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VOX COLLEGIATE

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Student and Family Handbook

2022-2023

www.voxcollegiate.org

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Acknowledgement

Elements of this document draw heavily from the Family Handbook used by the Achievement First network of schools. We are grateful for their generosity in sharing resources.

Version

This version of the Student and Family Handbook was approved by Vox Collegiate's Board of Directors on **August 18, 2022**. It supersedes all previous versions of the handbook. In the event it is deemed unsafe by relevant authorities to continue with in-person instruction for an extended period during the 2022-23 school year, Vox Collegiate will deliver instruction through a distance learning model and this Handbook will be amended by the Distance Learning Addendum, approved by the Board of Directors on July 28, 2020, and attached hereto as an exhibit.

Vox Collegiate School Culture and Instructional Program

Mission

Committed to academic excellence through rigorous curriculum and development of character confidence, Vox Collegiate ensures all students excel in college and beyond, knowing the power and potential of their voice.

Vision

At Vox Collegiate, we believe that communication is the most important skill for students to develop as they grow into adults because, without communication, we have limited ability to learn and grow. Without communication, we have no community. Given the centrality of communication to our society, our voices are powerful tools in crafting the world in which we want to live.

Vox Collegiate exists to ensure that each of our students has a unique voice that can be heard, a voice that they will use to fight for their right to live in peace, be treated with dignity, be educated, and for equality of opportunity. They will know the power and potential of their voices to change the world and be educated with the knowledge and skills to do so.

Vox Collegiate is guided by our goals for the high academic achievement of all students and the principle belief that every student can reach high academic expectations when supported to do so. With a research-based educational philosophy, supported by the replicable educational practices being executed at some of the most successful public charter schools locally and nationally, Vox Collegiate ensures that the students that we educate develop the skills, knowledge, and character to excel in college and beyond. Within a school design geared to meet their needs and achieve ambitious goals, our students will realize the vision that Vox Collegiate has for them to be independent, self-motivated learners, with a confident voice forged in purposeful character development.

Vox Collegiate has five core beliefs that serve as the framework for our students' academic and lifelong success:

1. Every Student Deserves a Meaningful Education.
2. High Quality Teachers are the Key Lever to Student Learning.
3. Data Drives Decisions.
4. We Learn from the Best and Make It Better.
5. Developing Students' Character Confidence Allows Them to Use Their Voice to Improve the World.

Instructional Program

Students at Vox Collegiate complete a course of study based on California Content Standards and the Common Core State Standards with a level of rigor designed to prepare students for success in college and career. All students study reading, writing, math, science, social studies, communication, and character education.

Campus Information

Address: **1100 W. Manchester Avenue, Los Angeles, CA 90044**

Office Phone: **323.570.2915**

School Culture

School leaders and teachers develop rituals to build and maintain a positive school culture and reinforce strong character, including shout outs during daily homeroom time, GRAVITY point awards, special Vox Collegiate shirts, teachers vs. students sporting events, bulletin boards that celebrate success, special grade-level activities, and school assemblies we call Town Hall Meetings.

A part of our school culture includes students to developing close relationships with their teachers and peers. Each class will have an advisory time to build stronger relationships and a team-oriented culture.

GRAVITY Values

Throughout the day, we help students develop and maintain character through a focus on our school's GRAVITY values:

- Grit
- Respect
- Ambition
- Voice
- Integrity
- Team
- You

Teachers use an in-class behavior scale to track behavior based on students expressing or not expressing our school's GRAVITY values. Students who take actions throughout the day to exhibit our GRAVITY values will be recognized and rewarded through the schools point systems and incentives. However, students who act in ways that are counter to our GRAVITY values, including committing one of the infractions below, the student may receive immediate consequences related to their actions, including automatic detention for certain unsafe and disruptive actions. An automatic detention must be served that day or the next school day and/or may lose some or all school privileges. Loss of privileges includes, but is not limited to, the following: loss of social lunch privileges; performing extra service for the school; and missing school events, trips, or activities (including dances and assemblies). Furthermore, a meeting between the student, his or her parent or guardian, and the student's advisory teacher, Principal, or Head of School may be required to address and correct student behavior.

Students earn individual and class points during each class period. Individual points will determine a student's eligibility for field trips and special privileges at school such as free dress on Fridays. Individual points will also be communicated with parents/guardians weekly in our GRAVITY Reports to keep them informed about their child's work habits and behavior. Low levels of points may lead to disciplinary consequences, such as a loss of

privileges, lunch detention, and restorative projects. Class points may lead to class rewards, such as outdoor reading time, an extra chapter of read aloud, or lunch with the teacher.

More important than the points system is the school-wide emphasis on genuine character and the building of a culture that encourages every person to be their best. We want our students to be confident in who they are and able to make their best choices, even when nobody is awarding points. This is the kind of character that will set them up for continued success.

Vox Collegiate School Policies

Arrival

The official start time at Vox Collegiate is 9:00 a.m. Student breakfast begins at 8:30 a.m. and will continue until 8:55 a.m. Students arrive to school tardy will not be served breakfast. We ask that students not be dropped off earlier than 8:20 a.m.

Beginning at 8:20 a.m., Parent Vehicles may enter the West Gate and form a line through the parking lot. There will be cones to designate where cars should line up.

Students are to be dropped off in either of the 3 cones labeled Car 1, Car 2 and Car 3. Students should only be dropped off in the designated cone area. It is a serious safety hazard for students to be dropped off in other areas of the parking lot where vehicles may be traveling.

Students will be greeted at the door to the school by school personnel before entering the building for breakfast.

Students who do not arrive by 9:00 a.m. will be marked late.

Parents who are walking their children to school should enter through the East gate and proceed directly to the main entrance of the school.

Parents will not be allowed to enter the building during arrival procedures.

On all days except Friday, dismissal is at 4:00 p.m. On Friday, student dismissal is at 2:30 p.m. to allow time for staff professional development.

Dismissal

Families MUST submit a written release form (provided during enrollment process and available in our office) listing the names and information for any individuals, besides parents/guardians, who are authorized to pick up their children, and also indicate if the child is allowed to leave campus without an adult. No student will be allowed to leave Vox Collegiate with an adult who is not his or her legal guardian unless the guardian has submitted a signed, written note to the main office in advance, specifying the name, address, and working phone number for the adult as well as any restrictions or specific dates for pick-up. This rule applies to family members, babysitters, and parents/guardians of other Vox Collegiate students. For everyone's safety, changes to the dismissal form must be made by a parent/guardian in writing and exceptions will not be made.

Walking

Students may get written permission from their parent/guardian to walk home from school. If the student has siblings at Vox Collegiate, the written permission needs to indicate the names of those students that will be walking also. Students will not be permitted to leave campus alone without written consent.

Car Pick-Up

Like morning drop-off, parents enter the West Gate and exit left on the front gate. The gate will be opened for parents at 3:45 p.m. Traffic flow will be the same as drop off in the morning.

Vehicles picking up students must display personalized placard with student name. These are provided at orientation.

Students will only be released to authorized individuals. Identification may be requested if individual is unrecognized by staff.

Students will be released in the order that parents arrive.

A staff member will call into classroom and escort all students in order to avoid drivers exiting their vehicles.

Parents with meetings scheduled with school staff will be required to wait until completion of dismissal procedures.

Calendar

The Vox Collegiate school year is similar to a traditional single-track calendar for Los Angeles Unified School District. Our school year includes 180 instructional days, divided into three trimesters. There will be no school Labor Day, Veterans' Day, Martin Luther King, Jr. Day, President's Day, or Memorial Day and the school will have short breaks for Thanksgiving, winter holidays, spring vacation, and a few other professional development days noted on the annual calendar. Copies of the annual calendar are provided to families at family orientation and copies are available upon request. A copy of the calendar is also attached hereto as Exhibit C. Vox Collegiate also maintains a calendar of important dates on our school website.

Attendance

Attendance at school is the most basic requirement for learning. In order for students to reach for their personal best, they must show up and make their strongest effort at school each and every day. Parents/guardians are expected to ensure that their child is in school on time. PLEASE do not allow your child to miss school unless it is unavoidable.

Absences

If your child is absent, you will receive a phone call. This is a reminder to please send your child back with a note the next day. There is no need to return the phone call unless specifically requested to do so.

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, optometric, 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 or any relative living in the student's immediate household.
5. Participation in religious instruction or exercises in accordance with Charter School policy:
 - a. The student shall be excused for this purpose on no more than four school days per month.
6. Court appearance (of child, not parents/guardians)

Student absences will be marked unexcused for any other reason, including family vacations, transportation issues, or illness of parents/guardians. The office staff will compile and maintain attendance records and will make every effort to ensure that reasons for student absences are obtained from families, so they may be accurately marked excused or unexcused.

Regarding absences, please keep in mind the following:

- All Absences – “Excused” and “Unexcused” – Are Still Considered Absences: Any day your child does not attend school is considered an absence. Even with proper notification from a parent/guardian or doctor explaining the absence, the student is still considered (and marked) absent from school. All absences will be reflected on report cards. Excused absences do not count toward truancy, but they do reduce the funding for our school and mean less instructional time for the student.
- Doctor and Dentist Appointments: To maximize learning time, parents/guardians should schedule medical appointments outside of school time. The best times are Friday afternoons when the students have early dismissal or days when school is not in session. In the rare case when a student has a medical appointment during school, he or she should not be absent for the entire school day, unless medically necessary.
- Late Arrival: Getting to school on time is a key to your child’s success – at school and in life. At Vox Collegiate, the learning begins from the moment students walk in the door. Late students miss academics, and tardiness in general is a bad habit.
- Suspensions Are Considered Absences: Suspensions are extremely rare at Vox Collegiate. However, if a student is absent from school due to suspension, these days will be treated the same as an absence.
- Early Dismissal: Students are expected to stay in school until the very end of the day. Early pickups are disruptive to the learning environment. Students who participate in Vox Collegiate’s after school program are expected to stay for the whole time and should not be picked up prior to dismissal unless there is a written request on file.
- Loss of Privileges: Students who are absent from school (with or without excuse) may not attend or participate in school trips, dances, or other school-related activities occurring on the day or evening of the absence, unless the school has given advance permission.
- Notification: When a child is absent from school, we request that parents/guardians notify the school, either by phone or e-mail as early as possible, with the reasons for the absence and expected return date (if known). Upon the student’s return, the school requires a note from the parent/guardian (or medical provider) that includes the following information:
 1. Student’s full name and grade
 2. Dates missed
 3. Reason for absence
 4. Signature of parent or guardian

Consequences for Absences

Perfect Attendance

The child and family are congratulated and recognized for exceptional attendance and commitment to their education.

Five Absences in a Year

If a student is absent five times in a year, it is considered unsatisfactory attendance and a serious issue. At this point, the parent/guardian will be sent a truancy letter and called by the Principal to discuss unsatisfactory attendance and attendance consequences.

Ten Absences in a Year

If considerable improvement has not been achieved, and the student has been absent for ten days in a year, it is considered a chronic absent record. At this point the parent/guardian will be a sent a second truancy letter regarding student absences and called to the school to meet with the Principal to develop an attendance plan.

This plan will consist of the agreed upon terms during the meeting, but also will require a monthly home visit and weekly teacher phone calls for the next four weeks.

Fifteen Absences in a Year

If after conference with the Principal and development of an attendance plan the student has been absent for fifteen days in a year, the parent/guardian will be sent a third truancy letter regarding student absences and called to the school for a meeting with the Head of School. This meeting will not only discuss the development of a revised attendance plan and to potential consequences of retention due to absences. Attendance plans will consist of the agreed upon terms during the meeting, but also will require a monthly home visit and weekly teacher phone calls for the next four weeks. Thereafter, for every absence, the Head of School will call the student's parents/guardians to discuss the reason for absence and to provide an immediate update on the number of absences the student has accumulated.

Twenty or More Absences in a Year

If a student is absent twenty or more times in a year, the student will be considered to hold a chronic absence record and is habitually truant. The parent/guardian will be sent a fourth truancy letter regarding student absences and called to the school for a second meeting with the Head of School. This meeting will focus on the possibility of retention for the student. At this point, school administration may file a written complaint with a relevant court or child services agency alleging the belief that the acts or omissions of the child are such that his/her family has service needs. The Head of School reserves the right to retain any student who misses more than twenty days of school.

Tardiness

Getting to school on time is key to your child's success – at school and in life. At Vox Collegiate, the learning begins from the moment students walk in the door. For instance, students review speech and debate practice during breakfast. Students who are late miss essential instruction, disrupt the learning of other children, and risk falling behind on our ambitious curriculum.

Late students miss vital academic time and tardiness in general is a bad habit.

Definition of Tardiness

Our doors open at 8:30 a.m. each morning. Students should arrive between 8:20 and 8:55 a.m. Students are allotted 5 min. to allow for travel from the entrance to the classroom. Students arriving after 9:00 a.m. are marked tardy.

Consequences for Tardiness

Three Tardies Equals One Absence

Every three tardies is equivalent to one day of lost instruction and will be monitored as such in the student's file. A student is tardy when they arrive past 9:00 a.m. Tardies that turn into absences do not get recorded for reporting purposes, but do affect student learning. It is academic instruction that the tardy students are not receiving, therefore not allowing them the opportunity to be fully successful.

Five Tardies

If a student arrives after 9:00 a.m. five times in a trimester, that student is late and it is considered a serious issue. At this point, the parent/guardian will be sent a truancy letter and called by the Head of School to discuss unsatisfactory attendance and attendance consequences.

Ten Tardies

If a student is late ten times in a school year, it is considered a serious issue. At this point the parent/guardian will be called to the school to meet with the Head of School to develop an “On Time” action plan and will receive a second attendance truancy letter. This plan will consist of the agreed upon terms during the meeting, but also will require a monthly home visit and weekly teacher phone calls for the next four weeks.

Fifteen or More Tardies

If a student is tardy fifteen or more times in a school year, the student will be considered habitually truant. At this point, a meeting will be held with the Head of School to discuss further action on the situation.

These policies will be enforced fairly, uniformly, and consistently without regard to the characteristics listed in Education Code Section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics).

Absences Considered Inactivity

If a student is absent from Vox Collegiate on the first five (5) days of school or for any ten (10) or more consecutive school days without valid excuse and parent/guardian cannot be reached at the number or address provided in the registration packet and does not otherwise respond to our communication attempts, as set forth above, Vox Collegiate will not actively maintain that student’s spot on the school roster.

Bathroom Policy

As a college prep school, we seek to maximize instructional time for every child. As a result, we discourage students from using the restroom at a time when they would miss out on academic content and instead schedule particular times of the day for the class to take restroom breaks. All students should attempt to use the restroom during these scheduled breaks and try to minimize requests happening during class time. If a child needs to use the restroom during class, he/she must request the teacher’s permission. The teacher will often indicate that a child should wait for an appropriate moment during class, though will also respect a child’s need in the case of an emergency.

Exceptions to this policy will be made for children with medical conditions. If your child needs a temporary or permanent exception due to illness or other medical condition, please send a note to his/her teachers explaining the accommodation needed and the reason.

Cell Phones

Students are not allowed to use cell phones during school hours. If a cell phone is used during school, rings during school, or is seen by a staff member, it will be confiscated from the student and only returned after a parent/guardian comes to the school to pick it up. Students who have cell phones must keep them in their backpacks during the school day. If a parent needs to reach a student, they should call the main office not their student’s personal cell phone.

If a student is making repeated cell phone policy violations, they may be required to submit their phone to the main office each morning prior to classes.

Discipline

Vox Collegiate creates a school culture where students are able to focus on learning. Our goal is to create a culture of mutual respect that reinforces positive behavior, eliminates the distractions caused by student misbehavior, and sets each child up for future success.

Teachers are trained to use effective classroom management strategies to maximize instruction and minimize student misbehavior, and there are school-wide systems for assigning both positive and negative consequences. We begin by primarily focusing on positive behavior reinforcement. Students who meet and exceed school expectations earn Professional Points which will be reflected on weekly reports and will earn student privileges and recognition throughout the school year.

Students are expected to adhere to the following principles aligned with our school values:

- We show GRIT in our work and value our class space and time.
 - Therefore, we complete all work to the best of our ability and stay on task for work at all times. If we are stuck, we raise our hands for help.
- We RESPECT each others physical and emotional safety and use our voices to positively resolve conflicts within our Community
 - Therefore, we keep our hands and feet to ourselves, use productive tools to resolve conflicts, and do not fight, play fight, or threaten violence
- We are AMBITIOUS about our futures and are excited to grow as scholars.
 - Therefore, we consistently work towards our goals, practice academic language, using new vocabulary and complete sentences.
- We recognize the importance of all VOICES and understand the power of language so use the appropriate language for the occasion and location in our Community
 - Therefore, we actively listen when anyone is speaking (eyes, face, and body at speaker, voices off), raise our hands to share ideas, ask questions, and leave our seat, and do not yell or curse at our community
- We show INTEGRITY because we know our community is better when we all do the right thing.
 - Therefore, we hold ourselves accountable to making positive choices, arrive to school on time and in uniform, take our assigned seats in class, and do not walk out of class without permission
- We work as a TEAM to preserve a positive learning environment by supporting all of our Community
 - Therefore, we collaborate and uplift our peers towards their goals, show trust and pride in caring for our school, and do not degrade or harass the people in our school
- You are accountable for YOU.
 - Therefore, we take pride in ourselves and advocate for our needs while being conscious of other needs in our Community, and follow directions the first time they are given and do not argue after directions

Students who do not adhere to stated expectations for behavior and who violate the school rules learn to expect consequences for their behavior. Consequences may include, but are not limited to:

- Warning, verbal and/or written
- Loss of privileges
- Referral to the Culture Coordinator
- Notices to parents/guardians by telephone or note
- Parent/guardian conference
- Suspension (for details, please refer to the section of this handbook titled Suspension and Expulsion)
- Expulsion (for details, please refer to the section of this handbook titled Suspension and Expulsion)

Any student who engages in repeated violations of the school's behavioral expectations will be required to attend a meeting with the school's staff and the student's parents/guardians. The school will prepare a specific, written agreement outlining future student conduct expectations, timelines, and consequences for failure to meet the expectations which may include, but are not limited to, suspension or expulsion.

Grading Policy

Students at Vox Collegiate earn grades based on their demonstration of mastery of Common Core State Standards. Grades include student performance on in-class work, homework, assessments, reading level, and other components as applicable to each content area.

The chart below indicates the ways in which student progress is measured at Vox Collegiate and what these grades mean in terms of a student's level of mastery of the standards.

Grading Scale			
Letter Grade	GPA	Percentage	Implications
A	4.0	900-100%	Student consistently demonstrates advanced levels of mastery with content standards.
B	3.33	800-89.9%	Student consistently demonstrate proficiency with content standards.
C	2.33	70-79.9%	Student consistently demonstrates basic competency with content standards.
D	1.0	60-69.9%	Student does not yet consistently demonstrate basic competency with content standards.
F	0.0	Below 60%	Student does not demonstrate basic competency with content standards.

There are school-wide standards for grading. Teachers are trained on the school's policy and will work with the Head of School, Principal, and fellow teachers to ensure that grades are calibrated and assigned in a fair and consistent manner that corresponds with student mastery of Common Core State Standards.

Students will be recognized and celebrated for academic excellence each trimester. Honor Roll recognizes those students that received a 3.5 grade point average with no grade lower than a B-. The Vox List recognizes those students that received As in all content areas.

Exceptions to this grading policy for students with special needs will be based on the students' Individualized Education Program (IEP) or 504 Plan goals.

Grievance Procedure for Parents/Guardians and Students

Vox Collegiate welcomes feedback from our families and community. The first point of contact for parents/guardians with questions about grades, classwork, or minor suggestions at the classroom level is the student's teacher. Contact information for our teachers will be distributed at the beginning of the school year.

The point of contact for complaints or suggestions that are not resolved at the classroom level or for matters outside of the classroom is our Head of School. The Head of School values your opinion. After attempts for resolution at the classroom level or for more sensitive complaints or queries please contact the Head of School directly. Calls to our Head of School will be returned within 48 hours.

The final point of contact for complaints or suggestions is the schools Board of Directors. The contact information for our Board Chair, Dana Gomez-Gayne, is below. We ask that you please try to resolve any complaints at the school level before contacting the Board. Families are free to elect contacting the board directly for matters directly involving the Head of School. Emails to our Board will be returned within five days.

Board Chair, Dana Gomez-Gayne: dgomezgayne@voxcollegiate.org

Vox Collegiate assigns at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX of the Education Amendments of 1972 (Title IX) and Section 504 of the Rehabilitation Act of 1973 (Section 504) including any investigation of any complaint filed with the school alleging its noncompliance with these laws or alleging any actions which would be prohibited by these laws. Vox Collegiate will notify all its students and employees of the name, office address, and telephone number of the designated employee or employees.

Vox Collegiate has adopted and published grievance procedures providing for prompt and equitable resolution of student and employee complaints alleging any action, which would be prohibited by Title IX, or Section 504.

Vox Collegiate notifies applicants for admission and employment, students and parents/guardians of students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the recipient, that it does not discriminate on the basis of sex or mental or physical disability in the educational program or activity which it operates, and that it is required by Title IX and Section 504 not to discriminate in such a manner.

All grievances shall be directed to the Head of School. If your grievance concerns the Head of School, the complaint will be reviewed by a panel of representatives chosen by the Board. Please submit a written complaint using the form provided. You will receive a written response to your grievance within 15 business days from receipt of your grievance

Some complaints fall under the scope of the Uniform Complaints Policy. Vox Collegiate will provide annual notice of its Uniform Complaint Policy and Procedures including the names of staff members at each site for which complaints can be filed. This notice is also posted on the school's website (see Exhibit A).

Homework

Homework is an essential part of Vox Collegiate's educational program. It is designed to reinforce skills taught in the classroom, to review and spiral skills and concepts already taught in class, and to promote good study habits. Homework is assigned EVERY night at Vox Collegiate for Math and English. Homework should generally take students approximately 60 minutes per night to complete. This does not include at least 20 minutes of required reading every night. Homework must be completed in full and in accordance with Vox Collegiate's high standards for hard work and professional presentation. All homework must be neat, clean, and thorough. Homework is checked daily.

If homework is late, missing, incomplete, or of poor quality, the student may face in-school consequences, such as losing professional points, having to complete the work during lunch, and/or having to complete it after school. Moreover, since bringing all necessary books and supplies is part of homework, students also lose professional points if they do not bring all necessary books and supplies. Parents/guardians will receive a phone call or note from the teacher if their child has missed several assignments. We expect and need parent/guardian support to make sure all the homework gets done according to TOP QUALITY standards.

Independent Reading – Even if no other homework is assigned, students are required to complete 20 minutes of reading every night.

Research shows that the #1 way to improve a student's reading skills is to have them read. The students who read a lot of quality books outside of school are the students who become the best readers and are best able to express themselves and their ideas. Supporting your child's independent reading at home is the #1 way to help him or her improve the speed, accuracy, vocabulary, and comprehension of everything they read. Although Vox Collegiate students have high-quality reading time during school, they must read at home every night, weekends, and vacations.

Parents/guardians should supervise their child in reading at night. It would be especially helpful if you ask your child to read out loud and stop occasionally to have the child summarize what he or she has just read or answer simple comprehension questions. Please do not sign your child's agenda if you have not actually seen him or her read. Students may be tempted to cut corners; skipping this important reading requirement will only hurt your child in the long run.

Lost & Found

The school keeps a small lost and found box in the office at each campus. Parents/guardians may come in any day during office hours to search the lost and found or students may check the box during recess. At the end of each week, items left in the box will be donated to a local charity.

Make-up Work

After returning from an absence, students are expected to complete any missed assignments. A parent/guardian must help the student check on missed assignments, and any missed work must be completed. The time generally allowed to complete this work will be the number of days the student was absent, except in the case of an extended illness. For example, if a student was absent for one day, then he or she will have one day to make up any missed work. Make-up work can be picked up by an adult after dismissal and before 5pm.

In the event of a planned absence (one that you know about in advance), parents/guardians should notify teachers several days in advance so that they can prepare a packet of work for students to complete during the absence. Again, absences from school directly hurt a child's academic progress. A child should only be absent in the case of serious or contagious illness.

Medical and Immunization Records

All students enrolled at Vox Collegiate are required to provide records documenting immunizations as is required at public schools. Students' medical records are kept on file at the school and made available to school staff as necessary to protect student safety and confidentiality.

Medication

Students requiring prescription medications and other medicines during school hours will be accommodated. Parents/guardians must bring medication to the office in the original containers, with the name of the prescribing physician, the name of the student, and dispensing instructions. Parents/guardians are required to complete a form authorizing school staff to administer medication. Designated staff put medications in a locked cabinet or refrigerator as needed. Designated staff log times for administering medications for each student. It is the responsibility of the student to ensure that medications are dispensed at the appropriate times. In cases where medications are long-term prescriptions, designated staff will provide parents/guardians with one week's notice to alert them that additional medications are needed. No medications will be given to a child without proper written authorization including any over the counter medicine.

Messages

During the school day, students and teachers may not receive incoming phone calls or messages unless it is an emergency that requires immediate attention. Please ensure that all messages regarding how or when your child will be leaving school for the day are communicated prior to the school day. Sending messages through the office to teachers interrupts instructional time. If you need to pick-up your child at a different time other than regularly scheduled, please park, come into the office, and sign your child out.

If you need to get a message to your child's teacher, make sure to call both the main office line and to leave a message on your teacher's voicemail. Our teachers check their messages at least once a day after school.

Parent/Guardian Communication

We recognize that parents/guardians are a child's first and most influential teachers. Vox Collegiate seeks to work as a partner with families in order to maximize each student's academic and behavioral success. We recognize the profound influence of family on a child's progress and seek to empower parents and guardians to support their children academically and become active members of the school community.

Every week, your child will bring home a Bulldog Bulletin from the school with important school information, including schedule/calendar, events, announcements, field trips, and other important reminders. Every two weeks, your child will bring home a progress report that will contain important information your child's academic and GRAVITY value activity and may also include It is very important that you take the time to read these reports completely. Parents/guardians signature will be required to ensure they are receiving this very important information.

Vox Collegiate has a School Site Council (SSC) to offer parents/guardians the opportunity to take a more active role at the school. The SSC works with school administration and members of the Board of Directors to create a comprehensive written parent/guardian involvement policy.

Vox Collegiate keeps parents/guardians informed about their child's school performance and other relevant school news. Students will bring home a report at the end of each week, which includes information about the child's academic and behavioral success. Parents/guardians are expected to sign and return report with the student the first day of the following week.

Parents/guardians and students participate in student led conferences at least twice a year to discuss their children's academic and behavioral progress. Teachers also communicate with families on a regular basis, making phone calls or sending notes home to share concerns as well as celebrate student success. Parents/guardians have teachers' phone numbers and e-mail addresses, and are encouraged to contact teachers to discuss their children's progress at any time.

Parents/guardians also complete a family satisfaction survey at the end of each trimester.

If you have a concern about a school policy, academic grade, discipline decision, or anything else, we ask that you take some time to reflect on it and then follow the meeting procedures at the school. We welcome the conversation. We understand that, as parents/guardians, you have very strong feelings about issues concerning your children.

Family Events

Vox Collegiate hosts monthly family events, including student led conferences, workshops, and celebrations to provide parents/guardians with a better understanding of their children's education and also provide them hands-on practice of concrete strategies to support their children's success. Upcoming family events will be noted in the school's weekly GRAVITY Report.

Parents/guardians are expected to participate in all conferences. If you are requested to meet with school staff, meetings will take place within 5 business days.

Promotion to the Next Grade

Vox Collegiate will implement strict promotion criteria. It is not automatically assumed that students will pass from one grade to the next; each student must earn promotion by demonstrating mastery of the essential knowledge and skills.

Families of students whose grades indicate the danger of failing a course will be notified of the possibility of retention with each trimester's report card. A meeting with parents/guardians, students and teachers will be held to discuss next steps to hopefully get the student back on track.

Final promotion decisions will be made by the Head of School and Principal, with input from the teachers. Students with 15 or more absences will automatically be considered for retention. For students with IEPs, progress toward IEP goals will also be considered.

To participate in the eighth grade promotion ceremony, students must meet the following criteria:

- There are no F's on your report card.
- Positive standing behavior
- No suspensions
- At least 85% attendance

Schedule

The daily schedule of Vox Collegiate is constructed to maximize academic instruction. Students attend school from 9:00 a.m. to 4:00 p.m., Monday - Thursday. On Friday, students are dismissed at 2:30 p.m.

Town Hall meetings allow students to gather as full school team. These meetings build and reinforce our school culture as we celebrate successes, address issues, and build community through a variety of activities, such as awards ceremonies, student performances, inspirational speakers, and team-building games. While we would love to have families join us for this event, we reach capacity with the existing number of students and staff such that the Fire Department will not allow additional to attend.

School Breakfast and Lunch Program

Breakfast and lunch are available at Vox Collegiate. All students receive free breakfast and lunch. Breakfast is served from 8:30 – 8:55 a.m. Students arriving late will not participate in breakfast and will be sent to class upon their arrival.

Families may send lunch and/or snack to school; however, students will not have access to a refrigerator or microwave. If you are sending lunch or snack to school with your child, we ask that you send nutritious foods. Please do not let your child bring any drinks other than water or unhealthy snacks to school (e.g., hot chips, chocolate). Candy, gum, hot chips, and soda are not allowed to be eaten at school. If you choose to send lunch, the entire lunch must be in one bag or container that has the student's name on it. Water bottles must be the clear disposable bottles or clear (not colored or print) reusable bottles and should be clearly labeled with the child's name.

Student Belongings

Items that could potentially cause a distraction in class, such as toys (including fidget spinners), game cards, trading cards, music players, portable electronic games, and cell phones are not allowed in school. Students who violate this rule will have their item(s) confiscated until the item(s) is picked up by a parent/guardian and will be subject to consequences such as the loss of professional points. Vox Collegiate is not responsible for loss or damage of student belongings.

Student Records

The school office is in charge of student records. They will discuss, explain, and/or make available to the student or his/her parents/guardians any records on file. If a parent/guardian would like to examine a student's record, the parent/guardian should submit a request in writing to the main office. Within 10 days, the parent/guardian will be allowed to inspect the file and may request a copy of some or all of the information contained in the record. There are two different types of student records, which will be treated differently:

1. **Directory Information:** Directory information is basic information about students such as name, address, telephone number, date of birth, participation in activities, awards received, etc. This information may be made available to others for specific use without the consent of the

- parent/guardian. For example, teachers may distribute class lists to everyone in the class so that students may help each other with homework. If a parent/guardian would not like such information released, he or she should submit a request in writing to the Operations Manager.
2. **Confidential Records:** Confidential records include student grades, evaluations, disciplinary actions, and health records. Confidential records will not be made available to any non-school personnel without consent by the parent/guardian.

Student Success and Progress Team

A Student Success Team (“SST”) uses a systematic problem-solving approach to assist students who, despite a variety of supports, are failing to make adequate progress. The SST reviews the effectiveness of previous and current interventions, clarifies problems and concerns, develops strategies and organizes resources, provides a system for school accountability, and serves to assist and counsel the parents/guardians, teachers, and student.

Any student with an academic or behavioral concern can benefit from an SST, including but not limited to those students achieving below or above grade level, English Language Learners, students with suspected special educational needs, and students who have experienced emotional trauma or behavioral issues. Anyone who has on-going concerns about a student’s achievement may refer that student for SST consideration and anyone who is connected with that student may participate in the SST meeting. These people may include, but are not limited to, teachers, parents/guardians, counselors, doctors, administration, social workers, and law enforcement representatives. The meeting is designed to allow all parties involved to work together to create the best possible plan of action to support the child’s unique needs.

The plans created by the SST coordinator will include additional instructional supports, a timeline for implementation, goals for the student, and means for collected data and monitoring the effectiveness of the plan.

Suspension and Expulsion

Vox Collegiate’s pupil suspension and expulsion policy (“The Policy”) has been established in order to promote learning and protect the safety and wellbeing of all students at Vox Collegiate. In creating this policy, Vox Collegiate has reviewed Education Code Section 48900 et seq. which describes the non-charter schools’ list of offenses and procedures to establish its list of offenses and procedures for suspensions and expulsions. The language that follows closely mirrors the language of Education Code Section 48900 et seq. This shall serve as the entire policy for suspension and expulsion.

Vox Collegiate 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.

Behavior matters that are persistent and/or outside of the bounds of lunch detention will be handled by the Head of School or Principal.¹² If a student is persistently disruptive to the learning process of other students, the Head of School or Principal will intervene to conference with the disruptive student in order to calm the situation and return the student to class as soon as possible, as a productive and contributing community member. Any breaches of community that are so egregious that they might warrant suspension or expulsion will be handled by the Head of School unless otherwise delegated. No student will be suspended or expelled

¹ Persistent behavior matters include students who receive a fourth consequence in class period or receive lunch detention more than two days in a week.

² The Culture Coordinator will support the Head of School and Principal in handling student behavior, serving as a primary interventionist for major behavior infractions.

from school without the approval of the Head of School, which shall occur after conference with student and advisory teacher.

A suspension means that a student is not allowed to participate in their general education classroom (in-school suspension) or on school campus (out-of-school suspension) for a given number of days. The length of suspensions ranges from one to five days. A student who is suspended will be required to complete any assignments missed when out of school or class and provided with tutorial support upon return. Instructional materials will be provided for all suspended students by their regular classroom teachers. Students serving in-school suspension will be provided materials at the start of the school day and expected to complete all academic work in order to continue to access their education during the term of the in-school suspension.

To support student learning and maintain student's connection to the school community, every effort will be made to provide for in-school suspension rather than out-of-school suspension. In-school suspension may be served within a student's general classroom or, if the general classroom setting is not appropriate under the circumstances, in a separate space with constant supervision and support from a member of the instructional team. During in-school suspension, a student will lose all social privileges for the day. In-school suspension will allow students to receive access to the curriculum in the classroom environment while being separated from the school community. Clear norms will be set to protect the social-emotional well-being of students in in-school suspension and ensure they are treated with respect by their peers. If a student is a continual distraction to others or poses a risk to self or others, that student would likely not benefit from in-school suspension and may instead be assigned an out-of-school suspension. An out-of-school suspension is recognized as an absence from school.

An expulsion means that a student is no longer allowed to attend the school, pending reinstatement after rehabilitation. A student who is expelled has the right to due process. The Head of School or Principal will complete any necessary fact-finding and communicate with parents/guardians throughout the expulsion determination process.

Grounds for Suspension & Expulsion

The Vox Collegiate discipline policy, including provisions related to suspension and expulsion, may be applied to student actions that occur:

- on school grounds
- going to or coming from school
- during lunch or break periods (whether on or off school grounds)
- during, going to, or returning from school sponsored activities.

In accordance with CA Ed Code § 48900, a student may be recommended for suspension or expulsion if it is determined by the Head of School or the Head of School's designee that the student committed one or more of the acts listed below.^{3,4} In most instances, suspension may only be imposed for a first offense when other means of discipline fail to bring about proper conduct. However, in certain circumstances, specifically identified below, students may be suspended for a first offense. In such cases, expulsion shall be decided by the Board if it finds that either: (i) other means of correction are not feasible or have repeatedly failed to bring about proper conduct; or (ii) due to the nature of the act, the presence of the student causes continuing danger. (CA. Ed Code § 48900 (b))

³ Enumerated acts are copied from CA. Ed Code § 48900.

⁴ We recognize that the California legislature regularly updates and amends laws and regulations governing student suspension and expulsion. We will regularly update our suspension and expulsion policies to reflect legal and regulatory changes.

- Caused, attempted to cause, or threatened to cause physical injury to another person. (CA Ed Code § 48900 (a)(1)) (subject to first offense suspension)
- Willfully used force or violence upon the person of another, except in self-defense. (CA Ed Code § 48900 (a)(2)) (subject to first offense suspension)
- Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the Head of School or the designee of the Head of School. (CA Ed Code § 48900 (b)) (subject to first offense suspension)
- Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind. (CA Ed Code § 48900 (c)) (subject to first offense suspension) (subject to first offense suspension)
- Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant. (CA Ed Code § 48900 (d)) (subject to first offense suspension)
- Committed or attempted to commit robbery or extortion. (CA Ed Code § 48900 (e)) (subject to first offense suspension)
- Caused or attempted to cause damage to school property or private property. (CA Ed Code § 48900 (f))
- Stole or attempted to steal school property or private property. (CA Ed Code § 48900 (g))
- Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products. (CA Ed Code § 48900 (h))
- Committed an obscene act or engaged in habitual profanity or vulgarity. (CA. Ed Code § 48900 (i))
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code. (CA Ed Code § 48900 (j))
- Knowingly received stolen school property or private property. (CA Ed Code § 48900 (l))
- Possessed an imitation firearm. As used in this section, “imitation firearm” means 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. (CA Ed Code § 48900 (m))
- Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both. (CA Ed Code § 48900 (o))
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. (CA Ed Code § 48900 (p))
- Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that 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 subdivision, “hazing” does not include athletic events or school-sanctioned events. (CA Ed Code § 48900 (q))
- Engaged in an act of bullying, as defined by the CA Ed Code. (CA Ed Code § 48900 (r))
- Committed sexual harassment as defined in Section 212.5 (CA Ed Code § 48900.2)
- Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233 (CA Ed Code § 48900.3)

- Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment (CA Ed Code § 48900.4)
- Made terroristic threats against school officials or school property, or both (CA Ed Code § 48900.7 (a))

In accordance with CA Ed Code § 48915, unless the Head of School or the Head of School’s designee determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, a student will be recommended for expulsion if it is determined by the Head of School or the Head of School’s designee that the student committed one or more of the following acts at school or at a school activity on or off school grounds:⁵ In such cases, expulsion shall be decided by the Board if it finds that either (i) other means of correction are not feasible or have repeatedly failed to bring about proper conduct; or (ii) due to the nature of the act, the presence of the student causes continuing danger. (CA Ed Code § 48915 (b))

- Causing serious physical injury to another person, except in self-defense (CA Ed Code § 48915 (a)(1)(A))
- Possession of any knife or other dangerous object of no reasonable use to the pupil (CA Ed Code § 48915 (a)(1)(B))
- Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following:
 - (i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis
 - (ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician (CA Ed Code § 48915 (a)(1)(C))
- Robbery or extortion (CA Ed Code § 48915 (a)(1)(D))
- Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee (CA Ed Code § 48915 (a)(1)(E))

A student shall be immediately suspended and thereafter recommended for expulsion, upon a finding by the Head of School or the Head of School’s designee that such student has committed any of the following acts at school or at a school activity off school grounds:⁶

- Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the head of school or the designee of the Head of School’s designee. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. The act of possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed. (CA Ed Code § 48915 (c)(1))
- Brandishing a knife at another person. (CA Ed Code § 48915 (c)(2))
- Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code (CA Ed Code § 48915 (c)(3))

⁵ Enumerated acts are copied from CA. Ed Code § 48915(a).

⁶ Enumerated acts are copied from CA. Ed Code § 48915(c).

- Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900 (CA Ed Code § 48915 (c)(4))
- Possession of an explosive (CA Ed Code § 48915 (c)(5))

Students committing an act listed immediately above, requiring mandatory expulsion recommendation by law, shall be referred to a program of study that meets all of the following conditions:

- Is appropriately prepared to accommodate pupils who exhibit discipline problems
- Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school

Is not housed at the school site attended by the pupil at the time of suspension (CA Ed Code § 48915 (d))

Suspension Procedures

Unless otherwise specified by law, the Head of School or the Head of School's designee shall have the discretion to suspend students in violation of the enumerated acts listed above. Prior to the effectiveness of an expulsion or suspension, a student's parents/guardians will be notified. Parents/guardians shall have the opportunity to appeal suspensions and expulsions. Suspended students, whether in-school or out of school, will be provided with instructional materials missed while serving a suspension. In order to provide adequate notice and consultation with parents/guardians, suspension determinations will proceed under the following three step protocol.

1. Parent/Guardian Conference – Prior to a student's suspension, the Head of School shall confer with the student's parents/guardians to discuss the student behavior leading to suspension. The Head of School may suspend students prior to a parent/guardian conference if such student poses and clear and present danger to the lives, safety or health of the student, other students, or school personnel. In such case, parents/guardians shall be notified as soon and a conference will be held as soon as practicable.
2. Determination of Suspension Length and Placement – The Head of School or the Head of School's designee shall have the discretion to determine the length and placement of suspensions based on the circumstances surrounded the student act triggering suspension consideration. Severity of the offense, impact on school community, and student behavioral history will be considered when determining the length and location of suspension.
3. Notice of Suspension - Upon a determination of suspension by the Head of School or the Head of School's designee, a student's parents/guardians shall be notified of the suspension decision and its terms either in-person or via telephone, with translation to home language if needed. Formal written notice of the suspension will follow initial in-person or telephone notice. Formal notice will include the reason for suspension, length of suspension, and the date and time at which student may return to school.

The number of days a student must serve in-school suspension will be aligned with the severity of the behavior but will not exceed two days per incident and ten days per year. The length of out-of-school suspension for students may not exceed a period of five consecutive days unless a recommendation has been made by the Head of School and agreed to by the student's parent/guardian. If a student is recommended for a period of out-of-school suspension exceeding five consecutive days, a second conference will be scheduled between the parent/guardian and the Head of School or the Head of School's designee (Principal or Dean of Students) to discuss the progress of the suspension upon the completion of the tenth day of out-of-school suspension.

Except in the case of an out-of-school suspension that is extended pending an expulsion, a student shall not be suspended for more twenty days in a school year. In the case of an extended out-of-school suspension due to

expulsion recommendation, Vox Collegiate will be responsible for student's interim school placement pending the completion of expulsion proceedings in accordance with the Alternative Educational Placement Memorandum of Understanding with the District. In the event of an interim placement, an expulsion hearing must be held no later than thirty days after the expulsion recommendation.

A student who is suspended from Vox Collegiate pending expulsion will be referred to the District's Student Discipline and Expulsion Support Unit ("SDES") for interim placement at a Community Day School or other alternative program. Additionally, Vox Collegiate will contact other charter schools within the District to determine if another charter school would be an appropriate interim placement. Students facing expulsion for the offenses listed below will be immediately referred to Los Angeles County Office of Education ("LACOE") for interim placement:

- Unlawful gun possession.
- For students 16 and older, assault of another person with a weapon in a manner likely to cause serious bodily injury.
- For students 16 and older, battery of another person causing serious bodily injury.

Upon a determination of expulsion, Vox Collegiate will notify SDES of the terms of expulsion. If the District's Board of Education permits conditional enrollment of a Vox Collegiate expelled student, the District will provide educational placement during the term of the student's expulsion. If the District's Board of Education denies enrollment of a Vox Collegiate expelled student, the District will initiate a referral of school placement to LACOE. Upon the completion of a term of expulsion and a student's satisfaction of terms and conditions of their rehabilitation plan, Vox Collegiate shall clear the student's expulsion order and readmit and reinstate the student in accordance with the rules and procedures adopted by the Board.⁷ If a student is not expelled, whether after an expulsion hearing or appeal, Vox Collegiate will coordinate with the District's Student Discipline Office to facilitate the students placement back in Vox Collegiate.

For students with disabilities, Vox Collegiate shall not proceed with expulsion and interim placement procedures until a manifestation determination IEP meeting has been held and the IEP team determines and documents a need for an interim placement.

In the case of out-of-school suspension, arrangements shall be made to provide the student with classroom material and current assignments to be completed at home during the length of the suspension. Classroom teachers will provide instructional materials to the Dean of Students, who will make them available to the student and/or his/her family. In extreme cases of a long-term suspension exceeding five consecutive days of out-of-school suspension, the school may provide a tutor or other aide to support the student's continued education during their required absence from school.

Expulsion Procedures

A student whose actions are subject to suspension will be recommended for extension to expulsion if the Head of School determines that:

- Other means of correction are not feasible, or have repeatedly failed to bring about proper student conduct; and/or
- Due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others.

A recommendation to expel from the Head of School must be supported by substantial evidence. Hearsay evidence is admissible. However, no decision to expel shall be based solely on hearsay. Sworn declarations may

⁷ See p. 209, Element 10, for a description of Vox Collegiate's readmission and reinstatement rules and procedures.

be admitted as testimony from a protected witness. Recommendations to expel shall be in the form of written findings of fact from the Head of School and will be submitted to the Board who will make a final determination regarding the expulsion.

Students recommend for expulsion are entitled to a hearing within thirty days of an expulsion recommendation. Students and their families have a right to reasonable accommodations and language support during expulsion hearings. The Board ultimately determines whether expulsion is appropriate in light of a student's action and written recommendation from the Head of School that is provided to the Board prior to an expulsion hearing. The Board will preside over expulsion hearings. Unless a public hearing is requested by the student or the student's parent or guardian in writing, at least five days prior to the date of the hearing, expulsion hearings shall be conducted in closed session meetings of the Board. Regardless of whether the hearing is conducted in open or closed session, the Board can only take final action to expel a student in a public session. Students and their parents/guardians will be provided written notice at least ten calendar days prior to any expulsion hearing. Such notice of expulsion hearing shall be delivered by certified mail and include the following:

- Date, time and location of hearing
- Statement of specific facts, charges and offense upon which the proposed expulsion is based
- Copy of disciplinary rules that relate to the alleged violation;
- Opportunity for the student and student's parents/guardians to appear in person at the hearing
- Opportunity for the student to be represented by legal counsel or non-attorney advocate
- Right of the student to examine and acquire documents to be used by the Board at the hearing
- Opportunity to cross-examine all witnesses that testify at the hearing
- Opportunity to present evidence and witnesses on student's behalf.
- Right to reasonable accommodations and language support

In a hearing in which a student is alleged to have committed or attempted to commit a sexual assault as specified in subdivision (n) of Section 48900 or to have committed a sexual battery as defined in subdivision (n) of Section 48900, a complaining witness shall be given five days' notice before being called to testify, and shall be entitled to have up to two adult support persons, including, but not limited to, a parent, guardian, or legal counsel, present during his or her testimony.

If the hearing is to be conducted at a public meeting, and there is a charge of committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or to commit a sexual battery as defined in subdivision (n) of Section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm, including, but not limited to, videotaped deposition or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television.

In hearings that include an allegation of committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or to commit a sexual battery as defined in subdivision (n) of Section 48900, evidence of specific instances, of a complaining witness' prior sexual conduct is to be presumed inadmissible and shall not be heard absent a determination by the Board that extraordinary circumstances exist requiring the evidence be heard. Before the Board makes the determination on whether extraordinary circumstances exist requiring that specific instances of a complaining witness' prior sexual conduct be heard, the complaining witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

The Board shall make a record of the hearing. Such record may be maintained by any means, including electronic recording, provided that a reasonably accurate and complete written transcription of the proceedings can be made. A copy of the record shall be available to the subject student, parent, or guardian upon five business days of a written request.

The Board shall make a determination of whether to expel a student within ten days of an expulsion hearing. Upon determination of expulsion by the Board, within 24 hours, written notice will be provided to the parents/guardians of an expelled student. Such notice will include:

- Statement of specific offense committed by the student for any acts listed in “Reasons for Suspension and/or Expulsion”
- Reinstatement eligibility review date
- Type of educational placement during period of expulsion
- Notice of appeal rights and procedures

The Head of School or their designee shall send a copy of the written notice of the decision to expel to the authorizer. This notice shall include the student’s name and the specific expellable offense committed by the student.

The school will coordinate with an expelled student’s district of residence, county and/or private schools to assist with appropriate educational placement. Incidences of violent and/or serious student behavior will be communicated to the district/school to which the student matriculates post-expulsion.

In the event that the Board rejects the recommendation of expulsion, expulsion proceedings will be terminated immediately and the student will remain enrolled in and return to regular classes at Vox Collegiate, unless the parent, guardian, or responsible adult of the student requests another school placement in writing. Before the placement decision is made by the parent, guardian, or responsible adult, the Head of School shall consult with the student's teachers, and the parent, guardian, or responsible adult regarding any other school placement options for the student in addition to the option to return to his or her classroom instructional program from which the expulsion referral was made.

Vox Collegiate will implement safeguards to ensure that students eligible for special education are protected under our discipline policies and procedures. Disciplinary actions will be in compliance with the law and individual students’ IEPs and 504 Plans, when applicable. Prior to recommending discipline, including expulsion, the Head of School, in collaboration with special education teachers, other classroom teachers, student’s parents/guardians will determine whether student misconduct was: (i) caused by, or directly and substantially related to the student’s disability; and/or (ii) a direct result of our failure to implement a 504 Plan. If recommended for expulsion, students who receive special education services or are eligible for them will continue to receive such services at an appropriate interim school placement identified by Vox Collegiate.

Appeal of Suspension or Expulsion

Students have the right to appeal suspension and expulsion decisions made by the school. Reasonable accommodations will be made, and language support offered, for students and parents/guardians who wish to appeal.

Parents/guardians will be notified prior to the enactment of a suspension. Thereafter, within the term of suspension, parents/guardians may request an appeal to the Head of School, which such appeal shall be heard within five days of notification of suspension. If the initial suspension decision was made by the Head of School, the appeal shall be heard by the Principal. If the initial suspension decision was made by a designee of the Head of School, the appeal shall be heard by the Head of School. Following due consideration, the decision

of the Head of School or Principal will be considered final. Appealing parents/guardians will be notified of final decisions.

Expulsion appeals must be made within fifteen business days of the Board's written decision to expel. Appeals must be submitted in writing to the Head of School and send via U.S. Postal Service or delivered by hand to the school. Appeal hearings will be convened within twenty business days of the school's receipt of an appeal request, until which time students shall be considered suspended. Parents/guardians must be present at appeal hearings to present the student's appeal. The student may be represented by legal counsel or a non-attorney advisor.

Expulsion appeals will be heard by an expulsion appeal panel, consisting of three certificated members who will not be employees of Vox Collegiate or members of the Board. Panel members shall be impartial and not have participated in the original expulsion decision. The panel will be chosen by the Chair of the Board.

The appeal panel's review of expulsion decisions is not a substantive review of the facts and arguments presented to the Board at an expulsion hearing. The authority to make a determination of expulsion based on the evidence and arguments presented at an expulsion hearing remains that of the Board. The scope of review during appeal hearings shall be limited to a determination of whether the student was provided due process throughout the expulsion process, including whether there is relevant and material exculpatory evidence which, in the exercise of reasonable diligence, could not have been produced or which was improperly excluded at the expulsion hearing. A student who successfully appeals an expulsion decision will be immediately reinstated as student at Vox Collegiate. Within three days of an appeal decision, written notice will be sent to the parents/guardians of a student who is unsuccessful in appealing an expulsion decision, including reasons for denial.

Decisions made by the appeal panel are final.

Rehabilitation, Readmission, and Reinstatement

Rehabilitation - Students who are expelled from Vox Collegiate shall be given a rehabilitation plan upon expulsion as developed by the Board at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. Terms of expulsion should be reasonable and fair with the weight of the expelling offense taken into consideration when determining the length of expulsion. Therefore, the rehabilitation plan should include a date not later than one year from the date of expulsion when the student may reapply to Vox Collegiate for readmission.

Readmission and Reinstatement – The Board shall adopt rules establishing a procedure for the filing and processing of requests for readmission and the process for the required review of all expelled students for readmission and the processing of reinstatements. Students who are expelled from Vox Collegiate shall be given a rehabilitation plan upon expulsion as developed by the Board in consultation with the Head of School at the time of the expulsion order. The rehabilitation plan will include improved behavior, attendance and academic performance and a date not later than one year from the date of expulsion when the pupil may petition Vox Collegiate for readmission.

A student or parent/guardian may petition for readmission to Vox Collegiate at the end of expulsion period, which shall be no later than one year from the date of expulsion. Petitions to readmit an expelled student shall include evidence that student has completed requirements of their rehabilitation plan. The readmission process will include a meeting with the Head of School to determine whether the student has met the conditions of the rehabilitation plan and/or whether the student continues to pose a danger to campus safety. At this meeting, Vox Collegiate will provide students and their parents/guardians reasonable accommodations and language support. The Head of School shall make a written recommendation to the Board for readmission unless there is a finding that the student has not met the conditions of the rehabilitation plan and/or continues to pose a danger to campus safety. The Board will make the final determination. Students and their parent/guardian

will be notified of the Board’s decision, including the reason for the Board’s decision. These procedures shall be made available to the students and the student’s parent or guardian at the time the expulsion order is issued. Vox Collegiate will be responsible for reinstating the student upon the conclusion of the expulsion period in a timely manner. Reinstatement is also contingent upon Vox Collegiate’s capacity at the time that the student seeks readmission.

State Testing

California Assessment of Student Performance and Progress (CAASPP)— Annually, students in every California public school participate in the state’s academic testing. CAASPP is a system intended to monitor student progress and ensure that all students leave high school ready for college and career. Students in grades 6-8 and 11 will take the CAASPP test in the spring. For more information regarding testing and your rights as a parent/guardian please see Addendum B.

Uniforms

All students must come to school in the Vox Collegiate uniform every day. If a student arrives to school out of uniform, parents/guardians will be called and asked to bring in a uniform. If a parent/guardian cannot bring a uniform, students will be required to use a loaner from the school office. . We require school uniform for several very important reasons:

1. Uniforms unite us as a community. When you look at the Vox Collegiate shirt, it is a powerful visual statement of our community. Students make a commitment that when they put on the Vox Collegiate uniform, they are agreeing to live up to our GRAVITY values.
2. Uniforms reduce distractions and clothing competition. Often students spend more time discussing and evaluating what others are wearing or not wearing than they spend focusing on learning. Wearing uniforms eliminates this distraction.
3. Uniforms make us all equal. Whether families have high incomes or low incomes, the students come to school looking the same way. No one is made to feel bad about the clothes they have or don’t have.
4. Uniforms look professional. Students look ready to work, and work hard, when they arrive to school. The students come mentally prepared for school.

Students may not change out of the Vox Collegiate uniform at any point during the school day unless they have been given permission for a specific activity such as participation in a sports team. Students must wear their uniform on all school field trips, unless they receive prior notice from the school.

The components of the Vox Collegiate school uniform are as follows:

- Tops: Vox Collegiate will provide the first uniform shirt for free. The uniform shirt is a gray polo (6th and 7th grade) or black polo (8th grade) with the Vox Collegiate logo. Additional polo shirts may be ordered from the school’s uniform vendor. Students may also wear a plain gray polo (6th and 7th grade) or black polo (8th grade). Students will also receive a Vox Collegiate sweatshirt and T-shirt, which may be worn as school uniform. Special Vox Collegiate T-shirts and college T-shirts may be worn on Fridays.
- Bottoms: Students must wear khaki, black, or navy blue uniform pants or knee-length uniform skirts or skorts. Uniform bottoms must fit appropriately—not too snug nor too baggy—and must be dress pants-style (not cargo, “skinny” style, or cut like jeans). Corduroy pants are acceptable. Uniform shorts should only be worn in appropriate weather. Students wearing skirts/skorts may also wear tights (black only) that cover the entire leg and foot. Please note, tights are only acceptable when worn under skirts/skorts.

- Belts: Belts should always be worn with uniform pants. If a student is wearing a skirt/skort with belt loops, the student should wear a belt. However, parents/guardians will only be called for uniform violations if clothing is sagging due the lack of belt.
- Shoes and socks: Students must wear closed-toe to school on a daily basis, preferably sneakers. Open-toe shoes, sandals, flip-flops, Crocs, and heels are not acceptable. We ask that students wear socks and sneakers with laces that support their feet well because students walk a lot during each day and have P.E.
- Jackets & Sweaters: In cold weather, students wear jackets/coats to school. However, jackets/coats may not be worn inside the school building. If a student is worried about being cold inside the building, he or she may wear a uniform sweater or a long-sleeve, white or black shirt under his/her uniform shirt.
- Hoods: Hoods may not be worn in the school building.
- Jewelry: Students may wear a watch, a single necklace and/or bracelet, and stud earrings. Hoop earrings or dangling earrings are not allowed. Additional jewelry is not allowed, as it may be disruptive to the learning environment. Parents will be called for students who refuse to remove prohibited jewelry.
- Make-up/Hair: Make-up should not be worn to school (blush, lipstick, etc.). Hair should be not be worn in any color or designs that may distract from the learning environment.
- Hats: Students are not allowed to wear hats, scarves, or bandanas in the building. They must be removed before entering the school building. Small clips or bands for the hair are permitted. Exceptions for religious headwear will be cleared by the Head of School. Hats may be worn outside for protection from the sun.
- Backpacks: In order to adequately accommodate bringing school books and supplies to and from school, each student should have a backpack. To more evenly distribute the weight of student materials, we encourage backpacks instead of messenger-style bags, duffle bags, or purses.

Use of Technology

Throughout the school year, students will have access to laptops, tablets, and our wireless network within the confines of classrooms and while on school grounds. Our wireless network is secured with a firewall and added protections to ensure web browsing remains safe and appropriate for all of our students. The use of laptops and tablets, as well as access to the internet, is seen as an instructional resource for our students. They can expect to use these tools to work on class projects, research, benchmark and state testing, as well as to enhance their computer knowledge through the usage of various apps and programs that aim to enhance skills such as typing and coding. Use of this equipment for any purpose other than educational use may result in loss of privileges.

Furthermore, parents/guardians are financially responsible for costs related to damage due to purposeful action or gross negligence, including but not limited to missing or broken keyboard keys, cracked screens, etc. on behalf of the student. Parents/guardians will be financially responsible for the replacement or repair cost of the laptop, whichever is deemed necessary by our Operations Manager and will be billed accordingly. Please see Exhibit B Vox Collegiate's full Technology Acceptable Use & Internet Safety Policy.

Student Email

Some of our students are given a Vox Collegiate email address for use with certain school projects. These emails are monitored by our school and there should not be an expectation of privacy.

Visitors

Visitors, especially parents/guardians, are a vital part of the Vox Collegiate community. We welcome them as volunteers, observers, and partners in the education of our students. Upon arriving, all visitors must sign in within the Vox Collegiate office. They should enter classes with a staff escort, although they may leave at any

time. Visitors should not talk to students or teachers during class, although they are encouraged to contact the Head of School or Principal after school to discuss what they observed.

While Vox Collegiate typically encourages parents to visit school buildings, during the time of government restrictions due to the COVID-19 pandemic, parents and guardians are encouraged to use electronic media, i.e., phone, e-mail, text, video conference, etc... to conduct business that otherwise might be done in the school building. In an effort to limit potential exposure for students, staff and visitors, visitors to the school will be restricted to the school office or other designated spaces and subject to a COVID-19 screening. In addition, all potential visitors will be asked to register with the main office prior to visiting the school.

Volunteer Opportunities

We seek to provide parents/guardians and community members with meaningful ways to be involved at the school. While no parent/guardian will be required to complete hours of service, we welcome participation from students' families. Volunteer opportunities include, but are not limited to:

- Serving as "Room Parent" for an advisory (assisting the advisory teachers with family communications, special events, etc.)
- Chaperoning field trips (upon invitation only)
- Supervising lunch (working with school staff)
- Leading clubs (working with school staff)
- Assisting in the office
- Assisting in classrooms
- Set-up, supervision, and clean-up for special events (Vox Day, Book Fair, Field Day, Science Fair, etc.)
- Helping with traffic flow and/or valet (before and/or after school)
- Working on campus beautification projects (painting, gardening, etc.)

For the safety of our students, all volunteers who work with children on a regular basis at Vox Collegiate must be under staff supervision and undergo a background check with fingerprinting and must obtain TB clearance. All volunteers must also participate, and complete, an onboarding training before they begin their volunteer work at the school.

Notifications

Nondiscrimination Policy

Vox Collegiate is committed to providing a working and learning environment that is free from discrimination, harassment, intimidation and bullying. No person shall be subjected to discrimination on the basis of, harassment, intimidation and bullying based on the actual or perceived characteristics set forth in Penal Code 422.5 and actual or perceived sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, ethnic group identification, ancestry, nationality, nation origin, religion, color, mental or physical disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity it conducts or to which it provides significant assistance.

Discrimination is different treatment on the basis of a protected category in the context of an educational program or activity without a legitimate nondiscriminatory reason and interferes with or limits the individual's ability to participate in or benefit from the services, activities, or privileges provided by Vox Collegiate.

Harassment occurs when:

- 1) the target is subjected to unwelcome conduct related to a protected category;
- 2) the harassment is both subjectively offensive to the target and would be offensive to a reasonable person of the same age and characteristics under the same circumstances; and
- 3) the harassment is sufficiently severe, pervasive, or persistent so as to interfere with or limit an individual's ability to participate in or benefit from the services, activities, or opportunities offered by Vox Collegiate.

Upon witnessing and act of discrimination, harassment, intimidation and/or bullying based on actual or perceived characteristics of a protected category (as enumerated above), school personnel are required to take immediate steps to intervene when it is safe to do so. Once a school or office has notice of discriminatory, harassing, intimidating or bullying conduct, whether carried out by employees, students, or third parties, it should take prompt and effective steps reasonably calculated to end the conduct, eliminate a hostile environment, if one has been created and prevent the conduct from occurring again. These steps should be taken whether or not an individual makes a complaint or asks the school or office to take action.

This nondiscrimination policy applies to all acts related to school activity within Vox Collegiate.

For inquiries or complaints related to discrimination, harassment, intimidation and bullying of students based on the actual or perceived characteristics listed above, contact the Head of School through email at tdavis@voxcollegiate.org.

If complaints are regarding the Head of School, please contact the Board of Directors at [**dgomezgayne@voxcollegiate.org**](mailto:dgomezgayne@voxcollegiate.org).

Sexual Harassment Policy

Vox Collegiate is committed to providing a working and learning environment free from unlawful sexual harassment. We prohibit sexual harassment of or by employees, students, or persons doing business with or for Vox Collegiate on the basis of actual or perceived sex, sexual orientation, gender, gender identity or gender expression. Failure to follow this policy is a violation of state and federal law.

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

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

Reporting Procedures

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Consequently, should any individual, in particular those with supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct. Any student or employee of Vox Collegiate who believes that she or he has been a victim of sexual harassment should bring the problem to the attention of Head of School so that the appropriate action may be taken to resolve the problem. Once a school or office has notice of discriminatory, harassing, intimidating or bullying conduct, whether carried out by employees, students, or third parties, it should take prompt and effective steps reasonably calculated to end the conduct, eliminate a hostile environment, if one has been created and prevent the conduct from occurring again. These steps should be taken whether or not an individual makes a complaint or asks the school or office to take action. This policy applies to all acts related to school activity within Vox College.

Vox Collegiate prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Complaints must be promptly investigated in a way that respects the privacy of the parties concerned.

For inquiries or complaints related to sexual harassment, contact the Head of School through email at tdavis@voxcollegiate.org.

If complaints are regarding the Head of School, please contact the Board of Directors at dgomezgayne@voxcollegiate.org.

No Child Left Behind Parent's Right to Know Teacher Qualifications

The Federal No Child Left Behind Act of 2001 requires school districts that receive federal Title I funding to notify parents/guardians of their right to know the professional qualifications of the classroom teachers who instruct their child.

As a recipient of these funds, Vox Collegiate will provide you with this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification ^[1] or degree.

- Whether paraprofessionals provide services to your child and, if so, their qualifications. Vox Collegiate is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom. If you would like to receive any of the information listed above for your child's teacher, please contact your school's Compliance Officer, the Head of School, TyAnthony Davis.

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents/guardians or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate. Parents/guardians or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent/guardian or eligible student, the School will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.^[1] One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
4. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW
Washington, DC 20202-5901

Exhibit A

Uniform Complaint Procedure

The Governing Board (“Board”) of Vox Collegiate of Los Angeles (“Vox Collegiate”) is committed to compliance with applicable state and federal laws and regulations governing educational programs. Most issues are best handled informally, and the Board encourages the early resolution of complaints at the school site level whenever possible. If you have a concern, you can always come and talk to one of us. If you find that for some reason this informal resolution is not adequate, you can follow our formal complaint policy and procedure set out herein.

Vox Collegiate will investigate any complaints alleging failure to comply with applicable laws and will seek to resolve those complaints in accordance with the Vox Collegiate’s uniform complaint procedures set out herein. Vox Collegiate will use the formal complaint procedure to provide a uniform system of complaint processing for the following types of complaints:

1. Any complaints alleging unlawful discrimination, harassment, intimidation or bullying in Vox Collegiate’s programs and activities based on actual or perceived race or ethnicity, color, ancestry, national origin, nationality, ethnic group identification, age, religion, marital or parental status, mental or physical disability, sex or sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.
2. Any complaints regarding Vox Collegiate’s failure to comply with the prohibition against requiring students to pay fees, deposits or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state or federal laws in adult educational programs, consolidated categorical aid programs, migrant education, career technical and technical education training programs, child and development programs, child nutrition programs and special education programs.

The Board prohibits any form of retaliation against any complainant in the complaint process. Participation in the complaint process shall not in any way affect the status, grades or work assignments of any student.

In investigating complaints, the confidentiality of the parties involved and the integrity of the process shall be protected. As appropriate, the Head of School or designee may keep the identity of a complainant confidential to the extent that the investigation of the complaint is not obstructed, or as otherwise permitted by law.

Procedural Requirements

Compliance Officer(s)

The following compliance officer(s) shall receive and investigate complaints and shall ensure Vox Collegiate’s compliance with law:

TyAnthony Davis, tdavis@voxcollegiate.org

1100 W. Manchester Ave, Los Angeles, CA 90044

(323) 902-7133

The Compliance Officer or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Compliance Officer or designee.

Notifications

The Compliance Officer or designee shall annually provide written notification of Vox Collegiate's uniform complaint procedures to students, employees, parents/guardians, any applicable advisory committees, and other interested parties. If 15 percent or more of the students enrolled at Vox Collegiate speak a single primary language other than English, this policy and the notice shall be translated into that language.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints;
2. Include information about complaints that may be related to pupil fees, pursuant to the requirements of Section 1, Article 5.5 of Title 2 of the Education Code;
3. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable;
4. Advise the complainant of the appeal process, including the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies; and
5. Include statements that:
 - a. Vox Collegiate is primarily responsible to ensure compliance with applicable state and federal laws and regulations governing education programs;
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline;
 - c. A complaint alleging unlawful discrimination, harassment, intimidation or bullying must be filed not later than six months from the date it occurred or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying;
 - d. The complainant has a right to appeal Vox Collegiate's decision to the CDE by filing a written appeal within 15 calendar days of receiving Vox Collegiate's decision;
 - e. The appeal to the CDE must include a copy of the complaint filed with Vox Collegiate and a copy of Vox Collegiate's decision; and
 - f. Copies of Vox Collegiate's uniform complaint procedures are available free of charge.

Procedures

All complaints shall be investigated and resolved within 60 calendar days of Vox Collegiate's receipt of the complaint.

The Compliance Officer or designee shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in the allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

1. Step 1: Filing of Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance by Vox Collegiate.

A complaint alleging unlawful discrimination, harassment, intimidation or bullying may be filed by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying. The complaint shall be initiated no later than six (6) months from the date when the alleged discrimination, harassment, intimidation or bullying occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying. Upon written request by the complainant, the Compliance Officer or designee may choose to extend the filing period for up to 90 calendar days.

The complaint shall be presented to the Compliance Officer who shall maintain a log of complaints received, providing each with a date stamp. Complaints related to pupil fees for participation in educational activities may also be presented to the school's Principal, if that person is not the Compliance Officer. Complaints related to pupil fees for participation in educational activities may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with the requirements of Education Code sections 49010 et seq. (Pupil Fees).

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, Vox Collegiate staff shall assist him/her to file the complaint.

2. Step 2: Mediation

Within 7 to 10 days of receiving the complaint, the Compliance Officer may informally discuss with all the parties the possibility of using mediation. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging discrimination, harassment, intimidation or bullying, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation does not extend Vox Collegiate's 60-day timeline for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

3. Step 3: Investigation of Complaint

Within 10 to 15 days of receiving the complaint, the Compliance Officer shall provide the complainant and/or his/her representative an opportunity to present the complaint and any evidence, or information leading to evidence, orally, to support the allegations in the complaint. The Compliance Officer also shall collect all documents and interview all witnesses with information pertinent to the complaint.

A complainant's refusal to provide Vox Collegiate's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation or engaging in any other obstruction of the investigation may result in the dismissal of the complaint because of lack of evidence to

support the allegation; provided, however, that complaints permissibly made anonymously shall be investigated by Vox Collegiate to the extent possible without participation by the complainant.

In accordance with law, Vox Collegiate shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal to cooperate in the investigation may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

4. Step 4: Response

Within 30 days of receiving the complaint, the Compliance Officer shall prepare and send to the complainant a written response of Vox Collegiate's investigation and decision, as described in Step #5 below. If the complainant is dissatisfied with the Compliance Officer's decision, he/she may, within five days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-calendar day total time limit within which the complaint must be answered. The Board may also decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60-calendar day of Vox Collegiate initially receiving the complaint or within the time period that has been specified in a written agreement with the complainant.

5. Step 5: Final Written Decision

Vox Collegiate's decision shall be in writing and sent to the complainant.

Vox Collegiate's decision shall be written in English and in the primary language of the complainant whenever required by law.

For all complaints, the decision shall include:

- a. The findings of fact based on the evidence gathered;
- b. The conclusion(s) of law;
- c. Disposition of the complaint;
- d. Rationale for such disposition;
- e. Corrective actions, if any are warranted; and
- f. Notice of the complainant's right to appeal Vox Collegiate's decision within 15 calendar days to the CDE, and procedures to be followed for initiating such an appeal.

In addition, any decision on a complaint of discrimination, harassment, intimidation or bullying based on state law shall include a notice that the complainant must wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies.

If the investigation of a complaint results in discipline to a student or an employee, the decision shall simply state that effective action was taken and that the student or employee was informed of appropriate expectations. The report shall not give any further information as to the nature of the disciplinary action.

If a complaint alleging noncompliance with the laws regarding student fees, deposits and other charges is found to have merit, Vox Collegiate shall provide a remedy to all affected students and parents/guardians, which, where applicable, shall include reasonable efforts to ensure full reimbursement to them.

6. Appeals to the California Department of Education

If dissatisfied with Vox Collegiate's decision, the complainant may appeal in writing to the CDE. The complainant shall file his/her appeal within 15 calendar days of receiving Vox Collegiate's decision and the appeal shall specify the basis for the appeal of Vox Collegiate's decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and Vox Collegiate's decision.

Upon notification by the CDE that the complainant has appealed Vox Collegiate's decision, the Compliance Officer or designee shall forward the following documents to the CDE:

- a. A copy of the original complaint;
- b. A copy of the decision;
- c. A summary of the nature and extent of the investigation conducted by Vox Collegiate, if not covered by the decision;
- d. A copy of the investigation file including, but not limited to, all notes, interviews and documents submitted by the parties and gathered by the investigator;
- e. A report of any action taken to resolve the complaint;
- f. A copy of Vox Collegiate's complaint procedures; and
- g. Other relevant information requested by CDE.

The CDE may directly intervene in the complaint without waiting for action by Vox Collegiate when one of the conditions listed in 5 CCR 4650 exists, including when Vox Collegiate has not taken action within 60 calendar days of the date the complaint was filed with Vox Collegiate. A direct complaint to the CDE must identify the basis for direct filing of the complaint, which must include clear and convincing evidence that supports such a basis.

7. Civil Law Remedies

A complainant may pursue available civil law remedies outside Vox Collegiate's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

For complaints alleging unlawful discrimination, harassment, intimidation or bullying based on state law, a complainant shall wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies, provided Vox Collegiate has appropriately and in a timely manner apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. The moratorium does not apply to injunctive relief and to discrimination based on federal law.

Exhibit B

Technology Acceptable Use & Internet Safety Policy

COMPUTER & INTERNET ACCEPTABLE USE AGREEMENT

Vox Collegiate adheres to the federal requirements and guidelines stipulated under TITLE XVII—CHILDREN'S INTERNET PROTECTION ACT (CIPA). Visit <http://www.ifea.net/cipa.html> to view this document in its entirety.

Internet Safety Policy

Vox Collegiate's policy of Internet safety is enforced and includes measures to block or filter Internet access for both minors and adults to certain visual depictions. These include visual depictions that are:

- obscene,
- child pornography, or, with respect to use of computers with Internet access by minors,
- harmful to minors.

An authorized person must be able to disable the blocking or filtering measure during any use by an adult to enable access for bona fide research or other lawful purpose.

Educational Purpose

Vox Collegiate's Internet system has a limited educational purpose. Activities that are acceptable include classroom activities, career development, and high-quality personal research. You may not use Vox Collegiate's network for entertainment purposes. Vox Collegiate has the right to place reasonable restrictions on the material you access or post through the system. You are expected to follow the rules set forth in Vox Collegiate's disciplinary code and the law in your use of the network.

Pursuant to Federal law, students shall receive education about the following:

- a. Maintaining safety and security while using the Internet;
- b. the dangers inherent with the online disclosure of personally identifiable information; and,
- c. the consequences of other unlawful or inappropriate activities by students online.

The Head of School or designee is responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. Vox Collegiate expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. All Internet users (and their parents/guardians if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Student Internet Access

The World Wide Web is a global database system providing access to information from around the world. Students may have access to Web information resources through their classroom, library, or school computer lab. E-mail is an electronic mail system, which allows students to communicate one to one with people throughout the world. Students may, under teacher supervision, establish web e-mail accounts through the Vox Collegiate network. Vox Collegiate students should not expect that these email accounts are private or unmonitored.

Unacceptable Use

The following uses of the Vox Collegiate Internet system are considered unacceptable:

Personal Safety and Personal Privacy

You will not post personal contact information about yourself. Personal contact information includes, but is not limited to, your address, telephone number, school address, and home address. This information may not be provided to an individual, organization, or company, including through e-mail or through websites that solicit personal information, social networking websites, or internet chat rooms. You will not agree to meet with someone you have met online. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable or unsafe, including any instances of cyberbullying.

Illegal Activities

You will not attempt to gain unauthorized access to the Vox Collegiate network or to any other computer system through the network or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. You will not use the network to engage in any other illegal act, including, but not limited to, arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of another person.

System Security

You are responsible for your individual account and must take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access. You will avoid the inadvertent spread of computer viruses by following the virus protection procedures. No software is to be downloaded on the computer systems at any time without the explicit consent of the system administrator.

Inappropriate Online Behavior

Restrictions against inappropriate online behavior apply to all public messages, private messages, and material posted through e-mail or on all websites, including, but not limited to, social networking websites and internet chat rooms. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language while online at any websites. You will not post information on any websites that could cause damage or a danger of disruption. You will not engage in personal attacks or cyberbullying, including prejudicial or discriminatory attacks. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending him or her messages, you must stop immediately. You will not knowingly or recklessly post false or defamatory information about a person or organization on any websites.

Respect for Privacy

You will not transmit via e-mail or re-post on any website a message that was sent to you privately without permission of the person who sent you the message. You will not transmit or post private information, including personal contact information, about another person through e-mail or on any websites.

Respecting Resource Limits

You will use the internet system only for educational and career development activities and limited, high-quality, self-discovery activities. You will not download large files to the computer desktop. You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number

of people. You will check your e-mail frequently, and delete unwanted messages promptly. You will subscribe only to high quality discussion group mailing lists that are relevant to your education or career development.

Plagiarism

You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

Copyright

You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. If you have questions, ask a teacher.

Inappropriate Access to Material

You will not access material that is designated for adults only or is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). If you mistakenly access inappropriate information, you should immediately tell your teacher. This will protect you against a claim that you have intentionally violated this Policy. Your parents or guardians should instruct you if there is additional material that they think it would be inappropriate for you to access. The school fully expects that you will follow your parent's or guardian's instructions in this matter.

Disciplinary Actions

The Vox Collegiate Internet system is a limited forum; therefore the school may restrict your speech for valid educational reasons. Vox Collegiate will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

You should expect only limited privacy in the contents of your personal files or record of Web research activities. Routine maintenance and monitoring of the network may lead to discovery that you have violated this Policy, the school disciplinary code, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the Vox Collegiate disciplinary code, or the law.

Your Head of School, designee, and the system administrator have the right to eliminate any expectation of privacy by providing notice to the students. Your parents/guardians have the right to request to see the contents of your e-mail files. Vox Collegiate will cooperate fully with local or federal officials in any investigation related to any illegal activities conducted through the school network.

In the event there is a claim that you have violated this Policy or the school disciplinary code in your use of the network, you will be provided with a written notice of the suspected violation and an opportunity to be heard in the manner set forth in the Vox Collegiate disciplinary code.

Limitations of Liability

Vox Collegiate makes no guarantee that the functions or the services provided by or through the Vox Collegiate Internet system will be error- free or without defect. Vox Collegiate will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. Vox Collegiate is not responsible for the accuracy or quality of the information obtained through or stored on the system.

Vox Collegiate will not be responsible for financial obligations arising through the unauthorized use of the system. Your parents/guardians can be held financially responsible for any harm to the system as a result of intentional misuse.

Exhibit C
School Calendar and Bell Schedule
Vox Collegiate 2021-2022 Academic Calendar

Vox Collegiate Bell Schedule 2022-223

Acknowledgment of Receipt

ACKNOWLEDGMENT OF RECEIPT OF VOX COLLEGIATE STUDENT AND FAMILY HANDBOOK AND AGREEMENT

I acknowledge I have received a copy, reviewed and understand the Vox Collegiate Student and Family Handbook. I understand the Handbook has provided me for information on policies, procedures and practices.

I acknowledge I will follow the polices, procedures and practices to the best of my abilities in order to be a partner in my child's education at Vox Collegiate.

Parent Signature

Date

Print or Type Name

Print or Type Student Name