

Village Charter Academy

Parent / Student Handbook

www.villagecharteracademy.com



Kerry Kletter, Director of Instruction
Jennifer Clark, Director of Operations

School Hours:

Student Drop Off: 7:30-8:00 a.m.

School Begins: 8:00 a.m.

School Ends: 3:00 p.m.

Address:

7357 Jordan Ave.
Canoga Park, CA 91303

818-716-2887 *Office*

818-716-2848 *Fax*

818-835-7990 *Special Education Office*

Dear Village Charter Academy Parents and Students,

Welcome to the 2017-2018 school year at Village Charter Academy. We look forward to working collaboratively with our students, families, and staff. Thank you for committing your child's education and well-being to our team.

Please be aware that, our Parent/Student Handbook contains a copy of your Parent Contract and information regarding school processes and procedures. The Parent / Student Handbook is very serious, so please make sure to read through each component of responsibility for both you and your child. In order to ensure a successful year for you and your student to attend our charter school, it is important that you sign and return the Parent Contract.

Several of the key focus areas from the Village Charter Academy Parent/Student Handbook and Parent Contract include: Parent Involvement Policy, School Uniform Policy, Attendance/Tardy Policy, Parent/Teacher Conference Expectation, and the Suspension/Expulsion Policy. In order to create and maintain the high standards of our school, it is important that all parents and students fulfill their responsibilities.

There are a number of items that you will receive either before school starts or during the first week, Uniform Complaint Procedures. We understand that there are many forms to sign and return, but most of these documents are mandatory and must be returned to the school in a timely manner.

If you have any questions regarding the handbook, please do not hesitate to contact the school's main line, **818-716-2887**, so that you may be directed to the appropriate person to further assist you.

We look forward to having a fantastic and safe academic 2016-2017 school year!

Sincerely,
Ms. Kerry Kletter
Ms. Jennifer Clark
Directors of Village Charter Academy

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Student Drop-Off/Pick-Up Traffic Pattern 7:30—8:00 am/3:00 p.m.

In order to ensure student safety, it is essential that all parents follow the legally approved traffic flow pattern for Village Charter Academy. The safety of your children is our first priority. Please follow drop-off / pick-up procedures very carefully to keep all of our children safe. Remember, cell phone use is strictly forbidden and stereo must be turned off while you are in the drop-off/pick-up line.

Drop-Off

Parents walking to drop students off will bring students to the main entrance of the school for walk-in.

Parents **driving** to drop of students will use the drop off lane and will drive through the parking lot and proceed around the car loop for drop off, following posted signage. The drive through entrance gate is on the north end (closest to the office), and the exit gate is on the south end (closest to the grass field).

Pick Up

Students can be picked up in two different ways and it is important that everyone follow the guidelines for pick up to ensure student safety.

Students whose parents are **walking** into the school to pick up their child will walk through the main office. The students whose parents are walking to pick them up will be waiting for their parents at the tables in the cafeteria.

Students whose parents are **driving** to pick up their child will drive through entrance gate on the north end (closest to the office), and the exit gate is on the south end (closest to the grass field). Students that will be picked up at the drive through will line up along the gym. Cars **may not** turn left into the parking lot.

Student that are going to the Boys and Girls Club will wait at a predetermined area and will be supervised by school staff.

Visitor Parking

There is no visitor parking in the school lot to ensure a pathway for drop off/pick up. Visitors will park on Jordan Street or on the side streets. The gates are locked between 8:00 am and 3:00 pm.

COMMUNICATION

Communication is absolutely essential for our Village Scholars to be successful. The administration and staff recognize this and will strive to facilitate open and frequent communications with parents at all times.

Email: Parents please keep updated email information with the school as many announcements are posted via technology from administration/teachers.

1. Parent Link: Parents must keep updated phone numbers with the school in the case of necessary telephone announcements.
2. Newsletters: Hard copies (front office) and electronic copies (emailed and posted on website) are published once a month.
3. Website: Updates, calendars, forms, and school events are kept current on the site: www.villagecharteracademy.com.
4. Flyers: When necessary, hard copies will be sent home for fundraisers, events, and announcements. Please check your child's backpack and/or folder frequently.
5. Parent Advisory Council meetings and Parent Forums are both essential in providing information for parents. 6. The meetings/dates are posted on the calendar.
7. Illuminate is the computer system that gives all parents/students access to the school and teachers. The logins and passwords will be sent home at the beginning of the school year. You will have real time updates to all information.
8. Phone Calls: You may leave a message with the front office staff, or may be asked to send an email to the teacher. Remember that teachers have 24 hours to respond to parent phone calls or emails.
9. Personal Conferences. It is the desire of the faculty and administrators to be of service to both parents and students, and every teacher welcomes a conference with any parent. We do urge, however, that such visits be made by appointment with the teacher at a convenient before-school or after-school time. Parents are asked not to meet with a teacher before or after class unless a conference has been scheduled. Please do not have impromptu conferences with teachers at the

classroom door before or after school. This distracts the teacher from supervision of the students during a crucial time of movement and compromises the confidentiality of your child's issues.

CAFETERIA PROCEDURES

Breakfast = \$2.00 Lunch = \$3.25

Reduced Breakfast = \$0.30 Reduced Lunch = \$0.40

Meals are provided by School Nutrition Plus. The menus support the National School Lunch Program. Lunch menus are located on the school's website on the Parent's page under, "School Lunch Information." Lunch will be served in the outside eating area for all students.

Although we understand there may be times when lunches are forgotten, we ask that parents not make a habit of dropping off lunches. The office staff is always willing to assist, but please understand that it can cause a major disruption to the day if lunches are dropped off after the start of the school day. Because we are trying to promote healthy eating habits, we request that fast food not be brought to school when a child forgets his/her lunch. Students are not allowed to bring sodas to school. In addition, we discourage sugary foods, candy, cookies, gum, and foods heavy in red dye. These foods can lead to hyperactivity and interfere with the learning process. There is no microwave access for students.

Payment: Once the Point of Sale system is in place, all parents are required to pre-pay for lunches so that money is always available for student purchases. Money orders or checks drawn on local banks should be made out to Village Charter Academy and include the child's name and teacher. It is imperative that you pay for lunch on time. Students should not have to wait for a parent to bring money or a lunch to school.

Free/Reduced Price Lunches: An application for Free or Reduced Price meals will be sent home with students at the beginning of the year. Parents must apply for this benefit yearly. It should be completed and returned to the office as soon as possible. Notification pertaining to qualification for free/reduced lunch will be sent directly to the home.

FIELD TRIPS

As a learning experience, teachers may plan field trips. Parents may be asked to assist the teacher as chaperones. Parents serving in this capacity may not have other children accompany them. Chaperones must be at least 18 years of age for all off-campus field trips and any on-campus events.

1. Participation in field trips is a privilege for students, not a right.
2. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip for reasons relating to behavior or conduct.
3. Students may also be excluded from attending a trip or activity if their behavior puts themselves or others at risk. If a student has been excluded from a trip or activity as a result of their behavior, a refund will not be issued.

Parent permission must be given for students to participate in field trips. The teacher will send permission slips and information about each field trip at least one week prior to each field trip. Money and permission slips must be completed and signed according to the teacher's instructions prior to the field trip, or the student will not be permitted to take part in the field trip. Students are to be dressed in the appropriate designated uniform/outfit as communicated by Village Charter Academy.

Early dismissal from a field trip site is not permitted.

SNACKS

We are a NUT FREE campus- please make sure that any snacks or food you send with your child do not contain any tree nuts or peanuts.

Students will be given time every day to eat a snack if they choose to bring one from home. This snack should be a healthy snack that can be eaten in 5 minutes.

BIRTHDAYS/CLASS PARTIES

Please work with your child's classroom teacher to arrange ahead of time any celebrations for your child. Most celebrations will take place in the last part of the instructional day.

DEFINITION OF HOMEWORK:

Homework is defined as specific tasks assigned by teachers to be completed during non- school hours. Homework assignments should be clearly connected to classroom lessons or calculated to enhance a specific skill designed to show the student a connection between the work taught in the classroom and real life situations. Homework should be age appropriate and, whenever possible, creative, so as to avoid boredom and to enhance the benefits listed above.

HOMEWORK GUIDELINES:

Teachers shall be given broad latitude in designing homework, keeping in mind that each assignment should attempt to enhance one or more of the benefits listed above to achieve maximum results. In addition, the Village homework policy expects and encourages parental involvement in the homework process, but it is always expected that the children will do their own work. Finally, homework has been found to be most beneficial to the learning process when checked and returned to the student. Therefore, homework shall be checked and returned regularly. The following suggested guidelines are offered:

KINDERGARTEN AND FIRST GRADE

K-1 Homework assignments should not exceed 20 minutes a day and may consist of the following:

1. Reading with a family member or guardian;
2. Handout of numbers, letters, sounds, or other class assignments;
3. Math practice
4. Review of papers done in class for correction, reinforcement and practice, and then sent home for parent or guardian review.

SECOND THROUGH FIFTH

Grades 2-3 homework assignments should not exceed 25-35 minutes per day.

Grades 4-5 homework assignments should not exceed 35-60 minutes per day.

1. Independent Reading
2. Reading Practice Skills
3. Math Practice
4. Review of papers done in class for correction, reinforcement and practice, and then sent home for parent or guardian review.

FAMILY PARTICIPATION:

Studies have shown that homework is most beneficial overall when families are involved in the homework process. The Village Charter Academy homework policy expects parental involvement in the process. Parents are encouraged to review homework with the child that has been checked by the teacher in order to note any corrected answers.

Finally, parents are encouraged to read to their children regularly, or have their older children read an age appropriate book as part of their daily homework routine.

The family unit is also expected to create and enforce a homework routine for their child. Children should be provided a desk, writing utensils, and a place to work that has few distractions. Parents and guardians should be

on hand to answer questions, review the work, and provide support. If the parent or guardian notices a difficulty with the homework process, or has an idea for improvement or any other concern about the child's performance, it is important that the parent or guardian immediately contact the teacher to discuss the situation and any remedies. If all parties work together, the benefits of homework can be achieved.

LOST AND FOUND

Throughout the school year, items that have been lost are turned into the lost and found, which is located in an area that can easily be accessed by our younger grades. To alleviate a large number of items accumulating in this area, **please ensure your child's belongings are labeled with their full name**. Any time a student loses an item, he/she may go to the designated area to claim it. There are many items lost and never claimed each year. These items are donated monthly to charitable institutions.

VISITORS

Visitors, including parents, are not permitted to go to their child's class unannounced during school hours because this disrupts normal routine and instruction. For the safety and protection of all students, visitors must present their valid ID at the front desk, state who they are visiting, state the purpose of the visit, and sign-in before proceeding to a classroom. Cooperation will enable the school to provide a safe and orderly learning environment for all students.

PARENT VOLUNTEERS

Parents have many opportunities to volunteer their time both at school and at home. Volunteer opportunities will be available throughout the school year, based on the school's needs. Volunteer opportunities are listed on the school website at www.villagecharteracademy.com

VOLUNTEER GUIDELINES

The safety and education of students must be the main concern of volunteers while engaged in school activities. Individual student's grade records and abilities are personal and confidential information. Students have the right to confidentiality under the Family Educational Rights and Privacy Act (FERPA). Included, but not limited to this right are: academic work completed, standardized test scores, health data, interest inventory reports, reports of serious or recurrent behavior patterns, family background information, attendance records, grades and teacher or counselor rating and observations.

1. Students may not be given medication by volunteers.
2. Volunteers will not contact parents regarding student performance or behavior.
3. Classroom supervision and student discipline are the responsibilities of the teacher and school.
4. Permission for a student to leave the classroom must always be given by the teacher.
5. Volunteers are required to sign in and out. The office will determine where and when a volunteer is needed within the school.
6. For identification, volunteers are required to wear a name badge when helping with school activities.
7. Volunteers will be assigned only to staff members requesting assistance.
8. Punctuality and reliability are appreciated since teachers plan for volunteer assistance.
9. Comparing and criticizing teachers and students is not acceptable volunteer behavior.
10. Volunteers are expected to be well groomed and dressed appropriately.
11. Volunteers should set a good example for students by their manner, appearance, and behavior.
12. Volunteers will be allowed in the classrooms during instructional time **ONLY** when scheduled by the teacher in writing at the front office.
13. Classroom volunteers are under the direct supervision of the classroom teachers.
14. Out of classroom/ general school volunteers report to the School Directors and they must be screened by the Department of Justice to ensure student safety.

Parent Understanding of Student Attendance Policy

Excused Absences for Classroom Based Attendance

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law or Board policy.

A student's absence shall be excused for the following reasons:

1. Personal illness;
2. Quarantine under the direction of a county or city health officer;
3. Medical, dental, optometrical, or chiropractic appointments;
4. Attendance at funeral services for a member of the immediate family:
 - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state.
 - b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, brother, sister, step-brother, step-sister or any relative living in the student's immediate household.
5. Participation in religious instruction or exercises in accordance with VCA policy:
 - a. In such instances, the student shall attend at least the minimum school day.
 - b. The student shall be excused for this purpose on no more than four school days per month.

In addition, a student's absence shall be excused for justifiable personal reasons. Advance written request by the parent/guardian and approval of the principal or designee shall be required for absences for:

1. Appearance in court;
2. Attendance at a funeral;
3. Observation of a holiday or ceremony of his/her religion;
4. Attendance at religious retreats for no more than four hours during a semester;
5. Employment interview or conference.

Method of Verification

When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences:

1. Written note from parent/guardian, parent representative, or student if 18 or older;
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student;
 - b. Name of parent/guardian or parent representative;
 - c. Name of verifying employee;
 - d. Date or dates of absence; and
 - e. Reason for absence.
3. Visit to the student's home by the verifying employee, or any other reasonable method, which establishes the fact that the student was absent for the reasons stated. A written recording shall be made, including information outlined above.
4. Physician's verification
 - a. When excusing students for confidential medical services or verifying such appointments, School staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
 - b. When a student has had 14 absences in the school year for illness verified by methods listed in #1-#3 above, any further absences for illness must be verified by a physician.

Insofar as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during non-school hours.

Students should not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency. Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to administrative regulations and law.

Unexcused Absences/Truancy for Classroom Based Attendance

The Directors, or designee, shall implement positive steps to reduce truancy. Students who are habitual truants or habitually insubordinate or disorderly during attendance at School may be referred to the appropriate law enforcement agency.

When the student's attendance problems cannot be resolved or the student and parent/guardian have failed to respond to directives to correct the problem, a student who has been classified as truant may be referred to the district attorney or probation officer for truancy mediation. Further, the School attendance review board or probation officer may request a juvenile court petition on behalf of the student.

A student's grades may be affected by excessive unexcused absences in accordance with Board policy.

1. Students shall be classified as truant if absent from school without a 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. Such students shall be reported to the Director or designee.

The parent/guardian of a student classified, as a truant shall be notified of the following:

- a. The student is truant;
- b. The parent/guardian is obligated to compel the student to attend school;
- c. The parent/guardian who fails to meet this obligation may be guilty of an infraction of the law and subject to prosecution;
- d. The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy;
- e. The student may be subject to arrest by a probation officer, a peace officer, a school administrator, an attendance supervisor or his/her designee under Education Code 48264 if found away from home and absent from school without a valid excuse;
- f. It is recommended that the parent/guardian accompany the student to school and attend classes with the student for one day.

A habitual truant may be referred to a school attendance review board or to the probation department.

When a student is referred to a school attendance review board or to the probation department, the Director or designee shall provide the student and parent/guardian, in writing, the name and address of the school attendance review board or probation department and the reason for the referral. This notice shall indicate that the student and parent/guardian will be required, along with a School staff member, to meet with the school attendance review board or probation officer to consider a proper disposition of the referral.

If the school attendance review board or probation officer determines that available community services can resolve the problem of the truant or insubordinate students, then the school attendance review board or probation officer shall direct the student and/or the student's parents/guardians to make use of these resources.

If the school attendance review board or probation officer determines that available community services cannot resolve the problem of the truant or insubordinate student or if the student and/or student's parents/guardians have failed to respond to the directives of the school attendance review board or probation officer or to services provided, the school attendance review board and/or probation officer may notify the county district attorney.

Reports

The Director, or designee, shall gather and transmit to the Board the number of referrals and types of referrals made to the school attendance review board and the number of requests for petitions made to the juvenile court.

Attendance Understanding for Students

As a Village Scholar I understand that it is important that I come to school every day on time! Every day is a new day of learning and new school experiences that make me a better student. My participation in my class and my school helps to make my school a better place.

Parent Understanding of Student Dress Code policy

Board Philosophy

The Board recognizes the need for students of the School to dress appropriately for school.

General Guidelines

Inappropriate apparel includes clothing that compromises safety or is disruptive and/or distracting to the school environment and instructional process. The Board is committed to protecting the health, safety, and welfare of the students and the Board believes that appropriate dress and grooming contribute to a productive learning environment.

School Uniform Colors

In order to unite students and build a cohesive school climate, Village Charter Academy will have the following uniform colors: Gray White Burgundy

Review Process

The Board recommends that any dress code should be reviewed, preferably by a committee of students, faculty, parents and administrators prior to presenting it to the Board for approval.

Sun Protective Clothes

The code must allow students to wear sun protective clothing, including hats. However, specific hats determined by the School to be gang-related or inappropriate apparel may be prohibited.

Dress Code Understanding for Students

As a Village Scholar I will try to wear my uniform every day.

Parent Understanding of Student Complaints policy

Notification

It is the intent of the School to integrate conflict resolution skills into the curriculum. In accordance therewith, students that have complaints against other students are encouraged to first address the issue with the person directly using the learned conflict resolution skills without the intervention of a school employee. If, however, the student does not feel comfortable with this approach or the complaint involves sexual harassment or discrimination, the student may notify a teacher or other school staff member. The teacher or staff member will notify the Director of the complaint if it cannot be resolved immediately at that level and will notify the student's parent/guardian of the complaint.

Students who have complaints against school personnel or programs may notify a teacher or a Director. If a teacher, or any other staff member, is notified of a student complaint against school personnel or programs, the teacher shall notify a Director.

Procedures

Depending upon the nature of a complaint, the pupil will be provided information concerning the applicable policy and procedures to be followed. For instance, if the complaint is one of sexual harassment or other discrimination, the student will be provided with a copy of the School's policy against harassment and discrimination and provided a complaint form and apprised of the procedures under the policy.

If the School has no specific policy or procedures for the particular complaint, the Director, or his/her designee, will undertake a responsible inquiry into the pupil's complaint to ensure it is reasonably and swiftly addressed. When appropriate, a written statement of the pupil's complaint will be obtained from the student.

Confidentiality

Complainants will be notified that information obtained from the pupil and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.

Non-Retaliation

Complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.

Resolution

The administration will investigate student complaints appropriately under the circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

A copy of the school Uniform Complaint Procedure is Appendix A of this handbook.

Complaint Procedure Understanding for Students

As a Village Scholar, I understand that my school and teachers want me to be safe. When I have a conflict I use my words to talk to the person with whom I have a conflict. I can also talk to my teacher or anyone who works at my school.

Parent Understanding of Student Suspension and Expulsion Policy

VCA's Pupil Suspension and Expulsion Policy has been established in order to promote learning and protect the safety and well being of all students at the Charter School. In developing this policy, the Charter School has reviewed Education Code Section 48900 et seq., which describes the non-charter schools' lists of offenses and procedures for suspensions and expulsion. The language that follows closely mirrors the language of Education Code 48900 et seq. The Charter School is committed to annual review of policies and procedures surrounding suspensions and expulsions and, as necessary, modification of the lists of offenses for which students are subject to suspension or expulsion.

When the Policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. The policy shall serve as the Charter School's policy and procedures for student suspension and expulsion. VCA staff shall enforce disciplinary rules and procedures fairly and consistently for all students.

This Policy and its Procedures will be printed, reviewed with staff, students and parents, and distributed as part of the Parent Compact and Parent/Student Handbook, which will clearly describe discipline expectations. Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student.

For the purposes of the Policy, corporal punishment does not include employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property.

The Charter School Co-Directors shall ensure that students and their parents/guardians are notified in writing of all discipline policies and procedures through the Parent Compact and Parent/Student Handbook which is distributed to all families upon enrollment and then yearly, at the beginning of each school year. Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

Student Behavior Code and Discipline Policies

VCA's staff, working with the Academic Excellence and the Community Partnership Sub-Committees review and revise as needed VCA's Student Behavior Code and the Charter School's Discipline Policies annually with additional reviews/revisions as needed. The goal of the review process is to ensure a safe and supportive school climate with clearly understood expectations of student behavior on the part of all stakeholders. The Parent/Student Handbook and VCAs Home/School Compact are reviewed at the beginning of each school year with parents and community. These documents identify the working relationship and responsibilities of staff, parents, and students. In addition the Parent/Student Handbook clearly outlines the expectation of VCA for student behavior.

The goal of VCAs Behavior Code and established discipline policies is to implement positive approaches to support students and their parents and to modify behavior to create a positive educational experience for each student in a safe school environment. VCAs school-wide Core Virtues instructional programs give students the basis for positive interaction with peers and with the development of critical problem-solving skills. For students who have difficulty in following VCA's Student Behavior Code, the Charter School has developed the following progressive steps of consequences for their behavior, which may be modified to as the situation requires:

Step 1: Informal conversation with staff with a discussion of incident and review of student code.

Step 2: Loss of Privileges appropriate to infraction.

Step 3: Written warning and written required response by student.

a. What happened?

b. What rule did you not follow?

c. How could you have avoided the problem?

d. What will you do in the future? Follow-up conference to review student written response with staff member.

Step 4: Time Out in another classroom or supervised area as appropriate.

Step 5: Communication to Parent by letter or telephone with a summary of infractions and a review of actions taken by VCA.

Step 6: Staff, Parent and Student Conference to resolve problems with parent and staff support.

Step 7: Extended Time After School in a service project with parent consent.

Step 8: Referral to Administrator when infraction is serious.

Step 9: In-School Suspension and other alternatives before school suspension. School suspension limited to serious infractions.

Step 10: Suspension from School for 1-5 days, depending on the severity of the infraction with a follow-up conference to develop plan of action.

Step 11: Expulsion from VCA.

A meeting of VCA's Student Study Team can be convened as needed at any step of the above process. The goals of the Student Study Team process are to provide early identification, a review of all available information and the implementation of an early intervention plan to ensure student success. Included in the review is a discussion of student's strengths, background and health information, academic profile and classroom information, school support services, test results, and social and emotional concerns. The goal of the Student Study Team meetings are to provide assistance and support with the implementation of a positive problem approach to develop strategies, coordinate appropriate resources, and to implement a student plan with measurable objectives and follow-up reviews of the plan's successful intervention.

Enumerated Offenses

In cases of serious misconduct, a student may be suspended from class or from school, or recommended for expulsion from VCA by the Director of Operations or Director of Instruction. The Length of suspension or expulsion will be determined by the severity and recurring nature of the violation. Suspensions may be one (1) to five (5) days in length, and will be at the discretion of the Directors, or his/her designee. Suspension from school may not be more than twenty (20) school days per school year. Expulsions may be from one semester to a full school year. The length of the suspension will be at the discretion of the VCA Board of Directors.

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at VCA or at a school-sponsored event at anytime including but not limited to: a) while on school grounds; b) while going to or returning from school; c) during the lunch period, whether on or off the school campus; d) during, going, or returning from a school- sponsored activity or a field trip.

Students may be suspended or recommended for expulsion for any of the following acts (whether completed, attempted or threatened) when it is determined that pupil (see mandatory expulsions listed below):

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- b. Willfully used force of violence upon the person of another, except self-defense.
- c. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 1053-11058, alcoholic beverage or intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stole or attempted to steal school property or private property.
- h. Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawfully, possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k. Knowingly received stolen school property or private property.
- l. Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- m. Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- n. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that students for being a witness.
- o. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- p. Engaged in, or attempted to engage in hazing. For the purposes of this subdivision hazing means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, hazing does not include athletic events or school-sanctioned events.
- q. Made terrorist threats against school officials and/or school property. For the purposes of this section, —terroristic threat shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.
- r. Committed sexual harassment, as defined in Education Code Section 212.5. For the purpose of this section, the conduct described in Section 212.5 must be considered by a reasonable persons of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any grades of 4 to 12, inclusive.
- s. Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- t. Intentionally, harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating a substantial disorder and invading other student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any grades of 4 to 12, inclusive.
- u. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261 of Education Code, directed specifically toward a pupil or school personnel.
- v. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).
- w. Possessed, sold, or otherwise furnished any knife, unless, in the case of possession of any object of this type, the student obtained written permission to possess the item from a certificated school employee, with the Executive Director or designee's concurrence.
- x. Non-Discretionary Expulsion Offenses: Students must be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:

1. An electronic act, for purposes of the immediately preceding paragraph, means the transmission, by means of an electronic device, including but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including but not limited to, any of the following:

- a. A message, text, sound or image.
- b. A post on a social network Internet Web site including, but not limited to:
- c. Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed above.
- d. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
- e. Creating a false provide for the purpose of having one or more of the effects listed above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

An electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

2. Non-Discretionary Expulsion Offenses: Students must be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:

- a. Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student obtained written permission to possess the item from a certificated school employee, with the Executive Director or designee's concurrence.
- b. Brandishing a knife at another person.
- c. Unlawfully selling a controlled substance.
- d. Committing or attempting to commit asexual assault or committing a sexual battery

3. Recommendation for Expulsion Required Unless Inappropriate Under the Circumstances. Students must be recommended for expulsion unless it is determined that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

- a. Causing physical injury to another person, except in self defense
- b. Possession of any knife, explosive or other dangerous object of no reasonable use to the students
- c. Unlawful possession of any controlled substance, except for first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis or for possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil for by a physician.
- d. Robbery or extortion
- e. Assault or battery on a school employee.

Additionally, a student may be expelled for misconduct that is not listed above if the acts disrupt and/or present ongoing health and/or safety concerns, or the student has repeatedly engaged in the misconduct. If it is determined by the Board of Directors that a student has brought a firearm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on campus or to have possessed a firearm or dangerous device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free school Act of 1994.

The term —firearm means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The term —destructive device means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the proceeding clauses. Alternative to suspensions or expulsion will first be attempted with students who are truant, tardy, or other absent from assigned activities.

Gun Free Schools Act

The Charter School shall comply with the Federal Gun Free Schools Act.

Process for Suspension and/or Expulsion

The Co-Directors or other designated administrators will suspend a student whenever a student has violated any of the above enumerated offenses or has committed a serious act outlined above.

Suspension Procedures

Conference: Suspension shall be preceded, if possible, by a conference conducted by either Co-Director or his/her designee, and the teacher supervisor or school employee who referred the student. The conference may be omitted if the Director or his/her designee determines that an emergency situation exists. If the student is suspended without this conference, both the parent/guardian and student shall be notified of the student's rights to return to school for the purpose of a conference.

At the conference, the pupil shall be informed of the reason for the disciplinary action and is able to provide his/her version and evidence in his/her defense.

This conference shall be held within two school days, unless the pupil waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. No penalties may be imposed on a pupil for failure of the pupil's parents or guardian to attend a conference with school officials. Reinstatement of the suspended pupil shall not be contingent upon attendance by the pupil's parent or guardian at the conference.

Notice to Parents: At the time of the suspension, the Co-Director or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of suspension and the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice will also state the date and time when the student may return to school. School officials will require the parent/guardian to confer regarding matters pertinent to the suspension with a notice requesting that the parent/guardian respond (as directed within the notice) to such requests without delay to the Co-Director or designee as identified in the notice.

Suspension Time Limits/Recommendations for Placement/Expulsion:

Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension.

Upon a recommendation of Placement/Expulsion by either Co-Director or his/her designee, the pupil and the pupil's guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended pending an expulsion hearing. This determination will be made the Director or his/her designees upon either of the following determinations: 1.) the pupil's presence will be disruptive to the education process; or 2.) the pupil poses a threat or danger to others. Upon either determination, the pupil's suspension will be extended pending the result of an expulsion hearing. Suspended students will receive instructional materials from their classroom teacher to minimize the loss of instruction. Students shall not be suspended more than a total of 20 school days in one school year. Suspension for students with disabilities shall not exceed 10 days a year.

Expulsion Procedures

A student may be expelled by the Charter School Board following a hearing before it or by the Charter School Board upon the recommendation of an Administrative Panel, not to include any of the administrators involved in the initial student discipline, to be assigned by the Board as needed. The Administrative Panel should consist of at least three members who are certificated and neither a teacher of the pupil or a Board Member of the Charter School's governing Board. The Administrative Panel may recommend expulsion of any student found to have committed an expellable offense.

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 Director or his/her designee determines that the pupil has committed an expellable offense. The 30-day period begins when the recommendation for expulsion is made. A hearing takes place only upon request.

In the event an Administrative Panel hears the case, it will make a recommendation to the Board of Directors for 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 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 prior to the date of the hearing. Upon mailing the notice, it shall be deemed served upon the pupil. A Co-Director shall send a notice that 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 Village Charter Academy's disciplinary rules, which 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 Charter School or any other school district or school to 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 all documents to be used at the hearing;
7. The opportunity to confront and question all witnesses who testify at the hearing;
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

Special Procedures For Expulsion Hearing Involving Sexual Assault or Battery Offenses. Village Charter Academy may, upon finding of good cause, determine that the disclosure of either the identity of the witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations, which shall be examined only by Village Charter Academy or the hearing officer as designated by the Board of Directors. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the pupil.

1. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of his/her right to (a) receive five (5) days notices of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing resent in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed when testifying.
2. The Charter School must also provide the victims a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.

3. At the discretion of the person or panel conducting the hearing, Directors, as designated by the Board of as designated by the Board of Directors, the complaining witness shall be allowed periods of relief from examination and cross examination during which he/she may leave the hearing room.
4. The person conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.
5. The person, designated by the Board of Directors, conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.
6. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the person presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The person conducting the hearing may permit any one of the support persons for the complaining witness to accompany him/her to the witness stand.
7. If one or both of the support persons is also a witness, the Charter School must present evidence that the witness' presence is both desired by the witness and will be helpful to the Charter School. The person, designated by the Board of Directors, presiding over the hearings shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer, designated by the Board of Directors, from exercising his/her discretion to remove a person from the hearing whom he/she believes is prompting, swaying, or influencing the witness.
8. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom (location of the hearing) during that testimony.
9. Especially for charges involving sexual assault or battery, if the hearing is to be conducted in the public at the request of the pupil being expelled, the complaining witness shall have the right to have his/her testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television and conducted by an impartial and uninterested party to the proceedings and as designated by the Board of Directors.
10. Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the person conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstance can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. The complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible or any purpose.

Record of Hearing

A record of 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 proceeding 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 panel 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 presented at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay and sworn declarations may be admitted as testimony from witnesses of whom the Board of Directors, Administrative Panel or designated Co-Director determines that disclosure of the 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 expelled 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 Education Code Section 48900, a complaining witness shall have the right to have his/her testimony heard in a session closed to the public.

The decision of the Administrative Panel shall be in the form of written findings of fact and written recommendations to the Board of Directors who will make a final determination regarding the expulsion. If the Administrative Panel decides not to recommend expulsion, the pupil shall immediately be returned to his/her classroom.

The final decision by the Board shall be made within then (10) school days following the conclusion of the hearing or within 40 days after the date of the pupil's removal from the Charter School for the incident for which the recommendation for expulsion is made. If the Board of Directors decides not to recommend expulsion, the pupil shall be reinstated and permitted to return to classroom programs. **The decision of the Board of Directors is final.**

Written Notice to Expel: The Executive Director, following a decision of the Board of Directors to expel, shall send written notice of the decision to expel, including the Board of Directors' adopted findings of fact, to the student or parent/guardian. This notice shall also include the following:

1. Notice of the specific offense committed by the student
2. Notice of the student's or parent/guardian's obligation to inform any new district in which the students seeks to enroll of the student's status with Village Charter Academy.
 - a. Notice of the reinstatement eligibility review date
 - b. Notice of type of educational placement

The Executive Director or designee shall send a copy of the written notice of the decision to expel to the District. This notice shall include:

1. Completed —Notification of Expulsion including required attachments
2. Documentation of expulsion proceeding, including specific facts supporting the expulsion and documentation that VCA's policies and procedures were followed
3. Copy of parental notice of expulsion hearing
4. Copy of expulsion notice provided to parent stating reason for expulsion, term of expulsion, rehabilitation plan, reinstatement notice with eligibility date and instruction for providing proof of student's compliance for reinstatement, appeal process, and options for enrollment
5. If the student is eligible for Special Education, documentation related to expulsion in compliance with IDEA and MCD, including the Expulsion Analysis page of the pre-expulsion IEP
6. If the student is eligible for Section 504 Accommodations, documentation that VCA conducted a Link

Determination meeting to address two questions:

1. Was the misconduct caused by, or directly and substantially related to the student's disability?
2. Was the misconduct a direct result of VCA's failure to implement 504 Plan?

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

Suspension and Expulsion Understanding for Students

As a Village Scholar, I treat others the way that I want to be treated. I show my friends, my fellow scholars, my teachers, my school and my parent's respect. I understand that my actions have consequences and I work hard every day to demonstrate the virtues of a Village Scholar.

Parent Understanding of Administration of Medications, Anti-Seizure Medication, Emergencies and Head Lice policy

Administration of Medications

The following policy regarding the administration of medications is applicable when the staff of **Village Charter Academy** (the "School") is responsible for the administration of, or assisting in the administration of, medication to students attending school during regular school hours, including before- or after-school programs, field trips, extracurricular and co-curricular activities, and camps or other activities that typically involve at least one overnight stay away from home, because administration of the medication is absolutely necessary during school hours and the student cannot self-administer or another family member cannot administer the medication at school.

Requirements for Administration or Assistance

Before the School will allow a student to carry and self administer prescription auto-injectable epinephrine, or inhaled asthma medication, or have authorized School personnel administer medications or otherwise assist a student in administering his or her medication, the School must receive a copy of the following:

1. A written statement executed by the student's authorized health care provider specifying the medication the student is to take, the dosage, and the period of time during which the medication is to be taken and a statement that the medication must be taken during regular school hours, as well as detailing the method, amount and time schedule by which the medication is to be taken;
2. A written statement by the student's parent or guardian initiating a request to have the medication administered to the student or to have the student otherwise assisted in the administration of the medication, in accordance with the authorized health care provider's written statement. The written statement shall also provide express permission for the School to communicate directly with the authorized health care provider, as may be necessary, regarding the authorized health care provider's written statement.
3. In the cases of self-administration of asthma medication or prescription auto-injectable epinephrine, the School must also receive a confirmation from the authorized health care provider that the student is able to self-administer the medication and a written statement from the parent/guardian consenting to the student's self-administration and releasing the School and its personnel from civil liability if the self-administering student suffers an adverse reaction by self-administering his/her medication.

New statements by the parent/guardian and the authorized health care provider shall be required annually and whenever there is a change in the student's authorized health care provider, or a change in the medication, dosage, method by which the medication is required to be taken or date(s), or time(s) the medication is required to be taken. If there is not a current written statement by the student's parent or guardian and authorized health care provider, the School may not administer or assist in administration of medication. The School will provide each parent with a reminder at the beginning of each school year that they are required to provide the proper written statements.

Parent(s)/guardian(s) of students requiring administration of medication or assistance with administration of medication shall personally deliver (or, if age appropriate, have the student deliver) the medication for administration to the **Office Manager** and sign the medication in. Parent will sign out medication when picking it up.

Responses to the Parent/Guardian upon Request

The School shall provide a response to the parent/guardian within 10 business days of receiving the request for administration and the physician statement regarding which School employees, if any, will administer medication to the student, and what the employees of the School will do to administer the medication to the student or otherwise assist the student in the administration of the medication.

Termination of Consent: Parent(s)/guardian(s) of students who have previously provided consent for the School to administer medication or assist a student with the administration of medication may terminate consent by providing the School with a signed written withdrawal of consent on a form obtained from the office of the School Director.

Authorized Personnel

A nurse who is employed by the School and certified in accordance with Education Code section 44877 will administer or assist in administering the medication to students. If not available, a designated School employee who is legally able to and has consented to administer or assist in administering the medication to students will administer the medication or otherwise assist the students.

Storage of Medication

Medication for administration to students shall be maintained in the office locked cabinet. It shall be clearly marked for easy identification. If the medication requires refrigeration, the medication shall be stored in a refrigerator in a locked office, which may only be accessed by the School nurse and other authorized personnel. If stored medication is unused, discontinued or outdated, the medication shall be returned to the student's parent/guardian where possible. If not possible, the School shall dispose of the medication by the end of the school year in accordance with applicable law.

Confidentiality

School personnel with knowledge of the medical needs of students shall maintain the students' confidentiality. Any discussions with parents/guardians and/or authorized health care providers shall take place in an area that ensures student confidentiality. All medication records or other documentation relating to a student's medication needs shall be maintained in a location where access is restricted to the School Director, the School nurse or other designated School employees.

Medication Record

The School shall maintain a medication record for each student that is allowed to carry and self-administer medication and for each student to whom medication is administered or other assistance is provided in the administration of medication.

The medication record shall contain the following:

1. The authorized health care provider's written statement;
2. The written statement of the parent/guardian;
3. A medication log (see below);
4. Any other written documentation related to the administration of the medication to the student or otherwise assisting the pupil in the administration of the medication.

The medication log shall contain the following information:

1. Student's name;
2. Name of the medication the student is required to take;
3. Dose of medication;
4. Method by which the pupil is required to take the medication;
5. Time the medication is to be taken during the regular school day;
6. Date(s) on which the student is required to take the medication;
7. Authorized health care provider's name and contact information; and
8. A space for daily recording of medication administration to the student or otherwise assisting the student, such as date, time, amount, and signature of the individual administering the medication or otherwise assisting in administration of the medication.

Deviation from Authorized Health Care Provider's Written Statement

If a material or significant deviation from the authorized health care provider's written statement is discovered, notification as quickly as possible shall be made as follows:

1. If discovery is made by a licensed health care professional, notification of the deviation shall be in accordance with applicable standards of professional practice;
2. If discovery is made by an individual other than a licensed health care professional, notification shall be given to the School Director, the student's parent/guardian, any School employees that are licensed health care professionals and the student's authorized health care provider.

Specialized Physical Health Care Services for Individuals with Exceptional Needs

Authorized Personnel: The following individuals may assist students with exceptional needs who require specialized physical health care services during the regular school day:

1. Qualified persons who possess an appropriate credential issued pursuant to Education Code sections 44267 or 44267.5
2. Qualified designated school personnel trained in the administration of specialized physical health care if they perform those services under the supervision, pursuant to 5 C.C.R. § 3051.12, of a credentialed school nurse, public health nurse or licensed physician and surgeon and the services are determined by the credentialed school nurse or licensed physician and surgeon, in consultation with the physician treating the pupil, to include all of the following:
 3. Routine for the pupil;
 4. Pose little potential for harm for the pupil;
 5. Performed with predictable outcomes, as defined in the Individualized Education Program of the pupil;
 6. Does not require a nursing assessment, interpretation, or decision making by the designated school personnel
 7. Persons providing specialized physical health care services for students with exceptional needs shall demonstrate competence in basic cardiopulmonary resuscitation and shall be knowledgeable of the emergency medical resources available in the community in which the services are performed.

Specialized health care or other services for students with exceptional needs that require medically related training shall be provided pursuant to the procedures identified in this policy generally.

Specialized physical health care services include catheterization, gastric tube feeding, suctioning or other services that require medically related training.

Administration of Emergency Anti-Seizure Medication by Trained Volunteer Nonmedical School Personnel

Definitions

"Emergency anti-seizure medication," as used in this policy, means diazepam rectal gel and emergency medications approved by the federal Food and Drug Administration, prescribed for students with epilepsy for the management of seizures by persons without medical credentials.

"Emergency medical assistance" means the administration of an emergency anti-seizure medication to a pupil suffering from an epileptic seizure.

"Nonmedical school personnel or employees" means employees of the School who do not possess the licenses listed in 5 C.C.R. § 622.

"Regular school day" may include not only the time the student receives instruction, but also the time during which the pupil otherwise participates in activities under the auspices of the School, such as field trips, extracurricular and co-curricular activities, before- or after-school programs and camps or other activities that typically involve at least one overnight stay away from home.

"Supervision" means review, observation, and/or instruction of a designated nonmedical school employee's performance, but does not necessarily require the immediate presence of the supervisor at all times.

Administration of Emergency Medical Assistance

The School will have at least **4** volunteer nonmedical school employees properly trained in the administration of emergency anti-seizure medication at all times. Emergency medical assistance shall be provided by these individuals when the following circumstances are present:

1. A pupil with epilepsy has been prescribed an emergency anti-seizure medication by his or her health care provider.
2. The parent or guardian of the pupil has requested that one or more volunteer nonmedical school employees be trained in the event a nurse is not available.
3. The School has on file a written statement from the pupil's authorized health care provider, provided by the parent, that includes the content required by California regulations.
4. The parent has provided all materials necessary to administer an emergency anti-seizure medication.
5. The volunteer nonmedical school personnel has completed the required training.
6. The pupil is suffering from an epileptic seizure.
7. A credentialed school nurse or licensed vocational nurse is not available.

Emergencies/ First Aid and CPR

Staff is trained in first aid and/or CPR and are re-certified every year in either first aid or CPR. Every classroom has a First Aid Kit containing appropriate supplies. First aid will be administered whenever necessary by trained staff members. When necessary, the appropriate emergency personnel will be called to assist.

Resuscitation Orders

School employees are trained and expected to respond to emergency situations without discrimination. If any student needs resuscitation, trained staff shall make every effort to resuscitate him/her. The School does not accept or follow any parental or medical "do not resuscitate" orders. School staff should not be placed in the position of determining whether such orders should be followed. The School Director, or his/her designee, shall ensure that all parents/guardians are informed of this policy.

Emergency Contact Information

For the protection of a student's health and welfare, the School shall require the parent/guardian(s) of all students to keep current with the School emergency information including the home address and telephone number, business address and telephone number of the parent/guardian(s), and the name, address and telephone number of a relative or friend who is authorized to care for the student in any emergency situation if the parent/guardian cannot be reached.

Emergency Aid to Students with Anaphylactic Reaction

The School will provide emergency epinephrine auto-injectors to trained School personnel and those trained personnel may use those epinephrine auto-injectors to provide emergency medical aid to persons suffering from an anaphylactic reaction. The training provided to School personnel shall be in compliance with the requirements of Education Code section 49414.

Trained School personnel shall immediately administer an epinephrine auto-injector to a person exhibiting potentially life-threatening symptoms of anaphylaxis at School or a School related activity when a physician is not immediately available.

The School Director shall create a plan addressing the following issues:

1. Designation of the individual(s) who will provide the training for administration of emergency epinephrine auto-injectors;
2. Designation of a licensed health care provider or local emergency medical services director for consultation for the prescription of epinephrine auto-injectors;
3. Documentation as to which School personnel will obtain the prescription from the individual identified under subparagraph (2) and the medication from a pharmacist; and
4. Documentation as to where the medication is stored and how the medication will be made readily available in case of an emergency.

Head Lice

To prevent the spread of head lice infestations, School personnel shall report all suspected cases of head lice to the School nurse, or designee, as soon as possible. The nurse, or designee, shall examine the student and any siblings of affected students or members of the same household in accordance with the School's health examination policy. If lice are found, the student(s) shall be excluded from attendance and parents/guardians informed about recommended treatment procedures and sources of further information. If only nits are found the parents are notified and students are re-checked.

In the event of one or more persons infested with lice, an exposure notice with information about head lice shall be sent home to all parents/guardians of the students that have been exposed to the head lice. School personnel shall maintain the privacy of students identified as having head lice and excluded from attendance.

Excluded students may return to School when reexamination by the nurse, a designee, or other authorized health care representative shows that all nits and lice have been removed. After returning, the student may be reexamined by the nurse as appropriate to ensure that re-infestation has not occurred.

Medication and Understanding for Students

My school always wants me to be safe and healthy. As a Village Scholar, I will only let my parents and an adult at school help me with my medicine. I will never take medicine on my own.

Parents Understanding of Freedom of Expression Policy and Procedures

Students attending VCA have the right to exercise free expression including, but not limited to the use of bulletin boards, distribution of printed materials or petitions, wearing buttons, badges and other insignia and the right of expression in official publications, whether or not the publications or other means of expression are supported financially by the school or by use of school facilities. The Board of Directors ("Board") respects students' rights to express ideas and opinions, take stands and support causes, whether controversial or not, through their speech, their writing, their clothing, and the printed materials they choose to post or distribute. Student liberties of expression shall be limited only as allowed by law in order to maintain an orderly school environment and to protect the rights, health and safety of all members of the School community.

Students will not be disciplined solely on the basis of speech or other communication that would be constitutionally protected when engaged in outside of school, but may be disciplined for harassments, threats, or intimidation unless constitutionally protected.

Freedom of Expression Procedures

Circulation of Petitions and Other Printed Matter

Students shall be allowed to distribute petitions and other printed matter subject to these procedures.

The time of distribution shall be limited to the half hour before school begins, during the lunch period, and the half hour after school is dismissed.

The manner of distribution shall be such that coercion is not used to induce students to accept the printed matter or to sign petitions. Materials are not to be left undistributed or stacked for pick-up while unattended at any place in the School or on School grounds.

Buttons, Badges and Other Insignia of Symbolic Expression

Students will be permitted to wear buttons, badges, armbands, and other insignia as a form of expression.

Students will be subject to disciplinary action when expressive activities such as the distribution of materials, wearing of buttons or displays, or posting of notices or other materials:

1. Are obscene, libelous or slanderous;
2. Incite students so as to create a clear and present danger of the imminent commission of unlawful acts on school premises or of the violation of lawful School regulations or of the substantial disruption of the orderly operation of the School;
3. Express or advocate racial, ethnic or religious prejudice so as to create a clear and present danger of imminent commission of unlawful acts on School premises or of the violation of lawful School regulations or of the substantial disruption of the orderly operation of the School;
4. Are distributed in violation of the time, place and manner requirements;
5. Are in violation of current federal, state and local laws.

Unofficial School Publications

School officials may not ban the distribution of non-School-sponsored publications on School grounds. Writers and editors of unofficial student publications who violate any state or federal law may be disciplined after distribution. Students distributing or posting any materials that are obscene, libelous or slanderous, or which demonstrably incite students to commit unlawful acts on School premises, violate School rules, or substantially disrupt the School's orderly operation will be subject to disciplinary action.

The following points apply to unofficial student publications:

1. The School and its employees may disassociate themselves from the material printed in as much as it is not an official publication of the School.
2. School officials may reasonably regulate the time, place and manner of distribution. This distribution will be limited to:
3. One half hour before school begins, during the lunch period, or the half hour after dismissal.
4. In locations that do not obstruct the normal flow of traffic within the School or at entrances.
5. Without undue noise.
6. No student shall use coercion to induce students or any other persons to accept printed matter or to sign petitions.
7. "Distribution" means dissemination of a publication to students at a time and place of normal School activity, or immediately prior to or subsequent thereto, by means of handing out free copies, selling or offering copies for sale, accepting donations for copies of the publication, or displaying the student publication in areas of the School which are generally frequented by students.

School officials cannot:

1. Prohibit the distribution of anonymous literature or require that literature bear the name of the sponsoring organization or author.
2. Ban the distribution of literature because it contains advertising.
3. Create regulations that discriminate against non-School-sponsored publications or interfere with the effective distribution of non-sponsored publications provided such publications abide by time, place and manner regulations.

Other Forms of Student Expression

Forms of student expression may include, but are not limited to speech, debate, assemblies, posters, bulletin board announcements, and the wearing of buttons, badges and armbands. In general, the laws pertaining to all forms of student expression are the same. The rights of students to express their opinions are recognized by law and are not limited to verbal expression.

The basic guidelines listed above for publications apply to all forms of student expression. No teacher or administrator shall interfere with such expression on the grounds that the message may be unpopular with students or faculty.

In conforming to state and federal laws, student expression must obey copyright laws; for example, student posters cannot use nationally registered and copyrighted characters such as those from Walt Disney or "Peanuts" publications.

A student shall be subject to discipline for off-campus expression, including expression on off-campus Internet web sites, when such expression poses a threat to the safety of other students, staff, or school property, or substantially disrupts the educational program. The School director will document the impact the expression had or could be expected to have on the school program.

Distribution of Procedures Governing Student Rights

Site administrators will distribute copies of this Administrative Procedure to all teachers who are advisors of students who produce publications or present public performances. It is the responsibility of the School and site administrators to see that these guidelines are kept up-to-date and accurate.

Appeals

The pupil and a School staff member shall attempt to resolve the problem before consulting the administrative staff. If the issue cannot be resolved between the staff member and the pupil, the pupil may appeal the decision to the site administrator, and then to the Charter School Director or his/her designee. As a final step, the pupil may follow the School's complaint procedures as outlined in the Student/Parent Handbook.

Parent understanding of Student Internet Use Policy and Agreement

INTRODUCTION

The Internet is a place for the exchange of ideas and information. Accordingly, the Internet is an excellent educational tool that allows students to access a wide variety of information to supplement academic study and research. VCA ("Charter School") provides students with Internet access and email accounts to further their education and research. However, the access the Internet provides to computers and people across the world also provides access to materials that do not have educational value in a school setting. As such, students may encounter information and ideas they may consider obscene, controversial, abusive, or otherwise offensive.

Despite these risks, the Charter School believes that the value of the educational information available on the Internet far outweighs the risk that students may access information that is not consistent with educational goals and purposes.

The Charter School has promulgated and adopted the Student Internet Use Policy and Agreement ("Policy") to ensure that student access to and use of the Internet is consistent with the educational goals and purposes of the Charter School. This Policy sets forth student responsibilities and duties when accessing and using the Internet through Charter School equipment and resource network and when using email accounts maintained by the Charter School. The Charter School has deemed certain uses of the Internet inappropriate for an educational setting and therefore not appropriate for use with Charter School equipment and resource networks. The Charter School stresses that an inappropriate use does not always mean that the use is in itself "bad" or illegal, but only that the use does not further the educational goals and purposes of the Charter School.

In addition to the below identified policies, the Charter School will use technology protection measures that protect against Internet access (by both minors and adults) to visual depictions that are obscene, child pornography, or with respect to use by minors, harmful to minors. These measures may include, but are not limited to, installing a blocking system to block specific internet sites, setting Internet browsers to block access to adult sites, using a filtering system that will filter all Internet traffic and report potential instances of misuse and using a spam filter.

An authorized administrator, supervisor or other employee may disable the technology protection measure concerned only during use by an adult to enable access for bona fide research or other lawful purposes.

Students are reminded that their use of Charter School equipment and resource networks reflect upon the Charter School, and Students should guide their activities accordingly.

STUDENT RESPONSIBILITIES

Use Limited to an Educational Purpose

The Student acknowledges that access to the Internet via Charter School equipment and resource networks is intended to serve and pursue educational goals and purposes. Student use of the Internet is therefore limited to only those activities that further or enhance the delivery of education. The Student recognizes that he or she has a duty to use Charter School equipment and resource networks only in a manner specified in the Policy.

Educational Purpose

“Educational purpose” means classroom activities, research in academic subjects, career or professional development activities, research in matters of civic importance or that further citizenship in a democratic society, Charter School approved personal research activities, or other purposes as defined by the Charter School from time to time.

Inappropriate Use

An “inappropriate use” is one that is inconsistent with an educational purpose or that is in clear violation of Charter School policy.

Plagiarism

Researching information and incorporating that information into a student’s work is an acceptable educational use, but students have an obligation to credit and acknowledge the source of information. Accordingly, the Student acknowledges that plagiarism is inappropriate and unacceptable. Plagiarism means the copying of a phrase, a sentence, or a longer passage from a source written by someone else and claiming the written work as the student’s original work. Student agrees that when quoting from information obtained on the Internet, he or she will acknowledge the source through quotation or any academically accepted form of notation.

Copyright

Student agrees that he or she will not use Charter School equipment or resource networks to download or print text, music, or pictures for the purpose of selling or giving the files to others unless specifically authorized by the Charter School and the owner of the copyrighted material.

Communication

Student agrees that he or she will use Charter School equipment or resource networks or Charter School email accounts in the following manner:

1. Student will not post on newsgroups or other message posting systems any communication containing profanity, racially disparaging remarks, or lewd and/or obscene language.
2. Student will not at any time use speech that is not appropriate for an educational setting. Examples of speech that is not appropriate for an educational setting includes, but is not limited to, inflammatory language, profanity, personal attacks, harassment, threats to do personal harm or other criminal activity, and language that is intended to be racially derogatory.
3. Student will not make threats against others.
4. Student will not reveal personal information about others.
5. Student will not use email to send chain letters or “spam” email to a list of people or to an individual. Excessive email use may constitute grounds for suspecting misuse.
6. Student will not place illegal information on the Internet, nor will Student use the Internet in any way that violates federal, state, or local law.
7. All communications will be polite and respectful of others.
8. Student will not give out to any other Internet user or post on the Internet his or her personal information, including name, address, telephone number, credit card information and social security numbers, unless expressly authorized by the Charter School in writing.
9. Student will not arrange a face-to-face meeting with someone he or she has “met” on the computer network or Internet without a parent’s written permission.
10. Student will not use the School’s equipment in a manner that jeopardizes the security of access of the computer network or other networks on the internet.
11. Student will not engage in cyber bullying or cyber threats.

Illegal, Dangerous Activities and Hacking

Student shall not use the Internet to perform any illegal act or to help others perform illegal acts. Illegal acts include, but are not limited to, any activities in violation of local, state, and federal law. Student shall not access information designed to further criminal or dangerous activities. Such information includes, but is not limited to, information that if acted upon could cause damage, present a danger, or cause disruption to the Charter School, other students, or the community. Additionally, Student shall not damage, debilitate or disable computers, computer networks or systems through the intentional or overuse of electronic distribution or the spreading of computer viruses or other harmful programs. Student shall not engage in any unauthorized online access to other computers by means of hacking into other computers, download hacker tools such as port scanners and password crackers designed for use with Windows (or applicable operating systems), or use Internet Explorer (or other WWW browsing tools) to evade restrictions on what programs Student can run on the Charter School's computers.

Obscene Materials

Student acknowledges that obscene materials do not further an educational purpose. Accordingly, Student shall not use the Internet to access, upload, download, distribute, or transmit obscene materials or images. Obscene materials include, but are not limited to, materials that offend generally accepted social standards. This includes the access of or retrieval of any sexually explicit materials, and materials that are pornographic, abusive or threatening. Students are to exercise their best judgment when encountering sexually explicit or obscene materials. As a general rule, if the material could not be openly displayed in a classroom setting without violating generally accepted social standards, the material is obscene for purposes of this Policy and must not be accessed. Student further agrees that he or she will not access any Internet site which requires the Student to state that he or she is eighteen years of age or older as a condition of accessing the site.

Supervision and Student Privacy

Student acknowledges that computer equipment, Internet access networks, and email accounts are owned by the Charter School and provided to students for educational purposes. The Charter School will provide staff to monitor and supervise all Student access to computer equipment, and Internet access networks. To facilitate monitoring of activities, computer screens will be positioned so that they are visible to the staff member supervising the students. The Charter School also reserves the right to access stored computer records to assure compliance with this Policy. Student is aware that communication over Charter School owned networks is not private and acknowledges and records of Internet activities will be accessed under, but not limited to, the following circumstances:

1. Routine system maintenance.
2. General inspection or monitoring, with or without notice to Student, if there is suspicion of inappropriate use.
3. Specific review of individual files or monitoring of individual activity, with or without notice to student, if there is suspicion that Student is engaging in inappropriate use.

Commercial Activities

Student agrees that Student will not use the Internet to buy or sell, or attempt to buy or sell, any service or product unless authorized by the Charter School in writing.

Information About Others

Student agrees that he or she will not make any statement or post any communication on the Internet about another person that he or she knows or suspects to be untrue.

Violation of Policy

The Student acknowledges that violation of this Policy can result in a loss of all Internet access. If Student violates this Policy, or in any other way uses Charter School equipment in a manner that is not consistent with educational use, the Student will be promptly notified that he or she has violated the Policy. The Student will be given the opportunity to explain why the Charter School should deem the activity in question a use consistent with the educational purposes stated in this Policy. If the Charter School deems that the use is inconsistent with the educational purposes stated in this Policy, the Charter School may terminate the Student's Internet and email privileges. However, because one of the educational purposes in providing Internet access is to teach students to use the Internet appropriately, the Charter School reserves the right to fashion penalties to specific concerns or specific violations, and Student acknowledges that he or she may receive penalties less than full termination of Internet or email privileges. Such penalties may include, but are not limited to, restricted access to Internet or supervised access to Internet and email.

Student also acknowledges that the Charter School will contact the proper legal authorities if the Charter School concludes or suspects that the Student's Internet activity is a violation of any law or otherwise constitutes an illegal activity.

Training

Student acknowledges that he/she will be required to attend training on the requirements of this Internet use policy as a condition of using Charter School owned technology. This will include training about appropriate online behavior, including interacting with other individuals on social networking Web sites and in chat rooms and cyber bullying awareness and response. Student must demonstrate an understanding of the policy prior to receiving an individual account on the Charter School's system.

Student Understanding of the Internet Usage Policy

As a Village Scholar, I understand that I use the computer and the internet to help me learn new things, show what I know in different ways and I always take care of my computer or tablet. I never use the computer in an unsafe way or to hurt people's feelings.

Non-Discrimination Statement

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

Sexual Harassment Policy

Sexual harassment of or by any student or member of the VCA staff shall not be tolerated. The Governing Board considers sexual harassment to be a major offense, which may result in disciplinary action, including dismissal or expulsion, of the offending student or staff member, or other appropriate sanction.

Unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature constitute sexual harassment when it interferes with an individual's performance at school and/or creates an intimidating, hostile or offensive educational environment.

The conduct described above is also sexual harassment when the following is true:

1. Submission to it is made either explicitly or implicitly a term or condition of an individual's access to education, academic status or progress;
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic or employment decisions affecting the individual;
3. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, work or progress or has the purpose or effect of creating an intimidating, hostile, or offensive education or working environment. The conduct is sufficiently severe, persistent, pervasive or objectively offensive, so as to create a hostile or abusive educational or working environment or to limit the individual's ability to participate in or benefit from an education program or activity.
4. 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 School.

Examples of Conduct that May Result in Sexual Harassment

Verbal: unwelcome conduct such as the use of suggestive, derogatory or vulgar comments; the use of sexual innuendo or slurs; making unwanted sexual advances, invitations, or comments; pestering for dates; making threats; and/or spreading rumors about or rating others as to their sexual activity or performance; unwelcome epithets, comments or slurs of a sexual nature.

Visual: unwelcome conduct such as the display of sexually suggestive objects, pictures, derogatory posters, written material, cartoons, or drawings; the use of graffiti and/or computer-generated images of a sexual nature; and/or the use of obscene gestures or leering.

Physical: unwelcome conduct such as unwanted touching, pinching, kissing, patting or hugging; the impeding or blocking of normal movement; stalking; assault; and/or physical interference with work or school activities or movement when directed at an individual on the basis of the individual's sex, sexual orientation or gender.

Threats, demands or pressure: to submit to sexual requests in order to keep academic standing or to avoid other loss and/or offers of benefits in return for sexual favors.

Sexual harassment regulated by this policy pertains to behavior of a sexual nature while students are under the jurisdiction of the School, including on campus or the school grounds, on any properties controlled or owned by the School and off-campus, if such activity is sponsored by the School or is conducted by School sponsored organizations.

Students may receive age-appropriate training and/or instruction on the prohibition of sexual harassment at the School. Copies of this policy, implementing administrative regulations containing rules and procedures for reporting charges of sexual harassment and for pursuing available remedies shall be available at the School's Administrative Office.

Any student or staff member who believes that he or she has been harassed or has witnessed sexual harassment is encouraged to immediately report such incident to his or her teacher or to a Co-Director. The Director will promptly investigate all such incidents in a confidential manner, and take action to address the behavior, as well as provide support, information, and options to students regarding sex discrimination and/or sex harassment. The School will not tolerate retaliation against anyone who files a complaint or participates in the complaint investigation process. These confidentiality and non-retaliation requirements extend to all parties involved.

Adopted:

Amended:

Student Understanding of Sexual Harassment Policy

As a Village Scholar, I respect others personal space and privacy. I only use appropriate language and am careful with how I interact with other, both with words and actions.

Sexual Harassment Procedures

Statement against Sexual Harassment

No toleration policy - Sexual harassment of or by any faculty, staff or student is illegal and will not be tolerated. The Governing Board prohibits sexual harassment, and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state or local law or ordinance or regulation.

To whom the policy applies - This policy applies to all persons involved in the operation of the School and prohibits unlawful harassment by faculty, staff, and students.

Discipline - The Governing Board considers sexual harassment to be a major offense and any individuals who violate this policy are subject to discipline up to and including dismissal, expulsion or other appropriate sanction.

Prompt and Thorough Investigation - All claims of harassment will be taken seriously and will be investigated promptly and thoroughly.

Confidentiality - Sexual harassment advisers and others responsible to implement this policy will respect the confidentiality and privacy of individuals reporting or accused of sexual harassment to the extent appropriate.

No Retaliation - Retaliation against any employee or student who in good faith reports or provides information related to harassment in violation of this policy is against the law and will not be tolerated. Intentionally providing false information, however, is grounds for discipline.

Sexual Harassment Defined

Unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made implicitly or explicitly a term or condition of employment or educational development;
2. Submission or rejection of such conduct is used as a basis for employment or education decisions affecting individuals; or
3. Such conduct has a purpose or effect of unreasonably interfering an individual's work or educational performance, or creating an intimidating, hostile or offensive working or educational environment.
4. Sexual harassment in California also includes:
5. Verbal harassment, such as epithets, derogatory comments or slurs;
6. Physical harassment such as assault or physical interference with movement or work; and
7. Visual harassment, such as derogatory cartoons, drawings or posters.
8. Unwelcome sexual advances of an employer towards an employee or student of the same sex and harassment on the basis of pregnancy disability are unlawful sexual harassment. Employees and students in California are protected from discrimination based on their actual or perceived sexual orientation. Sexual orientation is defined as "heterosexuality, homosexuality, and bisexuality."
9. Specifically, sexual harassment may occur as a pattern of degrading sexual speech or actions and may include, but is not limited to the following examples:
10. Vulgar remarks;
11. Sexually derogatory comments regarding a person's appearance;
12. Physical touching, pinching, patting, or blocking free movement;
13. Sexual propositions or advances (with or without threats to a person's job or promotion if that person does not submit);
14. Sexually suggestive or degrading posters, cartoons, pictures or drawings;
15. Offensive sexual jokes, slurs, insults, innuendos or comments; or
16. Physical assault.

Notification

1. A copy of the Policy Information Sheet shall be provided to all School students and employees at the beginning of the first semester of each school year with the disbursement of the first paycheck, noting whether any amendments have been made.
2. A copy of the Policy Information Sheet and Board Sexual Harassment Policy will be provided as part of new student orientation and at the beginning of each new school term.
3. New employees to the School will receive a copy of the Information Sheet and Board Sexual Harassment Policy upon acceptance of employment.
4. The Board Sexual Harassment Policy will be displayed in a prominent location at the School.
5. A copy of the Board Sexual Harassment Policy shall appear in any publication of the School that sets forth the comprehensive rules, regulations, procedures and standards of conduct from the School.

Employees or students who have questions concerning this Board Policy on Sexual Harassment are encouraged to contact the Director.

Complaint Filing Procedure

1. Informal Resolution - The Board encourages communication among its employees and students. If you feel that you are being harassed by another student, if reasonably possible, we suggest informing the party directly that his or her conduct is unwelcome or offensive and it must stop. If this is not possible, or if the alleged harasser is an employee of the School, or if the behavior continues, follow the complaint filing procedure.
2. Written Complaint – Complaints should be submitted within one (1) year of the alleged incident to ensure a prompt, thorough investigation.
3. Any student who believes he or she has been harassed, or believes he or she has witnessed harassment by a peer, or agent of the School should promptly report in writing, using the attached form, incident(s) to the his or her supervisor and / or the Director.
4. A complaint form is attached (attachment A) to this Policy. It is important to fill in as much information as accurately as possible. A copy of this form can be obtained from the Director.
5. The Director, or designee, will investigate all reported incidents within 10 days of receiving a written complaint form, unless the Director, or designee, is the subject of the investigation, in which case the Governing Board shall appoint an investigator. The individual responsible for the investigation will hereinafter be referred to as the “Investigator.” If the Investigator deems it necessary, he or she will convene a Team of trained investigators to proceed in the investigation.

Investigation

1. Complaints will be treated seriously and investigated immediately.
2. Complaints will be handled confidentially.
3. Complainants will be promptly and fully informed of their rights pursuant to this policy.
4. All witnesses and the accused will be properly and fully informed of their rights and remedies pursuant to this policy.
5. All interviews of the accused, witnesses and the complainant shall be conducted in a private area.
6. The Investigator will be properly trained to listen to the allegations, make complete notes, attempt to identify all persons involved, as well as all possible witnesses, and interview the accused.
7. No complainant, witness, or party who assists in the investigation will be retaliated against.
8. The School will take steps to prevent the recurrence of any harassment and will correct any discriminatory effects on the complainant and others.

The Investigator will initiate an investigation to determine whether there is reasonable cause to believe that a violation of the Board's sexual harassment policy has occurred. "Reasonable cause" is shown if a person of ordinary caution or prudence would be led to believe and conscientiously entertain a strong suspicion of a violation of the sexual harassment policy.

1. All individuals involved in the investigation including the complainant, witnesses and the accused shall be fully informed of their rights under this policy.
2. The accused shall be provided with a copy of the complaint form and an opportunity to respond to the allegations within seven (7) days of receipt of the request for a formal inquiry. The investigation will include interviews with the complainant and other witnesses as determined by the circumstances.
3. The Investigator shall fully and effectively conduct an investigation that includes interviewing:
 4. The complainant;
 5. The accused;
 6. Any witnesses to the conduct; and
 7. Any other person who may be mentioned during the course of the investigation as possibly having relevant information.
8. When appropriate, interim protections or remedies for the complainant, such as limitations on contact, alternative course schedules, and the like, may be recommended to the appropriate School administrator at any time during the process. The complainant will be kept informed of the status of the complaint, consistent with the Board's policy and regulation and applicable law.
9. The formal investigation shall typically be completed within sixty (60) days of the date of the filing of the request.
10. The final determination of the Investigator's investigation shall result in a report which shall contain, at the minimum:
 - a. a statement of the allegations and issues;
 - b. the positions of the parties;
 - c. a summary of the evidence received from the parties and the witnesses;
 - d. any response the accused wishes to add to the report; and
 - e. all findings of fact.
11. The final determination report shall state a conclusion that the Investigation Team:
 12. Found reasonable cause that the accused violated the sexual harassment policy; or
 13. Did not find sufficient evidence to find reasonable cause that the accused violated the sexual harassment policy. Where the Investigator did not find reasonable cause but believes the behavior complained of may constitute misconduct, the Investigator may state such a conclusion and refer the matter to the appropriate School administrator.
14. The report shall be submitted to the appropriate School administrator(s) for action, within thirty (30) days of the completion of the investigation or as soon thereafter as is feasible. The Investigator will inform the complainant and the accused that the report has been forwarded and to whom. The appropriate administrator(s) will ensure that the complainant and the accused are timely notified in writing of the disciplinary action taken.
15. Within fifteen (15) days of disciplinary action being taken against the accused, or as required by applicable Board procedures, the appropriate administrator(s) shall provide written notification to the complainant indicating:
 - a. individual remedies available to the complainant; and
 - b. all sanctions against the accused of which the complainant needs to be aware in order for the sanctions to be fully effective
16. Within fifteen (15) days of taking disciplinary action against the accused, the appropriate administrator(s) shall provide written notification to the Investigator indicating the results of any disciplinary actions and the initiation of any appeals; and all further individual remedies available to the complainant.
17. If the final determination is that sexual harassment has occurred, a prompt, relevant and effective remedy shall be provided to the complainant and appropriate disciplinary action taken against the harasser.

Appeal

Appeal of Sexual Harassment Investigation Finding of No Reasonable Cause - There are different ways to appeal a finding of no reasonable cause depending on whether the complainant is a student, faculty, or staff. In most cases, existing School complaint procedures provide a mechanism for such an appeal, and where available, such procedures must be utilized.

Notice to the Complainant

Where the Investigator concludes that there is no reasonable cause to believe that a violation of the Board's sexual harassment policy has occurred and the complaint is to be dismissed, a copy of the report will be sent to the complainant and the accused in accordance with the Board policies/regulations applying to the disclosure of information from School records.

Written Appeal

A written appeal must be directed to the appropriate administrator, as designated by the Director, within thirty (30) days of notification to the complainant of the dismissal of the complaint.

Basis for Appeal - The appeal may be based only on one of the following grounds:

1. There is newly discovered important evidence not known at the time of the report;
2. Bias on the part of an Investigator member; or
3. The Investigator failed to follow appropriate procedures.

Decision

The Director or his or her designee will consider the appeal and will provide a written decision to the complainant and the Investigator within thirty (30) days of receipt of the appeal.

Extensions of Deadlines

Extensions of all deadlines contained in these procedures may be granted at the discretion of the Investigator for good cause. The Director shall be consulted before a decision is made on requests for extensions involving faculty and staff.

Parent-School Compact

This School-Parent Compact is adopted by VCA (hereinafter "School") and is intended to outline how parents, the entire School staff and students will share the responsibility for improved student academic achievement and the means by which the School and parents will build and develop a partnership to help children the State's high standards. To this end, the School and the Parent roles are outlined as follows:

School Responsibilities

1. The School will provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children participating in all parts of the school curriculum (including Title I, Title III, etc) to meet the State's student academic achievement standards through the use of Core Knowledge, Core Knowledge Language Arts Program, and Houghton Mifflin In Focus.
2. Parents will receive updates on their child's progress **every six weeks**.
3. The School will hold parent-teacher conferences twice throughout the school year and parents will be notified through notes home, emails and phone calls. It is important that parents attend these conferences to work with their child's teacher to support success for all students.
4. This Compact will be discussed as it relates to the individual student's achievement at the beginning of each school year.
5. The School will grant parents reasonable access to staff. Parents can email teacher, call the school and send notes to their child's teacher.
6. The School will provide parents with opportunities to volunteer and participate in their child's class as outlined in the schools "Volunteer Policy."
7. The School will provide parents with the ability to observe classroom activities upon prior arrangement with the classroom teacher, please communicate directly with your child's teacher. Parents will sign in and out at the office. The classroom teacher will notify the office of the observation.

Parent Responsibilities

Parent will be responsible for supporting his/her child's learning by monitoring attendance, homework completion and television watching, volunteering in the classroom, and/or participating, as appropriate, in decisions relating to the education of his/her child and positive use of extracurricular time.

NCLB Compliant Parent Involvement Policy

Introduction

Research has shown that the attitudes, behavior and achievement of children are enhanced when parents or other caregivers are involved in their children's education. To that end, Village Charter Academy (the "LEA") has adopted this parent involvement policy in order to promote learning and provide a more positive learning experience for the students of its schools. This policy has also been incorporated into the LEA's plan developed pursuant to NCLB, and submitted to the California Department of Education with the LEA's Consolidated Application.

Involvement in Drafting the LEA Plan

Parents of participating children will be involved in the development of the LEA plan required by NCLB. On an annual basis, the LEA will submit the LEA plan to the Parent Advisory Council for review and suggested changes before the plan is submitted to the California Department of Education ("CDE") with the Consolidated Application. In addition, all parents of participating children will annually be invited to an open forum to review the LEA plan and submit comments.

If the LEA plan is not satisfactory to the parents of participating children, the LEA will submit any comments from parents of participating children with the LEA plan when it is submitted to the CDE.

Involvement in School Review and Improvement

Parents of participating children will be involved, to the extent applicable, in the process of school review and improvement under NCLB. This includes disseminating the results of the local annual review of each school served under Title I, Part A to parents.

In addition, the parents of participating children will be invited to annually review the effectiveness of the parental involvement policy and other Title I, Part A activities and provide comments to the LEA.

Identification of a school for improvement: Before the LEA (Governing Board) identifies its school for improvement, for corrective action, or for restructuring, it shall provide the parents of all children enrolled in the school with notice of an opportunity to review the school-level data, including academic assessment data, on which the proposed identification is based. If the **Director of Instruction** of the school believes, or a majority of the parents of the students enrolled in such school believe, that the proposed identification is in error for statistical or other substantive reasons, the **Director of Instruction** may provide supporting evidence to the LEA (Governing Board), which shall consider that evidence before making a determination.

School plan: Parents of participating children will be involved in the development and/or revision of a school plan required of the school identified for improvement, corrective action or restructuring, which plan shall be approved by the LEA (Governing Board) in accordance with NCLB.

Notice required after school identification: If the School is identified for improvement, corrective action or restructuring, the LEA (Governing Board) will promptly provide to all parents of children enrolled in the school (in an understandable and uniform format, and to the extent practicable, in a language the parents can understand), a notice containing the following:

1. An explanation of what the identification means, and how the school compares in terms of academic achievement to other elementary or secondary schools served by the LEA and the CDE;
2. The reasons for the identification;
3. An explanation of what the LEA or the CDE is doing to address the problem of low achievement;
4. An explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for school improvement; and
5. As applicable, an explanation of the parents' option to transfer their child to another public school under the control of the LEA, return to their district of residence or to obtain supplemental educational services for the child.

Information regarding corrective action taken: The LEA shall publish and disseminate information regarding any corrective action taken at a school to parents of each student enrolled in the school in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

Restructuring: Whenever a school fails to make adequate yearly progress after 1 full school year of corrective action or when the LEA is required to implement alternative governance, the LEA shall provide prompt notice to parents and provide parents with an adequate opportunity to comment before taking any action and to participate in developing any plan required by NCLB.

Coordination, Technical Assistance, and Other Support

The LEA will provide the coordination, technical assistance and other support necessary in planning and implementing effective parent involvement activities to improve student academic achievement and school performance in the following ways:

1. The LEA (board and school leaders) will collaborate to devise a timeline for parental involvement activities throughout the school year and create a follow up tool to ensure that the activities occur.
2. The LEA will develop the necessary technical assistance for planning and implementing effective parent involvement activities to improve student academic achievement and school performance.

Annual Meeting

Within 60 days of the first day of school, the School shall convene an annual meeting to which all parents of children participating in Title I, Part A programs are invited and encouraged to attend. Information will be posted on school website.

The information provided at the meetings will inform parents of the School's receipt of Title I, Part A funds and the specific requirements of Title I, Part A. Additionally, parents shall be informed of their rights to be involved in Title I, Part A programs.

Notice

Within **45** days of the beginning of school, the School will send, **using one of the following methods: mail, sent home with students, email and/or placed in orientation packets and/or registration packets** a notice to **parents of participating students** containing, but not limited to, the following information:

1. Information about Title I, Part A programs;
2. An explanation of the requirements of Title I, Part A programs;
3. A description of the rights parents have for participation in Title I, Part A programs;
4. A description (including timing of meetings, location, etc.) of how parents can participate in the planning, review and/or improvement of the parent involvement policy.
5. A description and explanation of the curriculum in use at the School, the forms of academic assessment used to measure student progress and the proficiency levels students are expected to meet;
6. An invitation to attend the annual meeting and additional meetings, providing information about the purpose of the meetings and the dates and times.
7. A copy of the most current Parent Involvement Policy and a feedback form for parents to comment on its content.

Title I, Part A Program Involvement

In order to involve parents in an organized, ongoing and timely way in the planning, review and improvement of Title I, Part A programs, the parent involvement policy the School will involve parents of participating students as follows:

1. The School will conduct **an Open House** each year where all parents of participating children will be invited to the School to learn about the different Title I, Part A programs. These meetings will be held in the Spring.
2. The School will publish a regular **Newsletter** section with notification of upcoming participation opportunities.
3. The School will create a Parent Advisory Council where it will plan, review and improve Title I, Part A programs, the parent involvement policy. The Parent Advisory Council will meet at the School and will be made up of **51% at least parents/ 49% staff members. 4 times per year.**
4. Each year, the School will hold monthly Parent Forums.
5. If requested by parents of participating children, the School will schedule regular meetings where parents are able to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children. The School will respond to such suggestions within **72 hours**.

Building Capacity for Involvement

Standards, Assessments, Title I Requirements, Monitoring Progress and Improving Student Achievement

In order to ensure effective parental involvement and support a partnership among the LEA, parents and the community to improve student academic achievement, the LEA will provide the following programs to assist parents in understanding State academic content standards and State student academic achievement standards, State and local academic assessments, Title I requirements, and how to monitor their child's progress and work with educators to improve the academic achievement of their children (collectively referred to "Standards and Requirements"):

1. The LEA will seek input from the Parent Advisory Council on ways to assist parents to understand the Standards and Requirements.
2. The LEA will include parent representatives on its board committees.
3. The LEA will regularly publish and/or on its website, descriptions and explanations of State academic content standards and State student academic achievement standards, State and local academic assessments, Title I requirements, and how to monitor their child's progress and work with educators to improve the academic achievement of their children.

Helping Parents to Work with their Children

In an effort to foster parental involvement, the LEA will provide materials and training to help parents to work with their children to improve their children's achievement through the following programs:

1. The LEA will hold classes for parents to learn how to use computers and the internet in accordance with the School's internet use policy. The LEA will provide materials describing how to use the computers. The training will enable parents to access their children's homework, communicate with teachers, and review information posted about the school.
2. The LEA will provide information on parenting skills and parent-child communication.
3. The school's personnel will work with parents as needed to better understand their children and the issues facing them.
4. The LEA will train parents how to tutor their children in the school.

Education on Parent Involvement

The LEA will annually educate teachers, pupil services personnel, principals and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs and build ties between parents and the School. The training shall take place each year in staff orientations, annual staff development materials and other in-service trainings held throughout the school year.

In order to better understand what works best for the current parents of participating children attending the LEA's schools, the education will take place after the following research is done:

1. A survey will be sent home to parents of participating students that solicits information on what skills each parent has to offer the LEA and what types of parental involvement programs in which parents would most likely participate.

Other Optional Parent Participation

The LEA will provide quarterly trainings for parents to enhance the involvement of other parents.

In order to maximize parental involvement and participation, the LEA will arrange school meetings at various times or **conduct in-home conferences** as needed between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at the LEA.

The LEA will adopt and implement model approaches to improving parental involvement.

Annual Evaluation

The LEA, with the involvement of parents, shall conduct an annual evaluation of the content and effectiveness of this family involvement policy in improving the academic quality of the schools served under Title I, Part A, including identifying barriers to greater participation by parents in activities under NCLB. The LEA will pay particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The LEA will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, this family involvement policy. **The parent involvement policy evaluation will take place through the use of surveys from parents, meetings held for evaluation purposes, identification of parent groups contacted throughout the year, and identification of funding to support parent involvement.**

School-Parent Compact

At the beginning of each school year, the School will enter in to School-Parent Compacts with parents of participating children. The School-Parent Compact will outline how parents, the entire school staff and students will share the responsibility for improved student academic achievement and the means by which the School and parents will build and develop a partnership to help children achieve the State's high standards.

The Parent Advisory Council will annually evaluate the effectiveness of the School-Parent Compact and provide feedback and suggestions for revision.

Involvement of Parents of Limited English Proficient Students, Disabled Parents and Parents of Migratory Children

The LEA shall implement an effective means of outreach to parents of limited English proficient students to inform them regarding how they can be involved in the education of their children, and be active participants in assisting their children to attain English proficiency, achieve at high levels in core academic subjects and meet challenging State academic achievement standards and State academic content standards expected of all student. To accomplish this goal, the LEA will do the following:

1. The LEA will hold regular ELAC meetings, and send notice of these meetings, for the purpose of formulating and responding to recommendations from parents of participating children.
2. The LEA will provide language translators at parent meetings to the extent practicable.
3. The LEA will schedule meetings to enable families to share information about culture, background, children's talents and particular needs for the schools.

The LEA will provide full opportunities for participation of parents with disabilities and parents of migratory children. To accomplish this goal, the LEA will do the following:

1. The LEA will hold regular meetings, and send notice of these meetings, for the purpose of formulating and responding to recommendations from parents of participating children.
2. The LEA will provide language translators at parent meetings to the extent practicable.
3. The LEA will ensure that the meeting site is handicap accessible to all parents.
4. The LEA will schedule meetings to enable families to share information about culture, background, special needs, children's talents and particular needs for the schools.

Notices

In accordance with NCLB, the LEA will provide the following notices to parents of children attending Title I, Part A schools:

1. Annual report card;
2. A notice regarding the professional qualifications of the student's classroom teachers;
3. The notice regarding language instruction programs;
4. Any other notices required by law.

Miscellaneous

The LEA shall ensure that all information related to LEA and parent programs, meetings and other activities are sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.

The LEA will provide other reasonable support for parental involvement activities as requested by parents.

Appendix A VILLAGE CHARTER ACADEMY Uniform Complaint Procedure

It is the policy of Village Charter Academy to maintain a positive and productive working and educational environment. Village Charter Academy does not discriminate on a basis of disability, gender, gender identity, gender expression, nationality, national origin, ethnic group identification, age, mental disability, physical disability, medical condition, genetic information, marital status, race, color, ancestry or ethnicity, religion, sex, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in California Penal Code section 422.55 in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Village Charter Academy is primarily responsible to ensure that it is compliant with all applicable federal and state laws and regulations.

Village Charter Academy's priorities are to provide all students access to credentialed teachers; instructional materials aligned with standards; safe facilities; the successful implementation of California's academic standards; for parent/staff inclusion, involvement and participation; improved student achievement and outcomes verified systematically by multiple measures; support for a high level student engagement; a positive school climate that supports positive school behavior outcomes; all students with access to a supportive learning environment and daily academic success in their classrooms; and the establishment of a school environment where diversity is valued by all staff.

There are some circumstances, however, when employees or students take issue with other employees or students or someone may believe that a violation of federal or state law is occurring in identified educational programs. Village Charter Academy encourages complainants to first address the issue with the other person directly, using conflict resolution skills when needed. One of Village Charter Academy's Directors may also be included in the resolution of a complaint where appropriate.

Type of Complaints to be Filed Using the UCP:

If, however, the employee does not feel comfortable with this approach or the complaint involves harassment, discrimination, intimidation, or bullying based upon the above-identified characteristics, or any other legally protected category, in its activities, federal or state laws, regulations governing educational programs, or improper students fees, failure to accommodate lactating student, and Lesbian, Gay, Bisexual, Transgender and Questioning (LGBTQ) resources, failure to comply with statutes relating to foster care pupil records transfers or foster care pupil education or a complaint that Village Charter Academy has not complied with the requirements of Education Code sections 47606.5 (annual update to goals and annual actions) or 47607.3 (outcomes for pupil subgroups) as applicable, or other violation of state or federal under the following programs: **Federal Title I-VII programs, including improving academic achievement; compensatory education; English Learner programs; Child Nutrition Programs; Special Education Programs; Safety Planning Requirements; Physical Education Instructional Minutes Pupil Instruction Requirements; Consolidated Categorical Aid Programs, Every Student Succeed Act; and Rights of Foster and Homeless Youth; Civil Remedies for Discrimination: Discrimination, Harassment Intimidation and Bulling; Unauthorized Pupil Fees; and Failure to Comply With Legal Requirements As to Development, Adoption and Annual Update of the LCAP and LCFF.** The complainant must use the below identified complaint procedure. Village Charter Academy will investigate complaints and seek to resolve them in compliance with this policy.

School Level of Investigation: Internal Procedures:

The Village Charter Academy Directors (Executive Director, Director of Instruction, Director of Student Services) have the responsibility to maintain a work place and educational environment free from any form of sexual or other unlawful harassment, discrimination or conduct. Unlawful discrimination or harassment may be based upon actual or perceived sex, sexual orientation, gender, gender identity, gender expression, 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, or any other category protected by law. Consequently, should a Director (or any other responsible employee) become aware of any conduct that may constitute discrimination, harassment or other prohibited behavior, immediate action will be taken to address and remediate such conduct.

Making a Complaint:

Any employee or student who has experienced or is aware of a situation that is believed to be sexually and/or otherwise unlawfully harassing or represents a violation of law as identified above has the responsibility to report the situation immediately to Jennifer Clark, Executive Director, at Village Charter Academy, 7357 Jordan Avenue, Canoga Park, CA 91303 or by calling (818) 716-2887. Employees who believe they have been the victim of any employment discrimination should follow the complaint procedures identified in the Employee Handbook. If the complainant is unable to put the complaint in writing, due to a disability or illiteracy, Village Charter Academy will assist the complainant in filing the complaint. The complainant should contact Jennifer Clark, Executive Director, if this assistance is needed.

If the employee or student is not comfortable contacting Jennifer Clark or if that individual is not available, the employee or student should contact Kerry Kletter, Director of Instruction, at (818) 716-2887 or Wendy Shmaeff, Director of Student Services at (818) 716-2887, who have been designated to handle inquiries regarding the non-discrimination policies and other complaints identified including OCR non-discrimination notice. A Harassment/Retaliation/Unlawful Conduct Complaint Form may be obtained from Ana Martinez, Office Manager, in the Village Charter Academy Main Office at 7357 Jordan Avenue, Canoga Park, CA 91303 or by calling 818) 716-2887.

All employees and students are encouraged to file the initial complaint at the local school level not the CDE, to ensure a timely and satisfactory resolution of any complaint.

Anonymous Complaints;

Any employee or student who believes that there has been a violation of state or federal law in education programs listed above, or an improper imposition of student fees, should make a written complaint to the Jennifer Clark, Executive Director at Village Charter Academy at 7357 Jordan Avenue, Canoga Park, CA 91303. Students making a complaint of improper fees or complaints that the School has failed to comply with Education Code Sections 47606.5 or 47607.3 may make the complaint anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with the applicable Education Codes.

6 -Month Limit on Certain Complaints:

Complaints relating to discrimination (other than employment discrimination) must be filed within six months of the alleged discrimination or when the complainant first obtained knowledge of the alleged discrimination, unless an extension has been obtained from the Executive Director or his/her designee and shall be made in writing. The period for filing may be extended by the Executive Director or his/her designee for good cause for period not to exceed 90 days following the expiration of the six-month time period. The Executive Director shall respond immediately upon a receipt for extension.

Informal Resolution: An informal resolution process will be followed if all of the parties mutually agree. The complainant and the School may resolve the matter through mediation or otherwise informally. If the mediation fails to resolve the matter, or the parties do not agree to mediate that matter, the formal complaint procedure identified below shall be followed.

Investigation of Complaints:

If the complaint alleges wrongdoing involving discrimination (other than employee discrimination) or claims of failure to comply with applicable state or federal laws or regulations, Jennifer Clark, the Executive Director, will complete an investigation and submit to the complainant a written decision regarding the complaint within 60 days of receipt of the complaint. During the investigation, the complainant, his/her representation, or both, will have the opportunity to present the complaint and evidence or information leading to evidence to support the allegations of the complaint.

Refusal by the complainant to provide the investigator, at any level of the investigation, with documents or other evidence related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint. The 60-day time-frame may be extended by the written consent of the complainant.

Complaints will be handled as discreetly as possible, consistent with the need to investigate effectively and promptly resolve the matter.

The Executive Director will be knowledgeable of the laws/programs that he/she is assigned to investigate. If the complaint alleges employment discrimination, the Board of Directors will send it to the Department of Fair Employment and Housing (DFEH) for investigation as required by law.

Written Decision:

The Executive Director shall prepare a written decision, which shall contain the following: 1) finding of fact based on the evidence gathered; 2) conclusions of law; 3) disposition of the complaint; 4) the rationale for such disposition; 5) the corrective actions, if any are warranted; 6) notice of the complainant's right to appeal the School's decision to the Village Board of Directors; 7) notice of the complainant's right to appeal the School's decision to the California Department of Education; and 8) the procedures to be followed for initiating an appeal to the Department of Education. The written decision shall be in English and in the Primary Language of the complainant if necessary. Within 60 days of the receipt of the complaint, the Executive Director will send a copy of the written decision to the complainant.

Appeal of School's Decision: Village Charter Academy Board of Directors Level of Investigation:

If the employee or student is not satisfied with the outcome of the school level investigation of a discrimination claim or allegations of failure to comply with applicable state and federal laws and regulations, the employee or student, in writing, should appeal the school's decision by contacting Cheryl Sanders, President of the Board of Directors in writing (Village Charter Board of Directors, 7357 Jordan Ave. Canoga Park, CA 91303) or by telephone at (818) 716-2887.

If the parties mutually agree, the complainant and the Board of Directors may resolve the matter through mediation or informally before a written complaint is filed. If mediation fails to resolve the matter, or the parties do not agree to mediate the matter, the formal complaint procedure identified below shall be followed.

Within 60 days of receipt of the original complaint when filed at the school level, an hired investigator/arbitrator will complete an investigation where the complainant, his/her representative or both, and representatives of the school have the opportunity to present the complaint and evidence or information leading to evidence to support the allegations of non-compliance with state or federal laws and/or regulations. The 60-day time frame may be extended by written consent of the complainant.

The Investigator shall prepare a written decision which shall contain the following: findings on fact based on evidence gathered; conclusions of law; disposition of the complaint; corrective actions, if any are warranted; and notice of the complainant's to appeal to the Department of Education.

The Board of Directors may call a special meeting to resolve the issue in a timely manner to allow compliance with the CDE timeline if the complaint is not resolved at the Charter School level and the complainant is appealing to the CDE for resolution.

Appeal to CDE: Except for complaints regarding instructional materials and teacher vacancies or miss-assignments, a complainant may appeal a decision to the California Department of Education (CDE) at 1430 N Street, Sacramento, CA 95814, by filing a written appeal within 15 days of receiving the decision. The complainant shall specify the basis for appeal and whether the facts of incorrect and/or the law is misapplied. The appeal should be accompanied by a copy of the locally-filed complaint and a copy of the Village Charter Academy's decision. If the CDE determines the appeal raises issues not contained in the local complaint, the CDE will refer those new issues back to the School for resolution. If the CDE determines that the decision failed to address an issue raised by the complaint, the CDE will refer the matter to the School to make the necessary findings and conclusions on any issue not addressed. The School will have 20 days to make those findings.

Any employee found to have participated in improper harassment or discrimination will be subject to disciplinary action, up to and including possible dismissal. Any student found to have participated in improper harassment or discrimination will be subject to disciplinary action, up to and including possible suspension or expulsion.

External Procedures: Filing a Complaint with the DFEH:

Employees or job applicants who believe that they have experienced unlawful employment discrimination or harassment may file a complaint with the DFEH. The DFEH serves as a neutral fact-finder and attempts to help the parties voluntarily resolve disputes. If the DFEH finds sufficient evidence to establish discrimination occurred and settlement efforts fail, the DFEH may file a formal accusation.

Employees may also pursue the matter through a private lawsuit in civil court after a complaint has been filed with the DFEH and a Right to Sue Notice has been issued. For more information, contact the DFEH toll free at (800) 884-1684 or email the DFEH at contact.center@dfeh.ca.gov or visit its website at www.dfeh.ca.gov. To contact the nearest field office of the Equal Employment Opportunity Commission ("EEOC"), call 1-800-669-4000. You should be aware that state and federal law provide time limits within which complaints must be filed. Contact the relevant agency to determine the applicable time limit.

Retaliation Policy:

It is in violation of Village Charter Academy's policy for the School or any employee to demote, suspend, reduce, fail to hire or consider for hire, fail to give equal consideration in making employment decisions, fail to treat impartially in the context of any recommendations for subsequent employment that the School may make, adversely affect working conditions or otherwise deny any employment benefit to an individual because that individual has opposed practices prohibited by law or has filed a complaint, testified, assisted or participated in any manner in an investigation conducted by the DFEH or their staff. Any employee retaliating against another employee, applicant or student will be disciplined, up to and including termination.

Examples of protected activities under the School's retaliation policy include seeking advice from the DFEH or Commission; filing a complaint with the DFEH, irrespective of whether the complaint is actually sustained; opposing employment practices the employee reasonably believes to exist and believes to be a violation of the law; participating in an activity that is perceived by the School as opposition to discrimination, whether or not so intended by the employee expressing the opposition; Participating in the proceeding of a local human rights or civil rights agency on a legal basis.

Nothing in this policy shall be construed to prevent Village Charter Academy from enforcing reasonable disciplinary policies and practices, nor from demonstrating that the actions of an applicant or employee were either disruptive or otherwise detrimental to legitimate business interests as to justify the denial of an employment benefit.

Dissemination:

Village Charter Academy will send to students, employees, parents or guardians of its students, school advisory committees, and other interested parties a notice of rights under this policy on an annual basis. Upon request, a copy of this policy will be made available free of charge and is also available on the Village Charter Academy website.

Summary of Village Charter Academy's Complaint Investigation and Response: Each complaint is investigated by Jennifer Clark, Executive Director (or designee in some cases as appropriate) upon receiving a filed complaint. The investigation procedure is as follows:

- Provide an opportunity for complainant and Village Charter Academy personnel to present information to the complaint.
- Obtains relevant information from other persons or witnesses who can provide evidence or information.
- Review related documents
- Prepare a written "Report of Findings" in English or Primary Language of the complainant, which contains the investigative findings and the school's decision, including corrective actions(s) in any, and suggested remedies, if applicable.
- Conclude the investigation within 60 days from the date of receipt of the written complaint, unless the complainant agrees in writing to investigative timeline.
- Notify the complainant of the appeal procedures to the Village Board of Directors.
- Notify the complainant of the appeal procedures to the CDE if Village Board of Directors does not resolve the complaint.

**Village Charter Academy
Uniform Complaint Procedure**

Last Name _____ First Name _____

Student Name (if applicable) _____

Grade _____ Date of Birth _____

Address _____ Apt. # _____

City _____ State _____ Zip Code _____

Phone: Home _____ Cell _____ Work _____

Date of Alleged Violation _____

For allegations of noncompliance, please check the program or activity referred to in your complaint, if applicable:

- | | |
|--|--|
| <input type="checkbox"/> Special Education/504 | <input type="checkbox"/> Pupil Fees for Educational Activities |
| <input type="checkbox"/> Local Control Accountability Plan | <input type="checkbox"/> Consolidated Categorical Aid |
| <input type="checkbox"/> Child Nutrition | <input type="checkbox"/> Migrant Education |

For complaints of discrimination, harassment, intimidation and/or bullying (employee-to-student, student-to-student, and third party to student), please check the protected classes (actual or perceived), upon which the alleged conduct was based, listed below:

- | | | | |
|---|---|--|--------------------------------|
| <input type="checkbox"/> Actual or Perceived Sex | <input type="checkbox"/> Gender Identity | <input type="checkbox"/> Ethnic Group Identification | |
| <input type="checkbox"/> Nationality | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Gender Expression | |
| <input type="checkbox"/> Race or Ethnicity | <input type="checkbox"/> National Origin | <input type="checkbox"/> Gender | |
| <input type="checkbox"/> Ancestry | <input type="checkbox"/> Religion | <input type="checkbox"/> Age | <input type="checkbox"/> Color |
| <input type="checkbox"/> Association with a person or group with one or more of the actual or perceived categories listed above | | | |

For complaints of bullying that are not based on the above listed protected classes, and other complaints not listed on this form, please contact the Director of Instruction or Director of Operations.

1. Please give the facts about your 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 attempted to discuss your complaint with any Los Angeles Unified School District personnel? If so, with whom 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 your complaint/documents to: Jennifer Clark, Executive Director
Village Charter Academy
7357 Jordan Ave. Canoga Park, CA 91303

Attachment A
**Village Charter Academy
Complaint Form**

Last Name _____ First Name _____

Student Name (if applicable) _____ Grade _____

Phone: Home _____ Cell _____ Work _____

Address: _____

Date _____

1. Please give the facts about your 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. 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 your complaint/documents to:
Jennifer Clark, Executive Director
Village Charter Academy
7357 Jordan Ave
Canoga Park, CA 91303