ways that will make students feel more welcome, safe and enthusiastic about showing up every day. *Parents Influence Attendance-Get Involved!*

- Plan family vacations for non-school days only.
- Schedule non-emergency medical and dental appointments after school hours.
- Make sure your child's school has your accurate daytime contact information, including cell phone number and/or e-mail address.
- Communicate often with your child's teachers.
- Gain access to our online website at [www.vistacharterschool.org](http://www.vistacharterschool.org) to access your student's attendance records.
- Make your school aware of any problems that may be causing your child to miss school.
- Every student is expected to attend school on a daily basis, unless there is valid justification for his/her absence. (EC 48200) Do not allow your child to have "parent permitted truanancies." These truanancies are best described as absences for reasons other than what the law allows. They may include the following:
  - Personal business, Car problems, No clean clothes, Rain, Walk outs or demonstrations

## TRUANCY

**Upon the third unexcused or unclear absence for more than any 30 minute period from school in any school year, the student may be classified as a truant.**

This could be grounds for referral to the SARB (School Attendance Review Board) and to the City Attorney's Office for possible prosecution.

# ABSENCES

C.C.R. Title 5, Section 306 – A principal or teacher may require satisfactory explanation from the parent or guardian of a pupil, either in person or by written note, whenever the pupil is tardy or absent a part or all of a school day. **PARENTS, PLEASE PROVIDE A NOTE FOR EVERY ABSENCE.**

## ABSENCES – EXCUSED

1. A pupil shall be excused from school when the absence is:
2. Due to his or her illness
3. Due to quarantine under the direction of a county or city health officer
4. For the purpose of having medical, dental, optometric or chiropractic services rendered.
5. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
6. For the purpose of jury duty in the manner provided for by law.
7. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
8. For justifiable personal reasons including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats or attendance at an employment conference
9. when the pupil’s absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative.
10. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Election Code.

A pupil absent from school for the above excused reasons shall be allowed to complete all assignments and tests missed during the absence that can reasonably be provided and, upon satisfactory completion, shall be given full credit. The teacher of any class from which a pupil is absent shall determine what assignments the pupil shall make up and in what period of time the pupil shall complete such assignments. The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. A pupil absent from school for excused reasons may make up the work by attending Saturday School.

## ABSENCES – UNEXCUSED

Any absence for reasons other than those listed as EXCUSED ABSENCES are deemed unexcused. VISTA Charters are required by law to seek an explanation (a written note or verbal justification) regarding all absences. **Upon the third unexcused or un cleared absence for more than any 30 minute period from school in any school year, the student may be classified as a truant.** This could be grounds for referral to the SARB (School Attendance Review Board) and on the City Attorney’s Office for possible prosecution.

## ABSENCES FOR RELIGIOUS PURPOSES

Pupils who are members of religions that observe religious holidays that fall on school days may be excusable from school by making prior arrangements, as specified by the school principal and with written parental/guardian request [Education Code Section 48205 (a)(7)].

Additionally, students may be absent to attend a religious retreat, not to exceed four hours per semester [Education Code Section 48205(c)]. Such absences are considered excused absences, and pupils so absent are responsible for making up work missed.

8/11-8/15					8/18-8/22					8/25-8/29					9/1-9/5					9/8-9/12					9/15-9/19					9/22-9/26									
M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H						
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# PUPIL PROMOTION AND RETENTION (PPR) POLICY

The California Department of Education Code, Section 48070.5(1)(d), requires the Board of Education for each school district or charter school to establish a Pupil Promotion and Retention (PPR) policy that establishes criteria regarding promotion and mandatory retention of students at specific grade levels.

VISTA Charter Public Schools has created the following policy, with criteria for Fluent English students (EO, IFEP, RFEP, & ELD 5), and for Limited English Proficient students (LEP):

## **GRADES 6, 7, & 8- CRITERIA FOR RETENTION**

### FOR STUDENTS FLUENT IN ENGLISH (EO, IFEP, RFEP, & ELD level 5):

English/Language Arts: A final (June) Report Card English grade of F (Fail)

OR

Mathematics: A final (June) Report Card Mathematics grade of F (Fail)

### FOR LIMITED ENGLISH PROFICIENT STUDENTS (LEP) Levels 1-4:

English/Language Arts or Mathematics: A final (June) Report Card grade of F (Fail)

AND

No advancement in overall CELDT score (California English Language Development Test)

for the past two years, including the present year.

STUDENTS WITH DISABILITIES will meet the criteria as indicated on their IEP

Parent/Guardian Notification: Parents of students who have been identified for retention or at-risk for retention will be notified in writing as early in the school year as is practicable. A parent may request a meeting with the teacher or teachers (Reading and/or Mathematics) responsible for the decision to retain the student.

Opportunities for Remedial Instruction: For students who have been identified for retention or at-risk for retention, parents will be notified by teachers of available intervention or remedial instruction, which will be provided for students as an opportunity to avoid retention.

Process for Appeal: A parent or guardian may appeal the teacher's decision to promote or retain a student. If an appeal is made, the California Education Code states that the burden shall be on the appealing party to show why the decision of the teacher should be overruled.

The school principal, after consultation with the teacher or teachers, shall make the final determination for the student's retention or promotion.

Questions or Additional Information: Please contact the school office if you have questions or need clarification of any of the information contained in the PPR policy.

# ALCOHOL, TOBACCO, DRUGS & VIOLENCE

## PREVENTION AND PROHIBITION

VISTA Charter Public Schools do not tolerate the use, possession, or sale of drugs, alcohol, or tobacco by students on school campuses or at school-sponsored activities. School administrators must take immediate action to prevent, discourage, and eliminate the use or possession of drugs, alcohol, or tobacco on campus and at school activities.

**In cooperation with police and community agencies in disciplining students in violation, school administrators may use prevention education, direct intervention, expulsion, or arrest on a case-by-case basis to promote school safety and provide a drug, alcohol and violence-free environment.**



## ADMINISTRATION OF MEDICATION

California Education Code Section 49423 provides that any pupil who is required to take, during the regular school day, medication prescribed for him by an authorized health care provider may be assisted by the school nurse or other designated school personnel if the school 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 or guardian of the pupil indicating the desire that the school assist the pupil in the matters set forth in the health care provider's statement.

3-Students may not carry or use medication on campus without written consent. However, students may carry and self-administer certain medication (e.g., inhaled asthma medication or auto-injectable epinephrine medication) if the school receives the appropriate documentation. This includes:

A written statement from the authorized health care provider detailing the name of medication, method, amount and time schedules by which the medication is to be taken, and confirming that the pupil is able to self-administer the medication.



- a. A written statement from the parent or guardian of the pupil consenting to the self-administration, providing release for the school nurse or other health care personnel to consult with the health care provider of the pupil regarding any questions that may arise with regard to the medication, and releasing the school and school personnel from liability in the case of adverse reaction.

Certain Asthma Action Plans may be sufficient for students to carry and self-administer asthma medication at school. A pupil may be subject to disciplinary action if the medication is used in a manner other than as prescribed. The required forms are available from the school nurse or administrator. School health personnel do not prescribe or give advice regarding medication.

# BULLYING & HAZING POLICY

VISTA Charter Public Schools are committed to providing a safe and civil learning and working environment. It takes a strong position against bullying, hazing or any behavior that infringes on the safety or well-being of students, employees, or interferes with learning or the ability to teach.

VISTA Charter Public Schools prohibit retaliatory behavior against anyone who files a complaint or who participates in the complaint investigation process. The policy applies to all other persons within the school's jurisdiction. Complaints will be promptly investigated in a way that respects the privacy of the parties concerned.

VISTA's school policy requires all schools and all personnel to promote mutual respect, tolerance, and acceptance among students and staff. "All students and staff of public primary, elementary, junior and senior high have the inalienable right to attend campuses which are safe, secure and peaceful" [Article 1, Section 28(c) of the California State Constitution]. To fulfill this, at the beginning of each school year, all students will sign an, "Anti-Bullying Agreement".

This policy shall encompass behaviors or actions that occur among students, VCPS employees and associated adults. The policy is at school-related activities and events, at school's programs and activities, traveling to and from school, and all other areas of the school's jurisdiction. (Ed Code 489009(s)).

Bullying is defined as the deliberate antagonistic action or creation of a situation with the intent of inflicting emotional, physical, or psychological distress. The behavior may be a single or repeated act and may be electronic, indirect, non-verbal, psychological, sexual, social, physical or verbal.

Hazing is any method of initiation, pre-initiation, or rite of passage associated with actual or desired membership in a student organization or student body, whether or not it is officially recognized by the educational institution.

Parents and students are encouraged to work with the school site administration to address any problems or concerns.

## **CYBER BULLYING**

A student who engages in cyber bullying at school is subject to disciplinary action even if the bullying occurred on a personal cell phone or any electronic communication technology. Communications that occur off-campus but do compromise the safety or instructional environment of the school may fall under VISTA Charter Public Schools jurisdiction as well.

# CALIFORNIA ENGLISH LANGUAGE DEVELOPMENT TEST

## **CELD T**

State law requires VISTA Charter Public Schools to assess the English language development of all English Learners (ELs) and of new enrollees in California public schools who maybe ELs in order to determine each student's level of English proficiency in listening, speaking, reading and writing.

The CELDT must be administered to new enrollees at the VISTA Charter Public Schools with a home language other than English, unless they have been assessed at another California Public School. Students who have previously been identified as being English Learners must also be administered the CELDT annually to determine annual English language development progress until the EL student has been reclassified.

The CELDT is administered to students who are already identified as English Learners in the fall semester between July 1 and October 31. For new enrollees who have a home language other than

English, the CELDT must be administered within 30 days of enrollment in a California public school. To find more information about the CELDT, please contact your child's teachers or contact the school office. Additional information is posted on the internet at: <http://www.cde.ca.gov/ta/tg/el/>

# PHYSICAL FITNESS TEST

State law requires that VISTA Charter Public Schools administer the Physical Fitness Test (PFT) annually to all students in grade seven. The state-designated PFT is the FITNESSGRAM®. The FITNESSGRAM® is a set of tests designed to evaluate health related fitness and to assist students in establishing lifetime habits of regular physical activity.

The complete FITNESSGRAM test battery measures student performance in the following areas:

1. aerobic capacity
2. body composition
3. muscular strength, endurance and flexibility

Teachers and administrators are responsible for preparing students to do their best on the test by providing instruction and appropriate practice in the skills and abilities that are tested. It is recommended that schools should provide students appropriate practice as part of the regular physical education (P.E.) program throughout the year. Students are tested between February and May.

A “passing” score has been defined as meeting the healthy fitness zone for 5 of 6 events. Parents should see that their children participate in a regular program of physical activity and nutrition. To find more information about the FITNESSGRAM, please contact your child’s teachers. Additional information is posted on the internet at <http://www.cde.ca/gov/ta/tg/pf/>.

Testing calendars may be found at [www.vistacharterschool.org](http://www.vistacharterschool.org). Click “PARENTS” and look for “Student Testing and Assessment”. If you have additional questions about the testing program at your child’s school, please contact the school principal.

# CHILD ABUSE

## ***Reporting Requirements:***

Any VISTA Charter Public School employee who has a reasonable suspicion that child abuse has occurred or is occurring is required by law to file a suspected child abuse report with an appropriate child protective services agency: either the local police or sheriff’s department, or the Department of Children and Family Services.

VISTA Charter Public Schools are committed to working toward the creation of a city where the violent resolution of conflict is no longer an option. The goal is to create a safe school community where stakeholders are aware of the impact that violent choices have on people and where they internalize, adopt and implement tools and strategies to effectively navigate situations where violence is a possibility.

# COMMUNICABLE DISEASE PREVENTION

Communicable disease inspections may be conducted periodically. A student suspected of having a communicable disease will be excluded from school until guidelines for readmission are met. Guidelines for exclusion and readmission follow policies set forth by the VISTA Charter Public Schools, the state Department of Health and Department of Education. Guidance in addressing communicable diseases also comes from the Center for Disease Control and Prevention and national organizations.

Temporary exclusion of a student from school generally occurs for communicable diseases, including, but not limited to, the following conditions: conjunctivitis (“pink eye”); skin infections (impetigo), strep throat, chickenpox, scabies, head lice, and pertussis (“whooping cough”).

Exclusion may occur immediately or at the end of the school day, depending on the disease, its communicability and VISTA Charter Public Schools, county and state policy. Readmission to school is based on condition and appropriate treatment.

An effort will be made to notify parents/guardians about school exposure to chickenpox, head lice, or other communicable disease that pose a risk to students. The parent/guardian of a student for whom chickenpox presents a particular hazard should contact the school nurse. Students at risk include those with conditions affecting the immune system and those receiving certain drugs for the treatment of cancers or organ transplants. Information on the treatment and prevention of head lice is available from the school nurse or school health personnel.

## COMPULSORY EDUCATION

Education Code section 48200 states that each person between the ages of 6 and 18 years not exempted under the provisions of Chapter 2 or Chapter 3 (commencing with Section 48400) is subject to compulsory full-time education. Each person subject to compulsory full-time education and each person subject to compulsory continuation education not exempted under the provisions of Chapter 3 (commencing with Section 48400) shall attend the public full-time day school or continuation school or classes and for the full time designated as the length of the school day by the governing board of VISTA Charter Public Schools.

Los Angeles City, Los Angeles County, City of Santa Ana and Orange County have loitering ordinances. These ordinances 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 during school hours on days when school is in session. Students who violate these ordinances may receive a citation, have to appear in court with their parent/guardian, have a fine imposed by the court, and risk having the issuance of their driver's license delayed.

## CHANGE OF RESIDENCE, EMERGENCY INFORMATION

It is the responsibility of parents, guardians or adult foster care caregiver to inform the school of any change of address, telephone number or emergency information. Provided that the school meets its responsibility regarding requirements of notification of residence information, a family's failure to

report a change of address within 30 calendar days shall be cause for forfeiture of the right to a Continuing Enrollment Permit. Parents must provide a manner to receive both written (U.S. Mail) and oral communication (telephone, cell) regarding their student.

For the protection of the student's health and welfare, and to facilitate immediate communication

with the parent/legal guardian or caregiver, the School, in accordance with EC 49408, requires the parent/legal guardian to provide current emergency information on an official Emergency Card at school. Every parent/legal guardian or caregiver must complete an Emergency Card for each student at the time of enrollment. Emergency information should include, but is not limited to the following:

- Home address and current telephone, including cell phone
- Employment/business addresses and phone numbers
- Relative/Friend's name, address, and telephone numbers authorized to pick up and care for the student in an emergency situation, if the parent/legal guardian cannot be reached.

## GUN FREE SAFE SCHOOLS

- The Federal Gun Free Safe Schools Act and California law prohibit the possession of firearms on
- school campuses. Pursuant to these laws, any student found in possession of a firearm will be subject
- to arrest and will be recommended for expulsion immediately. The term of expulsion shall be one
- year. Upon a finding that the student was in possession of a firearm, the governing board shall expel
- the student.

- **“Possession” includes, but is not limited to:**
  - **purses, backpacks, automobiles.**



# CELLPHONES & ELECTRONIC DEVICES

- Cell phones are to be turned OFF (not placed on vibrate) and put away upon arriving to class or before entering any school building and should not be taken out at any time outside.
- Permission for student possession or use of a cell phone may be revoked for inappropriate use by either parents or administration.
- VISTA Charter Public Schools assumes no liability for the damage, loss, misuse of the cell phone by the student or another person – this includes theft as the phone should be on the student’s person at all times (i.e. not in unattended backpacks that are left in piles, tables or with friends)
- At any time during a school activity, a school official may give specific direction regarding student use or non-use of a cell phone in which the student is expected to comply.

Students must comply any time a request is made by school personnel to cease the use of a cellular telephone, even before or after school.

Cell phone use on the school bus is for emergency purposes only; driver authorization is required.

VISTA Charter Public Schools **assumes no liability** for lost or stolen cellular telephones or other personal items of value, including confiscated items, such as iPods, cameras, electronic games, radios, CD players, computers, etc..



**NO iPods, pagers, or electronic signaling devices are allowed on campus.**

Consequences for violating the cell phone policy:

**1st Offense:** student warning, phone is sent to the Main Office for student to pick up at the end of the school day.

**2nd Offense:** Parent **MUST** come to the school to pick up the cell phone during school office hours between 7:30 a.m.– 3:30 pm.

**3rd Offense:** Parent **MUST** pick up the phone during school office hours and student loses the right to have a phone on campus and the cell phone will have to remain at home permanently.

**\*TEXTING** during tests, quizzes, including CAASPP testing, could result in **IMMEDIATE REVOCATION** of permission to carry a cell phone at school.

- Parents of students with disabilities should also have the name of any other designated adult who can receive their child in case of an emergency.

Students will only be released to a person listed on the emergency card unless the parent/legal guardian has provided written authorization on a case by case basis. Parents are required to update this information at least 2 times per school year.

# DRESS CODES/UNIFORMS

Schools may adopt dress codes that are reasonably related to the health and safety of students. School dress codes and uniform policies must be implemented in a manner consistent with the rights set forth in the First Amendment of the United States Constitution and Section 2 of Article 1 of the California Constitution. The California legislature has determined that “gang apparel” is hazardous to the health and safety of the school environment, and therefore, the wearing of such apparel may be restricted. All dress codes must be gender neutral; students cannot be disciplined or prevented from wearing attire that is commonly associated with the other gender.

## **A. Dress Codes**

All students shall be required to show proper attention to personal cleanliness, health, neatness, safety and suitability of clothing and appearance for school activities. 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/herself or others
- Create a health hazard

## **B. Uniforms**

California Education Code section 35183 allows a governing board to adopt a uniform policy that

authorizes schools to require pupils to wear a school uniform. VISTA Charter Public Schools has

elected to adopt its own student uniform policy (see above). Any uniform policy implemented by

schools must be voluntary and must make provision for participation by economically disadvantaged students. Parents must be advised of their right to opt out of the school’s uniform policy. Students whose parents choose not to participate in a uniform program may not be disciplined, discriminated

against, or otherwise denied rights and privileges available to other students. Consistent with the

above guidelines, hair, sideburns, mustaches, and beards may be worn at any length or style, and

clothing may be of any fashion, style, or design, as determined by the student and his parents.

**PLEASE REVIEW OUR SPECIFIC UNIFORM POLICY ABOVE FOR MORE INFORMATION.**



# PUPILS WITH TEMPORARY DISABILITIES

Instruction in the home or hospital is provided pursuant to state law for eligible general education students in grades K-12 whose non-contagious temporary medical disability prevents attendance in regular day class or alternative educational program for a limited period of time. The intent is to maintain continuity of the student’s instructional program during the interim period of disability. A home/hospital teacher provides instruction in subjects/courses correlated with the student’s school

program to the maximum extent possible. Home/Hospital instruction is designed as a temporary interim service. It shall not replace, over an extended period of time, the regularly required instructional program. Instruction in the home/hospital will commence (1) when the attending physician authorizes service to begin, based upon the student’s ability to participate, and (2) upon receipt of the parent’s authorization for temporary transfer of educational duties.

Instruction in the home/hospital for a temporary period of time is also provided for students with a current Individualized Education Program (IEP) or students with a Section 504 Plan – under certain circumstances.

# GIFTED/HIGH ABILITY AND HIGH ACHIEVERS

Gifted and High Ability students need to be challenged beyond cursory presentation of information. Within our programs, we provide access to gifted and high ability students through the same approach as supporting our lowest achievers:

Teachers have the ability to create flexible groupings, which allows students access to the curriculum at their instructional level.

Strategies for effective instruction that address the needs of Gifted and High Ability students include:

- Differentiation of Instruction
- Acceleration of the pacing of instruction can provide an appropriate level of challenge.
- Flexible grouping of students to allow for more appropriate targeting of students' needs
- Independent projects that present more rigorous tasks
- Provide additional challenge work
- Personal Learning Plan, in which students, with guidance, can select their own targets for success.

Students are identified through an assessment process that begins with search (standardized test data, progress reports, cumulative records, etc.) & referral (either by teacher or parent). Applicants are screened by a committee for a recommendation of eligibility, and determination can be made by intellectual assessment, evaluation of academic abilities, and/or demonstration. Parents are notified in writing regarding the decision for identification.

# HOMELESS STUDENTS

The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all homeless school-aged children to the same free and appropriate public education that is provided to non-homeless students. A homeless student is defined as a person between the ages of birth and twenty two who lacks a fixed, regular, and adequate nighttime residence and may:

- Live in a emergency or transitional shelter; abandoned building, parked car, or other facility not designed as a regular sleeping accommodation for human beings;
- Live “doubled-up” with another family, due to loss of housing stemming from financial problems (e.g., loss of job, eviction or natural disaster);
- Live in a hotel or motel;
- Live in a trailer park or campsite with their family;
- Have been abandoned at a hospital;
- Be awaiting foster placement in limited circumstances;
- Reside in a home for school-aged, unwed mothers or mothers-to-be if there are no other available living accommodations; or
- Be a migratory or abandoned, runaway, or throwaway youth that qualifies as homeless because he/she is living in circumstances described above.

A homeless student may attend his/her school of origin (the school that the student was last enrolled or attended when housed) or the school of residence. VISTA Charter Public Schools shall ensure that transportation is provided, at the request of the parent/guardian/unaccompanied homeless youth, to and from the school of origin, if feasible.

The law requires the immediate enrollment of homeless students. Schools cannot delay or prevent the enrollment of a student due to the lack of school or immunization records. It is the responsibility of the new school to request all necessary documents from the previous school, and refer parents to all programs and services for which the student is eligible. Referrals may include, but is not limited to: Free nutrition, special education services, tutoring, English Language Learners programs, Gifted and Talented, Magnet programs, preschool, and before and after school services. Unaccompanied youth have these same rights.

# FEDERAL AND STATE LAWS AFFECTING FAMILY EDUCATIONAL RIGHTS AND PRIVACY (FERPA)

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 ability, or activities in class. The law

generally prohibits the release of pupil records information without written consent of the parent, or adult student (18 years or older). Records or information 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 child. Also, students who are 16 years and older (or have completed the 10th grade) have the right to access their records. School and District employees and officials who have a legitimate educational interest have a right to access pupil record information without the consent of the parent or student. A legitimate educational interest is defined as a need for the employee/official to access pupil record information in order to perform his/her job duties. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. In general, other individuals or agencies may be authorized to access, review and /or obtain pupil records by court order, parent/guardian consent, or by statute.

Directory information is routine information maintained by school districts about students. It is this special category of pupil record information that does not require the same level of confidential treatment as pupil record information. Under the law, a school district 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 a legitimate need to know. **Parents 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 unless a written request is on file to withhold its release as indicated in the Information Release Form submitted to the school.

Name, Address , Telephone, Date of birth, Dates of attendance, Previous school(s) attended

## EMERGENCY PREPAREDNESS

VISTA Charter Public Schools work diligently to make sure that students and staff are prepared for an emergency. It has a detailed Emergency Plan that provides guidance for the school staff in an emergency. Our school conducts emergency drills that meet or exceed the state mandated requirements, and accommodate persons with disabilities.

Regular drills are a part of a school's activities. Our school conducts the following types of drills:

- Fire Drill.
- Earthquake or Emergency Drill
- Protected Campus or "Lockdown" Drill
- Duck, Cover and Hold Drill
- Take Cover Drill



Parents are asked to make sure that their students actively participate and take these drills seriously.

These drills make the public schools the safest place for students during an emergency. In addition to conducting regular drills, each school stocks emergency supplies to sustain students and staff. These supplies include the following: water, food, first aid supplies, search and rescue supplies and sanitation items. These supplies are checked regularly by school staff and inspected by Office of Environmental Health and Safety inspectors.

### **WHAT PARENTS CAN DO TO BE BETTER PREPARED?**

Parents can be better prepared for an emergency by doing the following:

1. Visit your VISTA School and ask us about what will happen during an emergency.
2. Make sure that your child's Emergency Card is current and correct, as well as the designated adult who can receive your child in case you cannot be present.
3. Instruct your child to take all emergency drills seriously. Regularly review home and school emergency procedures with your child.
4. Prepare a Family Disaster Plan and review it regularly with everyone in your family.
5. Prepare a Disaster Supply Kit for your home, car(s) and work.
6. Eliminate the hazards from your home that could hurt you or your child in an emergency.
7. Contact the American Red Cross for disaster preparedness information. Visit the website: [www.redcross.org](http://www.redcross.org)
8. Get Community Emergency Response Training (CERT) from your local fire department.

### **WHAT PARENTS CAN DO DURING AN EMERGENCY?**

Parents need to be familiar with the school's emergency procedures. Knowing where to go to pick up your child will save time and reduce anxiety. Parents should remember that VISTA Charter Public Schools have emergency procedures in place to protect all the students and we will follow these procedures during an emergency.

Parents should also remember that students look to them for guidance and support during an emergency; parents who are strong and calm can inspire students to do the same. This will go a long way to promote recovery and a return to normalcy. Parents who have questions about our school's emergency procedures are encouraged to contact our Principal.

### **EMERGENCY RESPONSE**

In the event that there is an emergency, parents should remember that schools are among some of the safest buildings in the community. By law, California public schools are built to a higher standard than other public buildings, as required by the Field Act; therefore, schools will generally not sustain the same damage as residential or commercial buildings. Schools also have extensive Fire Life Safety Systems that include fire alarms and sprinkler systems that are designed to protect students and staff.

In general, schools will respond to emergencies by moving students to the safest possible location. During fires or earthquakes, students will be moved out of the classrooms to a safe assembly area, usually the school field or play yard. During an emergency, parents who want to pick up their children may be asked to go to the Request Gate located on the school's perimeter. This is a specific location that schools will use to release students.

### **Please remember that students will only be released to a person whose name is listed on the student's Emergency Card.**

During a threat of violence, students will be sheltered in a locked classroom away from anything that can hurt them. During an emergency when the campus must be protected, parents will not be able to pick up their children until the school campus is declared to be safe by the Police or Sheriff's Department. Parents need to understand that the students are being sheltered in a secure classroom for their safety and will be released only when it is safe to do so.

# IMMUNIZATIONS

New students will not be enrolled unless a written immunization record, provided by a health care provider or the health department, is presented at the time of enrollment and immunizations are up to-date. Students who require additional vaccine doses at the time of enrollment or who lack a written record are no longer allowed a grace period. All students new to VISTA Charter Public Schools 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. Students who have been exposed to a communicable disease for which they have not been immunized may be excluded from school at the discretion of the health department.



A doctor may exempt your child from some or all immunizations (for example, due to a medical condition). You may exempt your child because of your personal or religious beliefs. Ask your school or childcare provider for details.

## **7th-12th Grade Requirement**

A new school immunization law requires all students entering 7th through 12th grades beginning the 2011-2012 school year in California to be immunized with a pertussis (whooping cough) vaccine booster called **Tdap**.

Pertussis is a very contagious respiratory disease that can be severe and last for months. The immunity received from either early childhood immunization or pertussis disease wears off over time, leaving older students and adults susceptible again to pertussis. Immunization with Tdap can protect students, schools and communities against pertussis.

The new requirement affects all students – current, new, and transfers – in public and private schools. The law has two phases:

Starting with the 2011-2012 school year, all students entering into 7th, 8th, 9th, 10th, 11th or 12th grades will need proof of a Tdap shot for school.

- **All students entering into 7th grade will need proof of a Tdap shot for school.**

# 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 must comply with any safety procedures required by the school administration and health 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 written request for an excuse will be accepted for up to 5 days; thereafter, a written request is needed from the student's health care provider.
- A current VISTA Charter Public Schools 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.
- School authorities may excuse any pupil in grades 7 and 8 from the school for the purpose of obtaining confidential medical services without the consent of the parent or guardian.
- California Education Code section 35183.5 mandates that students be allowed to wear protective gear(hats, sun visors and/or sunglasses) while outdoors at recess, gym, etc. VISTA Charter Public Schools may regulate the type of sun protective clothing/headgear in accordance with California Education
- Code Section 35183.5. Our school is not required to provide protective materials. Students are also allowed to use sunscreen (over the counter) as an allowable sun protection measure for their outdoor activities while at school.

# INTERNET ACCESS

VISTA Charter Public Schools provides access to the Internet through the VISTA Charter Public Schools' computer network (VISTA1). The VISTA Charter Public Schools' website is located at [www.vistacharterschool.org](http://www.vistacharterschool.org). All uses of VISTA Charter Public Schools' computers and networks are regulated by the VISTA Charter Public Schools's Acceptable Use Policy (AUP) that can be found on the VISTA Charter Public Schools's website. Access to the Internet from VISTA Charter Public Schools website is a privilege, not a right. The purpose of providing access to the Internet and VISTA Charter Public Schools network resources is for regular instructional or business activity, or to compile data necessary for educational research.

All student users, who access the Internet from VISTA Charter Public Schools facility, must have a STUDENT SIGNATURE AND PARENTAL RELEASE form on file at the school. VISTA Charter Public Schools is compliant with the Federal Children's Internet Protection Act (CIPA).

Specifically, CIPA requires schools to use technology to block access to Internet sites that are:

(A)obscene, (B) contain child pornography, or (C) that are harmful to minors. Keep in mind that the blocking technology may not be 100% effective, and there is no technical substitute for adequate supervision of a child connecting from school or home. More information regarding children's safety when using the internet may be found at <http://www.isafe.org>.

Student downloads of music, photographs and/or video must comply with all applicable copyright laws. Furthermore, any music, photographs and/or video should only be downloaded for VISTA Charter Public Schools, and not personal purposes. Personal downloads, particularly if they are of copyright protected materials in violation of VISTA Charter Public Schools's AUP is forbidden and students are subject to discipline for unapproved and/or unlawful downloading activities. No user of VISTA Charter Public Schools's network should have an expectation of privacy. The Internet is a public network, and all communications on it are not private. VISTA Charter Public Schools system operator has access to all user account directories and data, e-mail, web pages, and any other files stored on system servers.

It is the user's responsibility not to initiate access to material that is inconsistent with the goals, objectives, policies, and educational mission of the VISTA Charter Public Schools as well as adherence to any city, state and federal laws. It is expected that users will not use VISTA Charter Public Schools's network to access to threaten, demean, defame, or denigrate others for race, religion, creed, color, national origin, ancestry, physical handicap, gender, sex and sexual orientation or other reason. Any statement of personal belief in email or other posted material is understood to be the author's individual point of view and not that of the Los Angeles Unified School VISTA Charter Public Schools. Violation of VISTA Charter Public Schools's AUP can lead to loss of Internet privileges, and further disciplinary/legal action may also be taken.



# PARENT INVOLVEMENT

A critical dimension of effective schooling is parent involvement. Research has shown conclusively that parent involvement at home and in their children's education improves student achievement. Furthermore, when parents are involved at school, their children go further, and they go to better schools.

## **IMPORTANT FACTS:**

1. Families provide the primary education environment.
2. Parent involvement improves student achievement.
3. Parent involvement is most effective when it is comprehensive, supportive, long-lasting, and well-planned.
4. The benefits of parent involvement are not limited to early childhood or the elementary level; there are continuing positive effects through high school.
5. Involving parents in supporting their children's education at home is not enough. To ensure the quality of schools as institutions serving the community, parents must be involved at all levels in the schools.
6. The extent of parent involvement in a child's education is more important to student success than family income or education.
7. We cannot look at the school and the home in isolation from one another; families and schools need to collaborate to help children adjust to the world of school. This is particularly critical for children from families with different cultural and language backgrounds.

# PARENT PARTICIPATION POLICY (PPP)

VISTA Charter Public Schools recognize that, when schools and parents form strong partnerships, our children's potential for educational success improves significantly. Teachers and school administrators become more aware of parent and community expectations and may implement their suggestions regarding programs and operations. Parents learn the scope of the school's instructional program and set high expectations for their children. As a result, schools can better focus on student growth and success.

## **School-Parent Compact**

### **School Responsibilities**

**VISTA Charter Public Schools** will provide a high-quality curriculum and instruction in a supportive and effective learning environment that enables all students to meet California's student academic achievement standards as follows:

- By providing a safe, supportive, and effective learning environment for all students.
- By monitoring student progress in their **Personal Learning Plan**.
- By providing parents with information about their children's progress through parent conferences, progress reports, and online access.
- By providing parents access to staff through email, phone calls, and personal conferences in a timely and professional manner.
- By offering parents the opportunity to volunteer in their child's school.
- By holding parent teacher conferences to discuss this compact and its relevance to the individual child's achievement as needed.
- By providing parents the opportunity to observe classroom activities.
- By **teaching like a champion** every day.

### **Parent Responsibilities**

We, as parents, will support my child's learning in the following ways:

- Try to volunteering at least 10 hours per semester as indicated in the Parent Participation Plan. (Volunteer hours are **not** mandatory, but are encouraged)
- By reading the Parent Handbook and returning the tear-off signed.
- By ensuring my child is in school and on time daily and wearing the school uniform.

- By providing a quiet place for my child to work.
- By attending parent conferences and school events.
- By making sure that homework is completed and returned on time.
- By limiting my child's time watching TV and/or playing video games.
- By ensuring that my child reads a minimum of 30 – 60 minutes each day.
- By encouraging my child to read and complete a daily log.
- By reading all notices sent home and checking my child's agenda daily.
- By visiting the school website and POWERSCHOOL regularly.
- By updating the school every time phone numbers and/or addresses change.
- By informing the school each time my child is absent via phone call and written note.
- By parenting like a champion every day.

### Student Responsibilities

students will share the responsibility to meet Vista's high academic standards in the following ways:

- By coming to school on time and prepared to learn.
- By doing my homework every day and turning it in on time.
- By asking for help when I do not understand the content.
- By reading for **at least 30-60 minutes** every night.
- By limiting the amount of time spent watching and/or playing video games during the school week.
- By committing to a bully-free school and speaking to an adult if there is ever a problem.
- By immediately giving all school notices to my parents or guardians.
- By wearing the school uniform each day.
- By completing all of my class work and showing my parents my agenda daily.
- By respecting adults, my peers, and school property.
- By practicing the 8 keys of excellence
- By **learning like a champion** every day.

### SHARED RESPONSIBILITIES:

#### Parent Volunteer Hours

**VISTA Charter Public Schools** will build and encourage strong familial relationships to ensure effective parent involvement. Vista is committed to support a partnership with you to improve student academic achievement.

We encourage each parent to volunteer a minimum of 20 hours a year (10 hours per semester) to support the education of their child. These hours can be achieved by completing a combination of the following:

- Read the parent handbook and return the signed tear-off
- Attend any scheduled parent conferences initiated by parent or school
- Attend Back to School Night and Open House
- Attend family nights
- Attend Coffee with the Principal
- Attend special school events (as announced )
- Attend IEP meetings and SST meetings when applicable
- Academic enrichment hours with the family (Museums, library, cultural events, etc.)
- Classroom observations
- Volunteer onsite (office help, community service, translating, school maintenance, supervising students, etc.)

The above mentioned list is only a suggestion to the many opportunities parents will have to be a **part of something special** here at **VISTA Charter Public Schools**. We believe that by completing these hours with and for your child, you will be cultivating memories that will last a lifetime. We want your child to **Soar Like an Eagle** and attain the greatest heights of their potential. With you by their side, there is no limit to how high they will go.

*Adopted School Site Council 05/22/13*

# PARENTAL RIGHTS

Education Code Section 51101 provides that parents/guardians of pupils enrolled in public schools have the right to work together in a mutually supportive and respectful partnership with schools to help their children succeed. Parents/guardians have the right to, and are requested to:

- Attend all school events
- Read, sign and return the Parent Compact
- Observe the classroom(s) in which their child is enrolled or will be enrolled within a reasonable time of making the request.
- Meet with their child's teacher(s) and the principal within a reasonable time of making the request.
- Volunteer, under the supervision of VISTA Charter Public Schools employees, their time and resources for the improvement of school facilities and programs.
- Be notified if their child is absent from school without permission.
- Receive the results of their child's performance on standardized and statewide tests and information on the performance of the school.
- Have a school environment for their child that is safe and conducive for learning.
- Examine the curriculum materials of the class(es) in which their child is enrolled.
- Be informed of their child's progress in school and of the appropriate school personnel to contact if problems arise with their child.
- Have access to the school records of their child and to question anything that they feel is inaccurate, misleading or is a violation of the student's privacy rights and to receive a response from the school.
- Receive information concerning the academic performance standards, proficiencies, or skills their child is expected to accomplish.
- Be informed in advance about school rules, attendance policies, dress codes, and procedures for visiting the school.
- Receive information about any psychological testing the school does involving their child and to deny permission to give the test.

## PARENTS' RIGHT TO KNOW

The No Child Left Behind Act (NCLB) requires that, upon request, parents be notified of the professional qualifications of their child's teacher in core academic subjects. This information includes: the type of credential the teacher holds, the teacher's college degree(s) and major(s). VISTA Charter Public Schools make this information available to parents through its website.

A parent may also request information regarding the professional qualifications of a teacher assistant who provides services to his/her child.

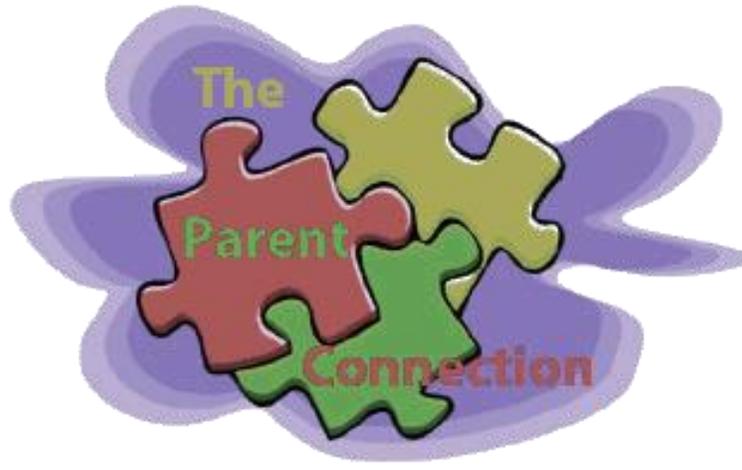
Additionally, schools must provide timely notice to the parents of a child who has been assigned to, or has been taught in, a core academic subject for four or more consecutive weeks by a teacher who does not meet the NCLB teacher requirements.

## PARENTS' RIGHT TO REQUEST A CHANGE OF PUPIL'S GRADE

Under Education Code section 49066, parents have a right to request a change of a pupil's grade on the following grounds: Mistake; Fraud; Bad faith; and/or Incompetency in assigning the grade.

When grades are earned for any course of instruction taught in the public schools, the grade earned by each pupil shall be the grade determined by the teacher of the course. In the absence of any of the grounds listed above, the grade shall be final.

Any request for a grade change must start with the classroom teacher within 30 days of the date the grade report was mailed. The next step, if not resolved with the teacher, is a written request to the principal. If not resolved, the decision may be appealed to the Executive Director, if not resolved there, an appeal may be filed with the Governing Board of VISTA Charter Public Schools. At each step, the parent has the right to present information in support of the request. If you would like additional information, please ask your principal.



## RESTITUTION/PARENT LIABILITY

Civil Code 1714.01 provides that any act of willful misconduct of a minor which results in any injury to the property or person of another shall be the parent or guardian having custody and control of the minor for all purposes of civil damages and the parent or guardian having custody and control shall be jointly and severally liable with the minor for any damages resulting from the willful misconduct not to exceed \$25,000. California Education Code Section 48904 provides that the parent or guardian of a minor is liable to VISTA Charter Public Schools for all property loaned to and not returned or willfully damaged by the minor. It also authorizes VISTA Charter Public Schools to adopt a policy (see above) 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.

## CHANGE IN ETHNIC/RACE IDENTIFICATION OF STUDENTS

VISTA Charter Public Schools is required to collect race and ethnicity data on all new enrolling students using a two-part question. The first part of the question asks whether or not the respondent is Hispanic or Latino. The second part of the question asks the respondent to select one or more races from the following five groups:

- American Indian or Alaskan Native
- Asian
- Native Hawaiian or Other Pacific Islander
- Black or African American
- White

Parents/guardians wishing to change the current ethnic and race category for their children must complete the Ethnicity/Race Identification of Students Form, sign and return to their child's school.

If you have any questions or need more information, contact the school attendance or admission office.

# SEXUAL HARASSMENT

## ELIMINATION OF HOSTILE ENVIRONMENTS

### TO STAFF, STUDENTS AND PARENTS POLICY

It is the policy of VISTA Charter Public Schools to maintain a learning and working environment that is free from sexual harassment. Sexual harassment, of or by employees or students, 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 the VISTA Charter Public Schools policy.

VISTA Charter Public Schools 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 in Grades 6 – 8.

Any student or employee of the VISTA Charter Public Schools who believes that she or he has been a victim of sexual harassment shall bring the complaint to the attention of the proper administrator/ supervisor (whether in an office or a school) so that appropriate action may be taken to resolve the complaint. Complaints will be promptly investigated in a way that respects the privacy of the parties concerned. The VISTA Charter Public Schools prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Any such complainant is further advised that civil law remedies may also be available to them.

Education Code Section 212.5 defines sexual harassment as any unwelcome sexual advances; requests for sexual favors; and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission 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 or through the education institution.

Sexual harassment may include, but is not limited to unwelcome:

- 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 to their sexual activity or performance.
- 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.

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.

For more information or assistance with student or parent/guardian concerns, contact an administrator.

# STUDENT/SCHOOL CODE OF CONDUCT CODE OF CONDUCT WITH STUDENTS

***VISTA's Code of Conduct is based on Eight Traits of Excellence.***

***The Eight Traits of Excellence guide the behavior of a" students, teachers, and staff members.***

VISTA Charter Public Schools are committed to ensuring that employees and all individuals who work with or have contact with students, conduct themselves with students in a way that is supportive, positive, professional, and non-exploitative. VISTA Charter Public Schools will not tolerate inappropriate conduct or behavior towards or with students by its employees or any individual who works with or has contact with students. Parents or guardians who have any questions or concerns regarding the conduct or behavior towards or with students by an employee or individual who works with or has contact with students are encouraged to speak to a school administrator.

Education Code Section 44807 states that every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. California law prohibits the use of corporal punishment against students. However, a teacher, administrator, or any other certificated employee of VISTA Charter Public Schools 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. The provisions of this section are in addition to and do not supersede the provisions of Section 49000.

***"The mission of VISTA is to create a learning environment that allows students to have power in developing their identity within personal, interpersonal and educational realms.***

***We provide a quality education for students, by creating a learning community that involves students in their development of the knowledge, skills, attitude, behaviors, aspirations, and beliefs needed to be successful academically and possess life long learning skills.***

***Student success in the middle grades is critical to success in high school, college, and future careers."***

It is with this part of our Mission in mind, that we expect all of our students to understand and follow the following code of conduct that will create a safe learning environment, where the focus is on academic achievement, citizenship, the development of every students' talents, and physical development through exercise. We will hold all of our students accountable to this.

The teachers and staff of this school believe that, if VISTA Charter Public Schools achieves this mission, our students will have a place where they can, "find their passion." Furthermore, It is our intent that, as students develop their identity, they choose to make wise choices in the behavior they exhibit, as they understand that self-discipline, in the form of appropriate behavior conducive to learning, is part of their development as contributing and productive members of society.

**As parents choose to enroll their children at VISTA Charter Public Schools, they understand that they are choosing, on their own accord, to follow and support the code of conduct set herewith, and that if at any point in time, they or their children fail to do so, our school has the right to inform and support parents, as well as enforce it.**

We must all understand that the image that our school will portray is, in grand part, determined by the behavior of our students and the physical appearance of our building. Therefore, we must all students, teachers, administrators, staff and community members – make VISTA Charter Public Schools a better place in which to learn and work.

# BEHAVIOR PLAN

## VISTA Charter Public Schools Schoolwide Discipline Plan

*“Do what is right, not what is easy.”*

### Philosophical Foundation

- *The behavior vision is based on the **Eight Traits of Excellence**.*
- **The Tipping Point:** *“the moment when something small, or even obscure, changes into something big.” (Malcolm Gladwell)*

### Key Elements to a Schoolwide Program

*To have a successful program, we must have:*

- *Teacher Collaboration and Coherence*
- *Clarity and Consistency for Students*
- *Parent Communication and Documentation*

### Our System

- **Character, College, Community**
  - *Students will build **character** that drives them to be **college** and career-bound and develop into effective citizens of their **communities**.*

### Schoolwide Proactive Interventions: Right Tickets

**Right Tickets:** Tickets rewarded for doing what is right. Students are going above and beyond to encompass the six pillars of character.

- Students will earn **Right Tickets** for the following positive behaviors:
  - Random acts of kindness
  - Random act of service
  - Following routines/instructions without adult prompts
  - Organized materials
  - Consistent homework
  - Outstanding or improved test scores
  - Proper use of courtesy
  - Self-monitored to improve behavior
  - Took initiative to improve academics
  - Positive attitude/positive role model to peers
  - Consistent participation in class
- Examples of positive praise that could earn a Right Ticket:
  - *“I noticed...*
    - *that you did all of your homework this week.”*
    - *that your materials are organized.”*
    - *that you motivated your neighbor to participate in the group project.”*
    - *that you raised your hand more this week.”*
- Google Docs will be used to track positive behavior.
- Students will earn 1 Right Ticket per random act or behavior.

### **Right Ticket Reward System**

*\*calculated per year, rolls over at the semester*

*\*On the LAST FRIDAY of every month, students can redeem tickets for rewards in the office during Advisory.*

- **5 Right Tickets:** Positive phone call home, take away one Easy Ticket (see below for Easy Ticket definition), free school supply
- **10 Right Tickets:** Sweet treat, out of class first pass, first in lunch line pass
- **15 Right Tickets:** Free top pass
- **20 Right Tickets:** Free dress pass
- **25 Right Tickets:** Lunch with teacher
- **50 Right Tickets:** “50 Ticket Club”

### **Responsive Schoolwide Interventions: Easy Tickets**

The following intervention system will apply while on school premises, school buses, or any other school property, during school activities at or away from school, or off the school grounds if the situation is initiated at school. Students shall be given due process before a disciplinary action is taken. Any student conduct that would constitute criminal conduct under the California Education Code is also a violation of VISTA Charter Public Schools - Code of Conduct. The system also applies to any form of student misconduct directed at an employee, at any place, at any time.

**Easy Tickets:** Tickets given for doing what is easy. Students are not following the six pillars of character and have committed a minor offense (listed in table below).

- Easy Tickets will be tracked on Google Docs.
- If a student receives a 4th Easy Ticket in one class period, they will be sent to the office with a Referral and office will contact parent.

### **CODES for Easy Tickets (Minor Offenses)**

<b>M = Materials</b> -Unprepared, lacking necessary supplies/materials	<b>F = Food</b> -Eating, drinking (not water), gum
<b>D = Disruption</b> -Disruptive noise making -Talking out of turn -Calling Out -Complaining -Phone/Electronic out in class	<b>L = Lacking respect</b> -Nonverbal Attitude -Teasing -Talking back -Poor word choice
<b>T = Tardy</b> -After 3 tardies per class, student will receive an Easy Ticket	<b>U = Uniform</b> -Correct shirt (office has loaners) -Hood/Hat on in class/at school -Correct pants (Black bottoms, Call parents) -Correct sweater (take from student)

### **Easy Ticket Intervention System (in class)**

- After an Easy Ticket is given, teacher must choose an intervention. **3 interventions** must occur before a student is sent to the office.

#### **Interventions**

- Verbal/written reprimand (Notifying student that an Easy Ticket was issued)
- Community beautification (classroom or yard)
- Time-out activity (sent outside room or to another teacher)
- Written Reflection
- Changing seats
- Meaningful public or private apology
- + Choice / - Choice (Love and Logic)
  - *Example: You can either choose to be quiet and work with the class or work outside on your own.*

### **Easy Ticket Consequence System**

*\*restarts every semester*

- **5 Easy Tickets:** Nutrition Detention
- **10 Easy Tickets:** Lunch Detention and Parent Phone Conference

- **15 Easy Tickets:** Nutrition and Lunch Detention and Parent In-Person Conference
- **20 Easy Tickets:** Nutrition and Lunch Detention and Individual Behavior Plan
- **25 Easy Tickets:** In-school Suspension (different grade)
- **30 Easy Tickets:** Administration and Teacher(s) will determine appropriate consequence.
  - *These may include: not being able to attend field trips, dances, school events*

### Major Offenses

Student is immediately sent to the Office with a Referral and Office will contact parent and handle situation appropriately.

*Major Offenses include:*

- Cheating
- Lying
- Stealing
- Willful Defiance
- Truancy
- Physical Force / Inappropriate Touching
- Sexual References - language, pictures, gestures
- Misuse / Destruction of property
- Swearing directed at an adult
- Severe conflict with peer(s)
- Harassment, Bullying, Use of racial or hate speech
- Forging parent signature
- Drug, Alcohol, or Tobacco Use
- Weapons
- **4th minor incident** within one class period

### Major Offense School-wide Consequence System (in office)

- Detention during Nutrition/Lunch in the office
- Individual Contracts - Behavior and Academic
- Group Mentoring Session with Counselor - when conflict is with 3 or more students
- Parent Shadow
- Parent Phone Call / Parent Conference

**\*Note:** If a student has too many Easy Tickets or Major Offenses, then each grade-level team will decide appropriate consequences. These may include missing out on field trips, grade-level events, or school-wide events.

- **6th Grade:** Field Trips (Getty Center, Getty Villa), Egypt Day, Greece Day
- **7th grade:** Field Trips, Dances
- **8th grade:** 8th Grade Winter Formal Dance, Magic Mountain, 8th grade Breakfast, Field Day

*Notice: The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct and may be used by school officials for educational purposes and safety. Therefore, these records will remain in possession of the school/district. Students may receive discipline as a result of what is recorded.*

### Teacher / Administration Behavior Management Goals

- **Administration:** Once a month, administration should review Google Docs to see patterns in student behavior and take necessary precautions/actions. Administration will also provide feedback when applicable.
- **Teachers' Right Ticket Goal:** approximately 25 tickets/week → 100 tickets/month
  - *This is about 2 tickets per one hour class period*

## STUDENTS' PERSONAL PROPERTY

Personal items of value (cell phones, iPods, cameras, electronic games, radios, CD players and computers, etc.) should not be brought to school since loss, theft, or damage is possible. Also, such items can be distracting to the educational process and may be confiscated by school personnel.

VISTA Charter Public Schools is not responsible for loss or stolen items (including those in backpacks).

# 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.

## ***A. Searches Based on Reasonable Suspicion***

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 reasonable suspicion is not excessively intrusive in light of the student's age and gender and the nature of the offense.

When conducting a student search based on reasonable suspicion, school officials must adhere to the following practices:

- Conduct the search only if there are clear and specific reasons for suspicion and there are facts that connect the student to a specific incident of misconduct.
- Jackets, purses, pockets, back packs, bags, and containers in the student's possession maybe searched to the extent reasonably necessary.

Under no conditions may a body or strip search be conducted. Only school officials of the same sex as the student being searched may conduct the search. Searches based on reasonable suspicion must be conducted in a private area where the search will not be visible to other students or staff (except for a school administrator or designee witness, also of the same sex).

## ***B. Random Metal Detector Searches***

California courts and the California Attorney General's Office have approved the use of random metal detector searches for weapons. Random use of metal detectors is appropriate only if:

- The method of selection of students to be searched is genuinely random.
- Students selected to participate in random metal detector searches are selected without regard to personally identifiable characteristics such as race, gender, surname, group affiliation, or past history of misconduct (i.e., selection is random).
- The searches are minimally intrusive.
- School officials provide parents and students with advanced and detailed notice of the random metal detector search procedures.

If, as a result of a metal detector search, reasonable suspicion arises that a particular student may have a weapon, school officials may conduct a search of that student, in a private area, in accordance with the above guidelines for reasonable suspicion searches.

# STUDENTS WITH DISABILITIES AND SPECIAL EDUCATION

Upon parents request for assessment, VISTA Charter Public Schools will be responsible for the development of assessment plans for students with suspected disabilities. The assessment plan will describe the types of assessments that may be used to determine the eligibility of students for special education instruction and services. Assessments will be conducted, within legal timelines, after receiving the parents' written consent.

VISTA Charter Public Schools shall conduct an Individualized Education Program (IEP) team meeting that includes required team members within mandated timelines for each student assessed to discuss results, determine eligibility, and (if eligible) specify special education instruction and services.

VISTA Charter Public Schools will make decisions regarding eligibility, goals, program, placement, and exit from special education through the IEP process according to federal, state, county and District timelines.

In the event that VISTA Charter Public Schools is unable to provide an appropriate placement or services for a student with special needs who attends Vista Charter Middle School, we will contact the LAUSD to discuss placement and service alternatives. VISTA Charter Public Schools' IEP team will ensure participation of a District special education representative at the IEP team meeting whenever it is anticipated that special education programs outside of VISTA Charter Public Schools, including but not limited to placement at a District school or at a non-public or private school, will be considered.

In the event that VISTA Charter Public Schools is unable to provide an appropriate placement or services for a student with special needs at Vista Heritage Charter Middle School, VCPS will contact the El Dorado Charter SELPA to discuss placement and service alternatives.

VISTA Charter Public Schools will support movement of students with disabilities into less restrictive environments and increase interactions of students with disabilities with non-disabled students. Assessment and standardized testing procedures shall be implemented, including guidelines for modifications and adaptations, to monitor student progress.

VISTA Charter Public Schools shall provide planned staff development activities and participate in available appropriate District trainings to support access by students with disabilities to the general education classroom, general education curriculum, integration of instructional strategies and curriculum adaptations to address the diverse learner, and interaction with non-disabled peers.

VISTA Charter Public Schools will ensure that the teachers and other persons who provide services to a student with disabilities are knowledgeable of the content of the student's IEP. The Charter School will maintain responsibility for monitoring progress towards IEP goals for the student with special needs.

Vista Charter Public Schools will ensure that it makes the necessary adjustments to comply with the mandates of state and federal laws, including IDEA and Section 504 of the Rehabilitation Act of 1973, regarding discipline of students with disabilities.

Discipline procedures will include positive behavioral interventions. Prior to recommending expulsion for a student with disabilities, VISTA Charter Public Schools will convene a manifestation determination IEP. VISTA Charter Public Schools will collect data pertaining to the number of special education students suspended or expelled.

### ***Procedural Safeguards/Due Process Hearings***

In the event that a parent or guardian of a student attending VISTA Charter Middle School initiates due process proceedings, both VISTA Charter Public Schools and the District will be named as respondents. Whenever possible, the District and VISTA Charter Public Schools shall work together in an attempt to resolve the matter at an early stage (informal settlement or mediation).

In the event that a parent or guardian of a student attending Vista Heritage Charter Middle School initiates due process proceedings, Vista Charter Public Schools will work with the El Dorado Charter SELPA in an attempt to resolve the matter at an early stage (informal settlement or mediation).

If parents' attorneys' fees and costs are to be paid because parents are the prevailing party as a result of a due process hearing or settlement agreement based on the Charter School's alleged failure to fulfill its responsibilities under state and federal special education laws and regulations, the Charter School will be responsible for payment of those attorneys' fees and costs.

### ***Complaints***

The LAUSD (in the case of Vista Charter Middle School) will investigate and respond to all special education complaints the District receives pertaining to the Charter Schools including the District's Uniform Complaint Procedures, Office for Civil Rights and California Department of Education Special Education Compliance Complaints.

VISTA Charter Public Schools will cooperate with the District in any such investigations and provide the District with any and all documentation that is needed to respond to complaints.

The El Dorado Charter SELPA (in the case of Vista Heritage Charter Middle School) will investigate and respond to all special education complaints it receives pertaining to the Charter School including the Office for Civil Rights and California Department of Education Special Education Compliance Complaints.

VISTA Charter Public Schools will cooperate with the El Dorado Charter SELPA in any such investigations and provide the it with any and all documentation that is needed to respond to complaints.

# SUSPENSION AND EXPULSION

## *STUDENT SUSPENSION & EXPULSION*

### Reasons for Suspension

VISTA Charter Public Schools will follow the California Education Code regarding suspension and Expulsion as outlined under Section 48900 et seq.

A pupil may not be suspended from the Charter School or recommended for expulsion unless the principal of the school determines that the pupil has committed an act of misconduct as defined pursuant to one or more of the following:

- Caused, attempted to cause, or threatened to cause physical injury to another person
- Willfully used force or violence upon another person
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object
- Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, an alcoholic beverage or an intoxicant of any kind
- Unlawfully offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind
- Committed or attempted to commit robbery or extortion
- Caused or attempted to cause damage to school property or private property
- Stolen or attempted to steal school property or private property
- Possessed or used tobacco, or any products containing tobacco or nicotine products
- Committed an obscene act or engaged in habitual profanity or vulgarity
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel
- Knowingly received stolen school property or private property
- Possessed an imitation firearm
- Committed or attempted to commit a sexual assault or committed a sexual battery
- Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school

disciplinary proceeding

*A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:*

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

### **Discipline Policy**

The charter school's discipline policy is in line with the school's vision and mission. Malicious behavior, physical and/or emotional abuse will not be tolerated. Students will be taught to exercise self-control, self-reflection, and empathy in order to come to understandings and to resolve differences in a civil and cooperative way.

Students will have a conference with the classroom teacher or the administrator as part of the self-reflection process and to assist the students in understanding and solving the issue at hand. If the first step is not successful, then the parent or guardian will be contacted by the school administrator for a conference.

If the second step is not successful, then a behavior contract will be drawn up with the student and the parent/guardian along with the school administrator.

If all of the above steps fail, then the administration will consider either counseling or suspension of the students. This decision will depend on the problem or the severity of the students' actions (appendix R).

### **Suspension from classroom**

Teachers may suspend students from their classrooms (in-house suspension) for the remainder of the school day and the following day if the student commits any of the actions delineated above. The code of conduct must be implemented prior to pupil suspension.

### **Return to School**

During the period of suspension, the student must stay home. Upon return to school, the parent/guardian must attend a conference with the school principal.

### **Appeals of disciplinary Action (Suspension)**

If a parent or a student disagree with disciplinary action taken against the student, they may appeal the decision to the school's principal. The Principal and the Executive Director will hear the suspension appeal. Every effort will be made to reach a mutually agreeable solution in a timely manner.

If the parent's appeal is heard and denied, the parent can appeal to the Governing Board. An appeal will not reinstate the student in school for the day(s) to be suspended but the administrative team may elect to remove the suspension from the student's record.

### **Expulsion of students and Due Process**

The Administrative team will review all circumstances of any expulsion case prior to an expulsion recommendation. The Administrative team will do the following:

1. Meet with the Parent or guardian of the student to develop a mutually agreed discipline and behavior plan
2. If a mutually agreed plan is not reached, the administrative team will consult the Vista Board prior to submitting a final decision on the matter.
3. Confirm the misconduct did not involve possession of a firearm. If it did, expulsion is mandated by both the State Code and Federal Government.

If a student is recommended for expulsion, while waiting for final decision by the administrative team, the student will be placed on Independent Study. Textbooks, class work and homework assignments will be compiled by the classroom teacher for all academic subjects while the student and parent await the review process. The administrative team will conduct a review in a timely manner, and resolution will be reached within two weeks of the incident.

If the charter school decides to expel a student, it will notify and work with the District to arrange for placement of the student.

### **Authority to Expel**

A student may be expelled by the Administrative Team which consists of the principal, Executive Director or board of Vista , following a hearing and upon recommendation of the Vista Board.

The Administrative Team may recommend expulsion of any student found to have committed an expellable offense.

### **EXPULSION PROCEDURES**

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 pupil had committed an expellable offense.

The Administrative Team hears the case and makes a final decision whether to expel. The hearing shall be held in closed session unless the pupil makes a written request for a public hearing at least 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 pupil. The notice shall include:

1. The date and place of the expulsion hearing
2. A statement of the specific facts, charges and offenses upon which the proposed expulsion is based
3. A copy of the School's disciplinary rules that relate to the alleged violation
4. Notification of the student's or parent/guardian's obligation to provide information about the student's status at the school to any other school district or school at which the student seeks enrollment
5. The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor
6. The right to inspect and obtain copies of a" documents to be used at the hearing
7. The opportunity to confront and question a" witnesses who testify at the hearing
8. The opportunity to question a" evidence presented and to present oral and documentary evidence on the student's behalf including witnesses

#### **Recording of Hearing**

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

#### **Presentation of Evidence**

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the Administrative team to expel must be supported by substantial evidence that the student committed an expellable offense.

Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay but sworn declarations may be admitted as testimony from witnesses of whom the Administrative Team determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the accused pupil, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Ed. Code. Section 48900(n), a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.

The decision of the Administrative team shall be in the form of written findings of fact and the final determination regarding the expulsion. The final decision by the Administrative Team shall be made within ten(10) school days following the conclusion of the hearing. The decision of the Administrative Team is final. If the Administrative Team decides not to recommend expulsion, the pupil shall immediately be returned to his or her educational program.

#### **Written Notice to Expel**

The Principal following a decision of the Administrative Team to expel shall send written notice of the decision to expel; including the Administrative Team's adopted findings of fact to the student or parent/guardian. The Principal shall send a copy of the written notice of the decision to expel the student to the District.

This notice shall include the following:

- The student's name
- The specific expellable offense(s) committed by the student
- The effective date of the expulsion order
- Notice of the student or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the Charter School.
- The basis upon which the hearing panel made the determination regarding the expulsion

Additionally, in accordance with Ed. Code Section 47605(d)(3), within 30 days of the expulsion of any student, the Charter School shall notify the superintendent of the school district of the pupil's last known address and shall upon request, provide that school district with a copy of the cumulative records of the pupil, including a transcript of grades or report card and health information.

### **Disciplinary Records**

The school shall maintain records of all student suspensions and expulsions at the school. Such records shall be made available to the District upon request.

### **Expulsion Appeal Process**

Students or parents who wish to appeal an expulsion may submit, in writing, the reasons for their appeal to the Principal to forward on to the Administrative team within 72 hours of the final decision regarding expulsion.

The administrative team will then reevaluate the new evidence and submit their recommendations to the Board of Directors.

The matter will reenter the agenda for a closed-session board meeting (unless the parent s or the student request a public hearing) within 30 days of the original expulsion.

If the administrative team made the earlier decision, the Board of directors would now get involved in making the final determination.

A student who successfully appeals will be monitored closely to ensure that he or she practices behaviors in alignment with school standards for the duration of the school year.

### **Expelled Pupils/Alternatives Education**

If the Charter School decides to expel a student, it will notify and work with the home District to arrange for placement for the student. The Charter School will be responsible for seeking alternative education programs for the expelled pupil including, but not limited to programs within the County or their school district of residence.

- For students residing within LAUSD boundaries the Charter School will work with LAUSD, the LAUSD student discipline office, and LAUSD Charter Division to find placement.
- For students attending Vista Heritage Charter Middle School, the Charter School will work with OCDE and Santa Ana Unified School District to find a placement.
- For students whose home district is not LAUSD, the Charter School will assist with placement by working with the student's home district.

### **Rehabilitation**

Pupils who are expelled from the charter school shall be given a rehabilitation plan upon expulsion as developed by the charter school's Administrative Team at the time of the expulsion order, which 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 not later than one year from the date of expulsion when the pupil may reapply to the charter school for admission.

The Charter School's governing board shall adopt rules establishing a procedure for the filing and processing of requests for readmission and the process for the required review of all expelled pupils for readmission. Upon completion of the readmission process, the Charter School's governing board shall readmit the pupil, unless the Charter School's governing board makes a finding that the pupil has not met the conditions of the rehabilitation plan or continues to pose a danger to campus safety. A description of the procedure shall be made available to the pupil and the pupil's parent or guardian at the time the expulsion order is entered.

### **Readmission**

The decision to readmit a pupil or to admit a previously expelled pupil from another school district or charter school shall be in the sole discretion of the charter school's governing board and the pupil and guardian or representative, to determine whether the pupil has successfully completed the rehabilitation plan and to determine whether the pupil poses a threat to other or will be disruptive to the school environment. The pupil's readmission is also contingent upon the capacity of the charter school at the time the pupil seeks readmission.

### **Special education Discipline Language for Charter Petitions**

In the case of a student who has an IEP, or a student who has a 504 Plan, the charter will ensure that it follows the correct disciplinary procedures to comply with the mandates of state and federal laws, including the IDEA and Section 504 of the

Rehabilitation Plan of 1973. As set forth in the MOU regarding special education between the LAUSD and the Charter School and/or El Dorado County SELPA and the charter school, including a district representative, will meet to conduct a manifestation determination and to discuss alternative placement utilizing the District's Policies and Procedures Manual . Prior to recommending expulsion for a student with a 504 Plan, the charter administrator will convene a Link Determination meeting to ask the following two questions:

A) Was the misconduct caused by, or directly and substantially related to the student's disability?

B) Was the misconduct a direct result of the Charter's failure to implement the 504 Plan?

### **Section 504 Students**

A Section 504 student may be suspended in the same manner and for the same reasons as any other general education student except in the limited case where the student's misconduct is a manifestation of the student's disability.

Prior to recommending expulsion for a Section 504 student, the school administrator must convene a Section 504 Review Committee to determine whether there was a link between the student's misconduct and his or her disability. If there was no link, the student may be recommended for expulsion. If it is determined that the misconduct was linked to the disability, the 504 plan should be amended to address the student's behavior, the student may not be expelled.

### **Student Receiving Special Education Services**

A student who receives special education services may be suspended when other means of discipline have failed to bring about proper conduct. A student may serve multiple suspensions for separate offenses that accumulate to more than ten school days, so long as no single suspension exceeds ten school days unless a court order stipulates otherwise. For all days of suspension in excess of ten days within a school year, the student must have a revised IEP, and must receive the appropriate educational services.

A pre-expulsion IEP meeting must be conducted prior to recommending expulsion. The IEP meeting must determine:

- Whether the student's misconduct was a manifestation of the student's disability
- Whether the student was appropriately placed and was receiving the appropriate services at the time of the misconduct
- Whether behavior intervention strategies were in effect and consistent with the student's IEP and placement
- Whether the student's Behavior Support Plan was appropriate

A student receiving special education services may not be expelled if it is determined that the misconduct was a manifestation of the student's disability, that the student was not appropriately placed, or that the pre-existing IEP did not include appropriate behavior goals or intervention strategies. If it is determined that the student's misconduct was not a manifestation of his or her disability and that the student was appropriately placed, and that the IEP set forth the necessary behavior goals or interventions, the student may be expelled.

## **TRUANCY**

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof is a truant and shall be reported to the attendance supervisor of VISTA Charter Public Schools. (EC 48260) VISTA Charter Public Schools policy requires that parents be notified by mail upon a student's initial classification as a truant.

The first mandated truancy notification states:

- That the parent or guardian is obligated to compel the attendance of the pupil at school.
- That parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution.
- That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.
- That the pupil may be subject to prosecution.
- That it is recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for one day.

Any pupil is deemed a habitual truant who has been reported as a truant three or more times per school year after an appropriate VISTA Charter Public Schools employee has made a conscientious effort to hold at least one conference with the parent or guardian of the pupil and the pupil.

## TITLE IX AND STUDENTS

Federal law, Title IX, State law and VISTA Charter Public Schools policy prohibit anyone from discriminating against any student on the basis of actual or perceived sex, sexual orientation, and gender (including gender identity, marital status, pregnancy, childbirth or related medical condition).

Male and female students have the right to equal learning opportunities in their schools and must be treated the same in all activities and programs, including:

- Athletics
- The classes they can take
- The way they are treated in the classroom
- The kind of counseling they are given
- The extracurricular activities in which they can participate
- The honors, special awards, scholarships and graduation activities in which they can participate

Students who feel that their rights are being violated have the right to take action and should not be afraid of trying to correct a situation by speaking to a school administrator, counselor, or trusted adult at school, or filing a complaint. Students are encouraged whenever possible to try to resolve their complaints directly at the school site. Any student who believes he or she is being discriminated against in violation of Title IX has the right to file a complaint, For further information or assistance, contact the title IX coordinators:

Vista Charter Middle School: Eduardo Rodriguez at 213-201-4000

Vista Heritage Charter Middle School: Lauri Martin at 714-599-4246

## TUBERCULOSIS CLEARANCE

All new students entering grades 6-8, who have never attended any school in California, must present documentation of the results of Mantoux test done at some previous time. Students entering grades 6-8 from any other California school (public, private, or parochial) are exempt from the requirement.

## VISITORS TO SCHOOL CAMPUSES

All campus visitors must have the consent and approval of the principal/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. Children who are not enrolled at the school are not to be on the campus unless prior approval of the principal has been obtained. Visitors may not interfere with, disrupt or cause substantial disorder in any classroom or school activity. VISTA Charter Public Schools Policy states that smoking and the use of all tobacco products is prohibited on all VISTA Charter Public Schools property, or attending any school-sponsored events. 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 classroom as quietly as possible
- Not converse with the students, teacher and/or instructional aides during the 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 and/or principal after the visit, if needed
- Learn and follow the school-wide behavioral expectations
- Return the visitor's permit to the point of origin before leaving the campus.

Any individual who disrupts a school site or fails to follow school rules and/or procedures is subject to removal from the school site and may be further restricted from visiting the school.

# NONDISCRIMINATION STATEMENT

VISTA Charter Public Schools is committed to providing a working and learning environment that is free from unlawful discrimination and harassment. The School prohibits discrimination and harassment based on an individual's actual or perceived age, ancestry, color, disability (mental or physical), ethnic group identification, gender (including gender identity), marital status, national origin, race, religion (including religious accommodation), sex (actual or perceived, including pregnancy, childbirth, or related medical condition), sexual orientation, on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state, local law, ordinance, or regulation. Harassment based on any of the above-protected categories is a form of unlawful discrimination and will not be tolerated by the School. Harassment is intimidation or abusive behavior toward a student or employee that creates a hostile environment and can result in disciplinary action against the offending student or employee. Harassing conduct may take many forms, including verbal remarks and name-calling, graphic and written statements, or conduct that is physically threatening or humiliating.

This nondiscrimination policy covers admission or access to, or treatment or employment in, all School programs and activities, including vocational education. The lack of English language skills will not be a barrier to admission to or participation in School programs or activities.

Additional information prohibiting other forms of unlawful discrimination or harassment, inappropriate behavior, and/or hate crimes may be found in other School policies that are available in the office. It is the intent of the school that all such policies are reviewed consistently to provide the highest level of protection from unlawful discrimination in the provision of educational services and opportunities.

The School prohibits retaliation against anyone who files a complaint or who participates in a complaint investigation.

**For inquiries or complaints related to adult-to-student, student-to-student, or non-employee discrimination or harassment based on the individual's actual or perceived age, ancestry, color, disability (mental or physical), ethnic group identification, gender, gender identity, national origin, race, religion, sex, or sexual orientation, contact:**

Vista Charter Middle School  
Eduardo Rodriguez, Principal  
Section 504 and Title IX Coordinator  
(213) 201-4000

Vista Heritage Charter Middle School  
Lauri Martin, Principal  
Section 504 and Title IX Coordinator  
(714) 696-8772

**For inquiries or complaints related to employee-to-employee, student-to-employee, or work/ employment related discrimination or harassment, contact:**

Executive Director: Vahe Markarian : (213) 201-4000

# SEXUAL HARASSMENT POLICY

VISTA Charter Public Schools is committed to maintaining a working and learning environment that is free from sexual harassment. Sexual harassment of or by employees or students, or persons doing business with or for the school is a form of sex discrimination in that it constitutes differential treatment on the basis of sex, sexual orientation, or gender, and, for that reason, is a violation of state and federal laws and a violation of this policy. The School considers sexual harassment to be a major offense which can result in disciplinary action to the offending employee or the suspension or expulsion of the offending student in grades four through twelve.

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

California Education Code Section 212.5 defines sexual harassment as any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission 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 educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Sexual harassment may include, but is not limited to:

- Unwelcome verbal conduct such as suggestive, derogatory or vulgar comments, sexual innuendos, slurs, or unwanted sexual advances, invitations, or comments; pestering for dates; making threats; and/or spreading rumors about or rating others as to sexual activity or performance.
- Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings; graffiti of a sexual nature; and/or use of obscene gestures or leering.
- Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault; and/or interference with work or study directed at an individual because of the individual's sex, sexual orientation, or 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 offers of benefits in return for sexual favors.

**For inquiries about School policies and procedures related to sexual harassment, including how to file a complaint of sexual harassment, contact:**

**Vista Charter Middle School, Eduardo Rodriguez, Principal and School Title IX Coordinator, at (213) 201-4000**

**Vista Heritage Charter Middle School, Lauri Martin, Principal and School Title IX Coordinator, at (714) 696-8772**

# UNIFORM COMPLAINT PROCEDURES

## **POLICY:**

VISTA Charter Public Schools has the primary responsibility to ensure compliance with applicable state and federal laws and regulations, and shall investigate complaints alleging failure to comply with applicable state and federal laws and regulations and/or alleging discrimination. The School shall seek to resolve those complaints.

This Memorandum, clarifies that uniform complaints may be used to file noncompliance or unlawful discrimination complaints and/or to appeal School decisions regarding such complaints. Uniform complaint brochures are available at all school sites in the primary languages of that school community. Complainants are encouraged, where possible to try to resolve their complaints directly at the school.

A written notice regarding uniform complaint procedures must be disseminated annually to staff, students, parents or guardians, appropriate private school officials or representatives, and school and other interested parties including district advisory committees. Distribution may be in any form (newsletter, memorandum, staff/student/parent handbook, etc.) that will reach the school community.

## **GUIDELINES:**

Background: Pursuant to Title 5, California Code of Regulations, Sections 4600-4687, the School's uniform complaint procedures may be used to file complaints with the School or to appeal School decisions which concern unlawful discrimination under the following federal/state laws: Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990 (ADA) for the charges of discrimination based on mental or physical disability; Title IX of the Education Amendments of 1972 charges of discrimination/harassment based on sex including charges of sexual harassment and Title VI of the Education Amendments of 1964 for charges of discrimination based on race, color or national origin. Section 4900, et, seq. includes sexual identification, gender identity, ethnic identification and ancestry.

## **General Information:**

A. The Uniform Complaint Procedures may be used for complaints or allegations of noncompliance involving the following educational programs and complaints alleging violations of the following nondiscrimination protections:

1. Adult Education
2. Allegations of unlawful discrimination including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by the District that is funded directly or receives any state funds.
3. Career/Technical Education
4. Child Development
5. Child Nutrition Services
6. Consolidated Aid Categorical Programs
7. Migrant and Indian Education
8. Special Education

B. Complaints pertaining to the following may be referred for resolution to the indicated state or federal agency, as appropriate:

1. Allegations of suspected child abuse shall be referred to the applicable Los Angeles County Department of Social Services, Protective Services Division, or the appropriate law enforcement agency.
2. Health and safety complaints regarding a Child Development Program shall be referred to the Department of Social Services, for licensed facilities.
3. Allegations of fraud shall be referred to the responsible administrator or to the Inspector General.
4. Employment discrimination complaints shall be referred to the School's Equal Employment Opportunity Office or may be sent to the State Department of Fair Employment and Housing (DFEH).

# VISTA CHARTER PUBLIC SCHOOLS UNIFORM COMPLAINT PROCEDURES FORM

Last Name \_\_\_\_\_ First Name \_\_\_\_\_, MI \_\_\_\_\_

Student Name (if applicable) \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

Street Address/Apt.# \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

School/Office of Alleged Violation \_\_\_\_\_

For allegation(s) of noncompliance, please check the program or activity referred to in your complaint, if applicable:

- |  |   |
|--|---|
| <input type="checkbox"/> Adult Education                   | <input type="checkbox"/> Child Development Programs |
| <input type="checkbox"/> Consolidated Categorical Programs | <input type="checkbox"/> Nutrition Services         |
| <input type="checkbox"/> Career/Technical Education        | <input type="checkbox"/> Special Education          |
| <input type="checkbox"/> Migrant and Indian Education      |   |

For allegation(s) of unlawful discrimination/harassment, please check the basis of the unlawful discrimination/harassment described in your complaint, if applicable:

- |   |  |
|---|--|
| <input type="checkbox"/> Race                                     |  |
| <input type="checkbox"/> Age                                      | <input type="checkbox"/> Ethnic Group Identification           |
| <input type="checkbox"/> Ancestry                                 | <input type="checkbox"/> Gender                                |
| <input type="checkbox"/> Sexual Orientation (Actual or Perceived) | <input type="checkbox"/> National Origin                       |
| <input type="checkbox"/> Color                                    | <input type="checkbox"/> Religion D. Sex (Actual or Perceived) |
|   | <input type="checkbox"/> Disability (Mental or Physical)       |

1. Please give facts about the complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator.
  
2. Have you discussed your complaint or brought your complaint to a VISTA Charter School administrator? If you have, to whom did you take the complaint, and what was the result?
  
3. Please provide copies of any written documents that may be relevant or supportive of your complaint.

I have attached supporting documents.

Yes

No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mail complaint and any relevant documents to:**

**Eduardo Rodriguez, Principal  
VISTA Charter Middle School  
2900 W. Temple Street  
Los Angeles, CA  
Phone: (213) 201-4000**

**Lauri Martin, Principal  
Vista Heritage Charter Middle School  
2609 West Fifth Street  
Sanrta Ana, CA 92703  
Phone: (714) 696-8772**