



**VISTA SCHOOL**

**STUDENT/FAMILY**

**HANDBOOK**



# VISTA DEL MAR CHILD AND FAMILY SERVICES VISTA SCHOOL

3200 Motor Avenue  
Los Angeles, Ca. 90034

## INTRODUCTION

Welcome to Vista School, a non-public school, that's a division of Vista Del Mar Child and Family Services, Inc. It is the mission of Vista Del Mar Child and Family Services to *provide comprehensive family centered educational, behavioral and clinical services, which encourage children and their families to lead self-reliant, stable and productive lives.*

Vista School responds to the needs of our special education students by providing them with a rigorous, individualized academic curriculum to meet each of their individual needs. Significant focus is given to the social-emotional needs of students in an effort to maximize their emotional growth, communication skills, and life skills, which we believe will help them to become successful students and young adults.

Vista School has developed this Family Handbook in order to help emphasize the expectations and rules that are needed to provide each student with a safe, productive learning environment.

Please feel free to comment or ask any questions regarding this handbook at any time. We want every student and parent/guardian to have a clear understanding of what is expected from students at Vista School.

**Please Note: This Handbook is constantly evolving and is subject to change at any time. Please refer to the most recent version of the handbook for information on school rules and policies. All previous versions are null and void.**

## **Schoolwide Learner Outcomes (SLOs)**

Vista School Students Will Be Prepared to Be:

### **Focus on Learning**

- Students will develop a proficient use of mathematical concepts at their individual ability level.
- Students will become fluent readers with automaticity at their individual ability level, able to use learned skills to negotiate real world scenarios and learning opportunities.
- Students will actively communicate information in written form at their individual ability level.

### **Focus on Citizenship**

- Students will develop and demonstrate skills and a strong work ethic as students, employees, consumers and citizens in various settings.
- Students will demonstrate responsibility and respect for themselves, their communities and the environment.

### **Focus on Social-Emotional Wellness**

- Students will develop and utilize a variety of effective tools and skills to adapt and overcome personal difficulties.
- Students will develop the desire to lead healthy lifestyles and make positive choices.
- Students will actively identify and access resources in order to maintain emotional wellness.

### **SCHOOL HOURS:**

**School Office Hours:** 7:30 a.m.-4:00 p.m.  
**Regular Day School Hours:** 8:30 a.m. – 3:16 p.m.  
**Minimum Day School Hours:** 8:00 a.m.-1:00 p.m.

**Please note: If transporting your child(ren) to and from school the earliest your child can arrive is 8:00 a.m., and the latest time for pick up is 3:30 p.m.**

### **ATTENDANCE POLICY**

It is important for students to attend school on a regular basis. *Education Code, Section 4610 requires parents/guardians to send their child(ren) to school.* Students who are going to be absent from school for any reason must have their parent/guardian call the main office at (310) 836.1223 ext. 571 or 572 to report their absence. The phone lines are open 24 hours a day, 7 days a week.

**\*Please do not leave your message on any other Vista voicemail OR send email/text messages to your child(ren) classroom teacher.**

### **TARDIES/LATE ARRIVALS**

Arriving to school on time is very important. All students arriving after 8:30A.M. must sign in at the main office to obtain a late pass in order to go to class. Parents/Guardians transporting students arriving after the school day begins, must also check in at the main school office.

### **EARLY CHECKOUT:**

Parents /Guardians picking up their child(ren) before the end of the regular school day, must come to the school main office and check him/her out for the day. All students who have permission to leave campus before the end of the school day must come to the main school office, provide written documentation from the parent and sign themselves out.

If you plan to cancel P.M. transportation due to picking your child(ren) up, please call the main office (310-836-1223 ext. 571 or 572) no later than 2:00 p.m. so that information is relayed in a timely manner for your child.

### **Visitors:**

Any visits by parents/guardians must be prearranged and approved by the school administration in advance of the visit. Classroom visits are limited to 20 minutes so as to not disrupt the classroom schedule. Non enrolled students are not allowed to visit classes unless applying for admissions or under special circumstances through prior arrangement with administrative staff. Alumni and previous students will also need to receive administrative staff approval prior to visiting any class. All visitors to Vista School must sign in at the main school office. Outside therapists must check in at the main office and a copy of their company ID must be on file.

### **BREAKFAST & LUNCH:**

Vista School provides FREE breakfast and hot lunch for all students. If parents prefer, their child(ren) may also bring their own lunch. Vista School requires that the parent/ guardian complete a lunch application on an annual basis. Students will not be denied lunch based on their financial status.

### **GRADING SYSTEM:**

The following grading system is used on our report cards:

#### **Academic**

**A= Excellent Progress (90-100%)**

**B = Good Progress (80-89%)**

**C= Satisfactory Progress (70-79%)**

**D = Minimal Progress (60-69%) (Not passing for LAUSD Class of 2019 and beyond)**

**F = Not Passing (59%-50%)**

**I = Incomplete (Converts to an "F" if work is not completed within given timeframe)**

#### **WORK HABITS:**

**E = Excellent**

**S = Satisfactory**

**U= Unsatisfactory**

#### **HOMEWORK:**

Homework is given upon parent request only. If you would like your child to receive homework, please work with your child's homeroom teacher to ensure that your child receives it for assigned days.

#### **GRADUATION REQUIREMENTS:**

Although Vista School is accredited by the Western Association of Schools and Colleges (WASC), graduation requirements are confirmed by the student's school of residence. Students who are on the general education curriculum (as documented on the IEP) can earn a high school diploma. Students on the alternative curriculum (as documented on the IEP) will earn a certificate of completion upon completion of all requirements for the certificate.

Please note: Students must earn a grade of "D" or better in order to receive course credit. Students wanting to attend CSU or UC schools must earn a grade of "C" or better.

#### **Participation in Culmination/Commencement:**

Vista School conducts one graduation ceremony in June of each year. Participation in graduation is contingent on academic criterion: students who are eligible to receive a diploma or Certificate of Completion as verified by their school district and Vista School Administration. This includes students who are scheduled to complete graduation requirements in the summer session immediately following the graduation ceremony. Students who have completed graduation requirements will not be denied a diploma as a

disciplinary measure. However, a student may be denied participation in the graduation ceremony and related senior activities when personal conduct so warrants.

**SCHOOL SUPPLIES POLICY:**

Vista School provides all necessary supplies needed for daily participation in class activities and assignments. Students do not need to bring supplies.

**NON-DISCRIMINATION POLICY INCLUDING TITLE IX**

Vista School is committed to providing an environment free from discrimination, harassment, intimidation, and bullying on the basis of race, color, national origin, gender, (including sexual harassment), physical or mental disability, or age in accordance with federal civil right laws. Consistent with state laws, Vista School does not discriminate on the basis of religion, ancestry, marital status, sexual orientation, medical condition, political belief/affirmation. This nondiscrimination policy covers admission to and education at Vista School.

Discrimination is a different treatment based on a protected category as stated above which interferes with or limits the individual's ability to participate in or benefit from services, activities, or privileges provided by Vista School.

Harassment occurs when a) a person is subjected to unwelcome conduct related to a protected category as stated above; b) the harassment is offensive to the person and would be offensive to a reasonable person, and c) the harassment is severe, pervasive, or persistent and interferes with or limits the person's ability to participate or benefit from services, activities, or privileges provided by Vista School.

Statements of complaints regarding discrimination can be made to the Dean of Students and/or to the principal. School districts will be notified by Vista by documenting the complaint and contacting the appropriate program specialist.

**RELEASE OF STUDENT PERSONAL PROPERTY FINANCIAL LIABILITY**

In consideration of students receiving services of Vista School, the parent/guardian assumes all financial responsibility for the personal property of their child, and further releases Vista School from any and all liability resulting from loss, damage, or theft of said property. This release is applicable to all school-related activities, both on and off campus, and remains effective for as long as my child is enrolled. Signatures on this release can be found in the Student Intake Packet.

## CHANGE OF RESIDENCE POLICY - NOTICE TO PARENTS

The Local School District/County Office of Education/SELPA (Special Education Local Plan Area) has contracted for your son/daughter to be educated in our Non-public School, and this district is responsible for the education of your son/daughter. **THIS DOES NOT OBLIGATE ANY OTHER SCHOOL DISTRICT OR PUBLIC AGENCY TO CONTINUE TO PROVIDE THESE SERVICES.**

The parent/guardian is responsible for **immediately notifying Vista School** of a move to a new address. Failure to notify Vista School of change of address may result in the parent/guardian assuming responsibility for payment for the educational services provided by Vista School.

## SMOKE & DRUG FREE POLICY

Vista provides a smoke-free environment for its students. NO smoking is permitted at any time for any reason at Vista School. This includes any area of the yard, classroom, quad, restrooms, during transportation, sporting events and field trips. Possession of cigarettes or other substances, any kind of paraphernalia (ie: lighters, bong, cigarette papers of any kind) by any student is prohibited on campus. Drugs and alcohol are prohibited on school grounds [Please refer to Educational Code: 48900(d)].

## CANINE DETECTION

In an effort to maintain a campus free from drugs, Vista utilizes Canine Detection to protect and ensure the safety of all our students. On a random schedule, the canine detection vendor brings a specially trained dog onto campus to locate any illegal substances. Under the law, the school reserves the right to search any student's belongings in the event that either there is a suspicion of, or the canine alert indicates the presence of illegal substances.

## UNAUTHORIZED EXIT FROM SCHOOL GROUNDS DURING SCHOOL HOURS

Students are not permitted to leave campus during school hours unless released to a parent/guardian. Any student leaving without written authorization will be considered truant. If Vista School Staff are aware that a student intends to leave campus, in accordance with Vista School "no hands-on" policy, staff will not physically prevent a student from leaving campus, however all possible verbal efforts will be made to persuade the student not to leave. The parent/guardian will be notified if a student has left campus unauthorized.

**Note: If a student in the High School General Education Program (Age 18 or older) leaves grounds (elopes) during the school day, the student/family will be responsible for providing transportation home for the day.** If the student is under 18 years old normal transportation will be provided. Vista School reserves the right to search all students who elope off grounds and return to campus to ensure that illegal substances/items are not brought onto campus.

When a student leaves campus, the school cannot ensure that the student will not bring something back to campus and/or the school cannot be certain that the student did not



engage in illegal activity while off grounds. This is for the protection of all students who are being transported.

If a student does not have train/bus fare, the student will be provided with the funds to get home.

### **REPORTING OF MISSING CHILDREN POLICY**

Vista School staff members are knowledgeable with the requirements for reporting missing children as specified in California Education Code section 49370.

*49370. The legislature hereby declares its intent in enacting this article to require that specified persons, including schoolteachers, school administrators, school aides, school playground workers, and school bus drivers, report missing children to a law enforcement agency in a timely manner, in order to provide those children a necessary level of protection when they are at a serious risk.*

If a child is not present in class at the beginning of the school day, and does not board the van, the driver and/or teacher will notify the school office. The school office will contact the parents to determine why the child is absent. If a student receives transportation, arrives at school, and is determined to be missing (i.e. left school without permission), the teacher and/or teacher aide will contact the school office immediately. The school office will contact the parent/guardian.

The decision of the school to call law enforcement will be on a case-by-case basis taking into account the student's age as well as mental capacity (i.e. all students 12 years or younger are reported to law enforcement) and needs to of the student. The administrator will contact the police, the student's parents, and the investigation will be handed over to the appropriate law enforcement agency. An incident report will also be written and sent to the appropriate contracting school district within 24 hours.

### **CONFIDENTIAL COMMUNICATION POLICY**

As a nonpublic, nonsectarian school, Vista School shall ensure private and confidential communication between a Vista School student and members of that student's individualized education program team, at the student's discretion (If age appropriate to decide.)

## **CHILD ABUSE REPORTING POLICY**

California law requires that all professionals who work with, care for, or otherwise come in contact with children must report all known or suspected cases of child abuse and neglect. Child abuse is defined as any instance of physical abuse, physical neglect, sexual abuse, or emotional maltreatment.

If an employee of Vista School has reason to believe that any kind of child abuse has occurred, a report will be made to the appropriate authority, and the parent/legal guardian will be notified according to child abuse reporting laws.

## **MEDICATION AT SCHOOL POLICY**

In order for students to be administered prescribed medication(s) during the school day a completed "Request for Medication to Be Taken During School Hours Form" must be completed by parent/guardian AND physician.

The following conditions also apply:

- A new authorization for ongoing prescription medications must be submitted at the beginning of each school year that a student attends Vista School.
- A new authorization form is required for every new prescription medication that must be taken at school, or when there is a change in an existing prescription medication currently being taken.
- Contents of the medication container must match the label, and it must be in the original container.
- The student must have already taken the medication at least once without any adverse side effects.

The physician must specify the following for all prescriptions:

- Date of prescription and diagnosis
- Medication name, dosage, method of administration and time of administration
- Dose/Form (Tablet/Liquid) & color of medication(s)

Please note: All medication(s) taken at school will be tested by Vista's contracted pharmacy before it can be administered.

## **OVER THE COUNTER MEDICATION POLICY**

With written permission on the Authorization for Emergency Medical Treatment Form, a student can be administered ½ tablet of Tylenol for fever & headaches and/or Advil, 200 MG for muscle and toothaches only. No other over-the-counter medications will be given. If medication is administered to the student, the parent/guardian will be contacted.

## CERTIFICATE OF BIRTH/IMMUNIZATION RECORDS POLICY

Effective October 1998, Section 4401 of the Educational Code of the State of California states that it is mandatory that all schools, including Vista School have the following documents on file:

- Copy of Birth Certificate/Copy of an Alien Registration Card (if applicable)/passport or visa
- Immunization Records

It is also a school District requirement that each of the above listed items be submitted to complete each student's portfolio.

## STUDENT RIGHTS

Vista School students have the following basic rights:

1. To be treated with dignity and respect at all times by Vista staff and other students.
2. To receive special education services and reasonable accommodations in accordance with the Individualized Education Program (IEP).
3. To express concerns or complaints without fear of retaliation or loss of privilege.
4. To participate in extracurricular activities as long as they are in compliance with Vista School policies and procedures.

## PROPERTY DAMAGE POLICY

During a school year, it occasionally happens that a student may purposefully damage property that belongs to Vista School. *Section 48909 of the Educational Code of the State of California provides that the parents and guardians are responsible for loss and damage to school property and personal property of school staff.*

It is the policy of Vista School that all instances of problematic behavior are approached in a constructive and therapeutic manner, with the goal of helping the child to grow and learn. Should there be an occasion of property damage, our staff will work with the students involved to help them take responsibility for their actions and learn alternatives to their behavior. We will also inform parents or guardians of the student(s) and involve them directly in the responsibility for repairs or replacement of the damaged property.

Should such an occasion arise, school staff will inform parents/guardians immediately. A meeting will be set up with the parent/guardian, the student, and a program administrator to discuss the incident and its consequences, which may include reimbursement for damages.

## STUDENT ELECTRONIC POLICY

Students may be in possession of their electronic devices (ie: such as cellphones, iPod, and tablets) and use them only **during break, lunch, before and after school provided the devices do not disrupt the educational program or school activities** and are not used for illegal or unethical activities such as cheating on assignments or tests. Parents may request that items be collected in the morning and returned at the end of the day.

\*No student shall use an electronic device with a camera, speaker, video, or voice recording function in a way or under circumstances which infringe upon the privacy rights of other students or staff. **Please note: If any footage of Vista School is recorded and placed on social media without consent from the parties in the recording, the student who posted the recording on social media can be held legally liable.**

**Vista School is not responsible for lost, stolen, and/or damaged electronics.**

Per California Education Code Section 48901.5, "No pupil shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician and surgeon to be essential for the health of the pupil and use of which is limited to purposes related to the health of the pupil." If a student requires special accommodations pertaining to Vista School's Cellphone Policy and that student meets the above criteria, parents/guardians are encouraged to contact the school office.

### **FIELD TRIPS**

As part of the educational experience, classrooms may schedule field trips. Most field trips are planned far in advance; at other times there may be a shortened notification time. Past field trips have been to plays, museums, local businesses, zoos, movie theatres, community parks, and amusement parks.

Written parent/guardian permission is required for students to participate in any field trip organized by the school occurring during regular school hours and summer school.

Field trips that extend beyond regular school hours will also require signed consent, for which parents/guardians will receive a written notice.

Field trips that require any additional cost to the parent/guardian will also require written consent. Parents/guardians will receive a written notice prior to such field trips.

If there is a concern regarding a student's ability to remain safe during an off-campus fieldtrip or outing, the team will discuss with parent/guardian as to whether or not the student will attend the trip. For special field trips that may not be curricular in nature where only a small number of students are invited to attend, students will only be allowed to participate if specific criteria are met such as attending school regularly, completing their academic assignments, and have appropriate behavior. Students must actively participate in their program in order to attend these special off-campus activities.

### **STUDENT PHOTOS/VIDEOS**

Vista School receives requests to photograph students for the purpose of positive public relations, during such activities as field trips or other celebrations/accomplishments.

Vista Del Mar/Vista School may also want to use student names, photos, video and/or student-produced multi-media projects in various publications such as yearbooks, agency newsletters, public cable television, brochures, and internet websites.

At no time will a student's photo be provided for commercial use, but please be aware that we cannot prevent a student photo from being duplicated once it is placed on a website. Please consider that if a student's photo is taken, it is possible that it may become public information that the student attends Vista School, a non-public school serving special education students.

Written permission is required from the parent/guardian for student photos and videos, via the photo permission form in the Student Intake Packet. Parents/guardians signing for permission for student photos must certify that they have the legal authority to decide if their child may be photographed. If a parent/guardian decides not to allow their child's photo to be taken, the student should be aware of this decision.

### **STUDENT UNIFORM & DRESS CODE:**

All students are expected to be in compliance with the student dress code and/or uniform policy at all times during school hours. The student dress code policy is enforced from the time students board the van in the morning for transportation, until the time students are dropped off at home.

**SCHOOL DRESSCODE: Students who do not comply with the dress code policy may be required to call the parent/guardian for appropriate attire or wear clean loaner clothing from the school.**

1. Pants
  - a. Must fit at the waist - no skin or undergarments may be visible.
  - b. Leggings or jeggings may be worn only under skirts or dresses.
2. Shirts
  - a. Shirts and sweaters must be modest and conceal cleavage.
  - b. Shirts must cover the abdomen when arms are raised.
  - c. No muscle shirts, tank tops, spaghetti straps
3. Shorts/Skirts must be fitting appropriately.
  - a. No cut offs are allowed.
  - b. No short skirts/dresses unless leggings are worn underneath.
  - c. Appropriate length shorts (knee length)
4. Undergarments
  - a. Must be worn at all times and must not be visible.
5. Hats / Caps
  - a. Are only permitted with brim for shade for outdoor use.
  - b. Beanies, hats, gloves, and sunglasses are not permitted inside of any classroom setting or office at any time. They can only be worn outside.
  - c. Neck scarves are not permitted.
6. Belts
  - a. No belt straps can hang down.
  - b. Belt buckles must be appropriate, no chains or studs.
  - c. Attire indicating affiliation with gangs is strictly prohibited.
7. Shoes
  - a. Shoes must provide support and safety for walking and/or running.

- b. Shoes must be closed toe only. Slippers of any kind, steel toed shoes/boots are not permitted.
- c. Shoes and socks must be worn at all times.
- 8. Earrings, jewelry, piercings
  - a. No large hoop earrings are permitted.
  - b. Piercings, e.g. eyebrows, are not permitted; post nose rings are permitted.
- 9. Tattoos
  - a. Visible tattoos must be appropriate, not depicting gang relations, drugs, violence etc.
  - b. Inappropriate tattoos underneath clothing must be concealed at all times.

**Attire indicating affiliation with gangs is strictly prohibited and are not to be worn as part of the uniform.**

## **STUDENT BEHAVIOR REQUIREMENTS AND EXPECTATIONS**

Vista is a school where students feel safe, physically and emotionally, and where staff create an environment where students feel challenged. Parents/guardians work alongside the school staff to ensure that academic and behavioral needs and goals are met. Vista's schoolwide positive behavior support program helps to guide our schoolwide expectations. Our schoolwide expectations are:

**Be Respectful**

**Be Responsible**

**Be Safe**

As a result of our expectations, the following rules have been put in place:

- Only clear backpacks are allowed on campus.
- Students may not use school telephones without staff permission and supervision.
- Vista School is a closed campus. Students may not have visitors (e.g., friends) on campus. Family members, guardians or other pre-authorized persons may visit for official educational purposes or, by invitation, to attend a special event.
- All students must eat lunch on school grounds, unless accompanied by staff to do otherwise. **No food, water bottles, soda, candy, etc., are to be brought to school by any student. Exceptions will be made for medical reasons and off-campus events.**
- Magazines, books, and/or pictures which are deemed by school staff to be offensive will be confiscated. These items may or may not be returned to the student, at the discretion of school administration.
- All Vista School staff and students are expected to show mutual respect for one another.
- Use of profanity, abusive language, sexual harassment, or cultural/racial derogatory remarks toward students or staff will not be tolerated (see Suspension Policy).
- Students will be provided with all school supplies necessary to complete their assignments. Students are responsible for proper care of the materials issued to them. This includes usage

of school computers. If damage or loss occurs as a result of a student's intentional or unintentional misuse of materials or computers, the student could be subject to replacement and/or repair cost. Costs will be determined by an administrator.

## **BEHAVIOR POINT AND LEVEL SYSTEM:**

It is a goal and policy of Vista School to ensure the positive emotional well-being of our students. We strive to minimize the occurrence of problematic behaviors by primarily focusing and practicing positive reinforcement and praise in an effort to maximize our students' emotional growth. Our PBIS Rewards and Vista Values program are a way of keeping track of student behavior. All classrooms use this computer-based program reinforce positive behaviors and keep track of the points that are earned in each classroom period.

There are several ways that students can be recognized:

**1) Awards Assembly** - individual students are recognized for meeting and improving in academic/behavioral performance. A student is recommended for the award by the classroom teacher and/or staff. The awards assemblies occur on a quarterly basis.

**2) Vista Values** - This is the same concept of being caught being good or kind etc. Vista Values can be given out by **ANY** staff member (teacher, aide, behavior staff, related service provider, administrators etc.) on campus when a student is caught displaying the school-wide expectations. Tickets are submitted for the lottery/ raffle. Students can have an unlimited number of entries into the drawing when they display the school-wide expectations frequently.

**3) Vista Point Card/PBIS Rewards** - Students earn individual points for meeting behavioral and academic expectations for each class period. Points are entered into the online system called PBIS Rewards. A maximum of ten points are provided per academic period (60) and transportation (10) for a total of 70 points daily. At the end of the week, students are able to spend their earned points on items such as gift cards, a special lunch, and/or tangible store items. Access to the PBIS Rewards systems is provided for parents and students via an App or computer.

### **Rewards/Deductions of Points:**

Based on weekly points and behavior level earned, students will be able to "spend" their points earned. Spending options are as follow:

Level 1- 425-500 points (85% or higher weekly points)

Level 2- 350-424 points (70-84%)

Level 3- 349- and below - students are not able to redeem points.

## **Behavior Intervention Policy:**

The philosophy of Vista School is to provide the best care, welfare, safety, and security for students under our care, even in violent moments. Vista School Staff are annually trained in CPI (Crisis Prevention Intervention) which focuses on prevention first with physical intervention as a last option. A physical restraint is used only when all less restrictive methods of intervening have been exhausted, and when:

- The student is assessed to be in danger of harming himself/herself; and/or
- The student is assessed to be in danger of harming others; and/or
- The student is assessed to be in danger of harming himself/herself or others in the process of misusing, abusing, or destroying physical property.
- To prevent major property destruction; and/or
- To implement the student's written treatment plan, as approved by the administrative staff and by the student's parent/guardian.

The goal of the intervention procedure is to ensure the safety of the student, that of his/her schoolmates, and the staff.

Vista School complies with the requirements of **Title 5 of the California Code of Regulations section 3001c and 3052 (1)**, (1-8) regarding positive interventions and therefore Nonviolent Crisis Interventions will be used.

## **STUDENT SUSPENSION POLICY – MAJOR OFFENSES**

The purpose of this policy is to provide all students with the safest and most desirable learning environment possible. Vista School will maintain compliance with state and federal regulations with regards to fair practices pertaining to student suspensions.

Students enrolled at Vista School are required to follow all policies and procedures. For all suspensions and expulsions, the appropriate program administrator will contact the parent/guardian, document the behavior warranting suspension, and provide the paperwork to the parent/guardian. Students who violate policies and procedures are subject to suspension, expulsion (through IEP process), and/or possible arrest by law enforcement.

**Re-admit meetings are MANDATORY following any suspension.** Vista School also requires **re-admit meetings** when a student returns from a prolonged absence including but not limited to hospitalization (requires a physician's signed release) and detainment by law enforcement. The re-admit meeting is for the purpose of developing a plan to assist the student in successfully reintegrating into the school environment. The meeting typically includes the program administrator, parent/guardian, student, teacher and/or classroom staff and the school clinician.

If a student engages in the behaviors listed below, they may be suspended if alternative methods do not prevent the behavior from occurring again or if the behavior is so severe or pervasive as to warrant an out of school suspension. Alternatives to suspension could include social skills training, conflict resolution, community service/service learning, restitution, in school suspension (this is not an exhaustive list).



**The following offenses may result in suspension:**

1. Caused, attempted to cause, or threatened to cause physical injury to another person. E.C. 48900(a)(1); 48915(b)
2. Possession of/ under the influence of marijuana or controlled substance or alcohol or any intoxicant. E.C. 48900(c); 48915(b).
3. Sold, furnished, or offered a substitute substance represented as a controlled substance. E.C. 48900(d); 48915(b)
4. Committed/engaged in an obscene act. E.C. 48900(i); 48915(e).
5. Attempted theft or theft of school or private property. E.C. 48900(g); 48915(e).
6. Caused or attempted to cause damage to school property or private property. E.C.48900(f); 48915(e).
7. Knowingly received stolen school or private property. E.C. 48900(l); 48915(e).
8. Possessed a replica firearm. E.C. 48900(m); 48915(e).
9. Harassed/threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding. E.C. 48900(o); 48915(e).
10. Sexual Harassment/acting out by verbal or non-verbal gestures. E.C. 48900.2
11. Act of Hate Crime. E.C. 48900.3; 48915(e).
12. Terrorist Threat. E.C. 48900.7; 48915(e).
13. Harassment, threats, or intimidation of any kind, toward anyone. E.C. 48900.4; 48915(e).
14. Bullying, including by means of electronic act directed specifically toward pupil or personnel. E.C. 48900(r); 48915(e).
15. Robbery or extortion. E.C. 48915(a); 48900(e).
16. Other behaviors as outlined in CA Education Code 48900
17. Any other violations of other school policies and procedures, at the discretion of administration

**Law Enforcement will be automatically notified if a student commits any of the following:**

18. Possessing, selling, or furnishing a firearm. E.C. 48915(c)(1); 48900(b).
19. Brandishing a knife at another person. E.C. 48915(c)(2); 48900(a)(1) and 48900(b).
20. Willful use of force or violence upon another person (if assault with a deadly weapon)
21. Offered/arranged or negotiated to sell a controlled substance and then provide a replica substance. E.C. 48900(j); 48915(e).

Please note: **Following any suspension, a disciplinary review meeting is required and will include the parent, student, clinical staff and appropriate program administrator. Multiple suspensions or suspensions for more than 4 days will require an IEP meeting to document the behavior and to review/revise the Behavior Interventions that are in place.**

### **Expulsion Recommendation:**

The following are examples of behaviors which may result in a recommendation for expulsion to the school district:

- Possessed/sold/furnished a firearm, knife, explosive, or other dangerous weapon.
- Selling a controlled substance
- Attempted/committed a sexual assault or sexual battery.
- Assault/Battery of another person.
- Brandishing a knife at another person
- Selling a controlled substance

**Please note: All expulsions require an IEP to determine if the action was a result of the student's disability. The IEP must be held within 10 days of the recommendation for expulsion. In the event of an expulsion from Vista School the student's school district will provide an alternative school.**

### **TERMINATION OF THE INDIVIDUAL SERVICES AGREEMENT (ISA)**

Vista school reserves the right to terminate the individual services agreement (ISA) for a student for cause. If the school terminates the ISA, after the school district has been notified of the intent to **terminate the agreement with 20-day notice** in accordance with California Education Code 56366, the parent/guardian will be notified via phone and/or postal mail by the school.

## **TRANSPORTATION:**

If transportation is a service in the student's IEP, transportation is provided round trip by the school or AMDM, a contracting transportation company. All drivers meet state law requirements for criminal background checks and drug testing. All vehicles meet the state requirements for transportation and have periodic safety inspections. If there are questions, please contact Hugo Fregoso, Vista Transportation Coordinator at 310-836-1223 ext. 573.

Please note, if your child will be absent from school, please call the school main office @ 310.836.1223 x571 to report the absence.

Parents/guardians may choose alternative transportation.

### **Alternative transportation options:**

- Bus Pass: For student 14 and older with parental consent
- Parent Transportation: Parents will be reimbursed from the school district where they reside if they choose to transport their child(ren) to and from school.
- **If a student in the general education high school program leaves school without permission during the school day, the student/family will be responsible for providing transportation home for the day.**

### **Parents are required to notify the school office immediately regarding any changes in:**

- Location of pick up or drop off.
- Student absences
- Change of home address (Please allow 24 hours for a change of address to take place).

### **Seatbelts:**

Per California State Law

- Passengers who are 16 years of age and over are subject to California's Mandatory Seat Belt Law. (Having your seatbelt properly on during transportation of any vehicle.)

### **Pick up/Drop Off Addresses:**

Many times, students are picked up/ dropped off at different locations. Please note that both locations must be in the same vicinity. If the pickup/drop off address requires the student to be placed on more than one transportation route, Vista will not be able to accommodate.

### **Students are to abide by the following rules at all times while being transported to school and from school.**

When waiting for the school van/taxi stay away from the curb/street, avoid playing and going into alleys and private property of others.

**Wait until the van has come to a complete stop before opening the doors and entering.**

### **Once inside of the van:**

- Sit in your assigned seat, put your seatbelt on, keep your head, arms and hands inside of the vehicle at all times. Do not flash hand gestures (hand signs) or yell out of the window.
- Do not recline the seats or lie down.

- Students are not allowed to touch the radio or controls in the school vans/taxi's
- No loud laughing, talking or singing.
- Students are not allowed to stand up or change seats while the school van/taxi is in motion.
- Eating, drinking and smoking are PROHIBITED.
- When at the final stop wait for the van to stop completely before getting up from your seat.
- Horse playing of any kind is PROHIBITED.
- If you choose to listen to music from your cellphone, you must have headphones/earbuds on.

### **Getting off the van:**

- If you have to cross the street to an approved residence, cross the street in front of the van. Walk ten feet ahead of the van/taxi until you can turn around and see the driver.
- Make sure that you make eye contact with the driver and wait for the driver to give you the ok to cross the road.
- Keep an eye out for sudden changes (i.e. speeding cars, lights changing)
- Do not cross the center of the road until the driver has stated that it's clear.

**Please note: Every new school year transportation, emergency and safety procedures are reviewed with students and are documented.**

### **Bullying:**

Vista school recognizes that bullying or intimidation (California Educational Code 422.55) on any basis, has a negative effect on school climate. Bullying and intimidation for any reason are PROHIBITED at Vista School. By definition: The repeated use by one or more students of a written, verbal, or electronic communication, physical act or gesture or any combination thereof, directed at a target.

### **Bullying results in outcomes that:**

- Cause physical or emotional harm to the target or damage to his/her property.
- Target is in reasonable fear of harm to him/herself or of damage to his/her property.
- Creates a hostile environment at school for target.
- Infringes on the rights of the target at school or materially and substantially disrupt the education process or the orderly operation of school.

## **Cyber Bullying:**

Is bullying through the use of technology or any electronic means and includes the distribution of electronic communications or the posting of electronic material that may be accessed by one or more individuals. No Vista student will be permitted to engage in any instances of Cyber Bullying.

## **Consequences for Violations**

A student who violates this policy shall be subject to appropriate action consistent with the Code of Student Conduct, which may include:

- Restorative Response strategies and other district programs
- Counseling with the student
- Loss of school privileges
- Disciplinary consequences consistent with the Code of Student Conduct
- Exclusion from school-sponsored activities
- Suspension
- Recommended for Expulsion
- Referral to law enforcement officials

## **Retaliation:**

Any form of retaliation, reprisal or harassment against a person who reports bullying, provides information during an investigation, witness or have reliable information may experience the following forms of retaliation:

- Physical intimidation or assault
- Name calling (Written/Verbal), teasing, mimicking, slurs or other derogatory remarks.
- Words/pranks or actions which provoke feelings of embarrassment/hurt.
- Stalking, Social Isolation, False accusations or rumors
- Threats, threatening gestures or actions
- Phone calls and/or electronic communication.
- Displaying materials and substantially disruptive graffiti, symbols, posters & pictures

## **SEXUAL HARASSMENT POLICY - EDUCATION CODE SECTION 220**

Vista School is firmly committed to maintaining a professional and safe environment for work and study. This includes the prohibition of sexual harassment, which applies to all persons employed at the Vista School as well as all students enrolled at Vista School.

Vista School will not retaliate against any person who has made a sexual harassment complaint or has testified or participated in any way in any sexual harassment investigation or proceeding and will not knowingly permit retaliation by any administrator, faculty member, supervisor, co-worker or student.

### **Definition of Sexual Harassment**

Sexual harassment consists of unwelcome and/or offensive sexual advances, requests for sexual favors, and other offensive sexually related verbal, physical and/or visual behavior when:

- a. Submission to such is made a term or condition of an individual's conduct or academic grade.
- b. Submission to or rejected of such behavior is used as a basis for conduct or academic decisions affecting an individual; or
- c. Such behavior has the purpose or effect of unreasonably interfering with an individual's work, study, movement within or out of a classroom or office or creating an intimidating, hostile or offensive learning environment.

Other forms of sexual harassment include, but are not limited to, the following:

- a. Verbal harassment, such as derogatory comments, unwanted sexual advances or comments and slurs.
- b. Physical harassment, such as unwanted or offensive touching, or impeding or blocking movement.
- c. Visual harassment, such as derogatory posters, pictures, cards, cartoons, graffiti drawings or gestures.

### **Harassment Reporting Procedures:**

Students who believe they have been unlawfully harassed are encouraged to discuss the matter with or provide a written complaint to their teacher, teacher's aide, counselor, or any administrator or staff the student feels able to trust. The complaint form is included in this handbook. The report should be made as soon as possible after the occurrence of the incident. A written report should include details of the incident(s), the approximate date(s), the names of the individuals involved, and any witnesses.

The Dean of Students or an administrator will undertake a thorough and objective investigation of the harassment allegations. The alleged offender will be notified that a complaint has been filed and will have the opportunity to respond.

At the conclusion of the investigation, the Dean of Students will determine if the complaint should be handled through mediation with all persons who are party to the complaint. If the Principal determines that mediation is not appropriate or if the mediation process does not resolve the conflict, a determination will be made about whether or not corrective action is appropriate and will make a recommendation in that regard. Any corrective action will be handled in accordance with all standard policies and procedures for faculty and staff, and in accordance with all applicable state and federal guidelines, behavioral intervention policies, and contractual obligations.

### **Sanctions**

If the Dean of Students and a school district representative determine that a student has engaged in unlawful harassment, effective remedial action will be taken, commensurate with the severity of the offense. Such actions may include, but are not limited to:

1. Verbal or written reprimand
2. Suspension from school
3. Expulsion from school

Whatever action is taken against the harasser will be made known to the complainant.

All records of the investigation will remain the property of Vista School /Vista Del Mar Child and Family Services.

Making a claim of sexual harassment is a serious matter. If it is determined that a complaint was brought falsely, in bad faith, or for malicious purposes, disciplinary action will be taken against the complainant. Disciplinary action will be commensurate with the severity of the act.

### **STUDENT UNIFORM COMPLAINT PROCEDURE**

As a student of Vista School, you are expected to abide by policies and procedures which are implemented to create a respectful and safe learning environment. If you feel that the school environment is not safe and/or respectful, the Administration wants to know.

Students have the right to file a signed written complaint alleging violation of federal or state laws or regulations for matters addressed in Education Code (EC) §33315(a)(1) and unlawful discrimination, harassment, intimidation or bullying against any protected group.

Please follow this procedure:

1. First, try to work out the problem with a staff member or another student. If you proceed with the next steps, you will be asked if you have tried to work the problem out with a staff member or student, and if you have not, in most cases you will be sent back to do so.
2. After talking about the grievance, you have the right to complete a complaint form (included in this handbook) and give it to the Principal, Dean of Students, or School Operations Manager. Even if you have worked things out with the staff member or other student, the school administration wants to know. Administrative staff will review all complaints and an investigation will be completed within 60 days of the date the written complaint was received. We will acknowledge receipt of the complaint within one school day. Depending on the circumstances and complaint the report may remain confidential. At the conclusion of the investigation, an administrator will provide a written report of the findings from the investigation and the student will be informed as to how the complaint was resolved.
3. If after receiving the investigative report you are still not satisfied, contact the Dean of Students or Principal to determine the next steps which could include an appeal. Parents/Guardians are also encouraged to speak with any administrative staff if they have a compliance complaint.
4. See page 7 for Complaint/Non-Discrimination Statement.

LAUSD Students: Uniform Compliant Procedures can be found in BUL-5159.12.



VISTA DEL MAR  
CHILD AND FAMILY SERVICES

Vista School  
Complaint Procedures Form

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Student Name (if applicable) \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Address \_\_\_\_\_ Apt. # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
Email Address \_\_\_\_\_  
Date of Alleged Violation \_\_\_\_\_ Location of Alleged Violation \_\_\_\_\_

- 1. Please give the facts about your complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator (attach additional pages as necessary).

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- 2. Have you attempted to discuss your complaint with and Vista School Staff? If so, with whom and what was the result?

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

- 3. Please provide copies of any written documents that may be relevant or supportive of your complaint.

I have attached supporting documents. Yes \_\_\_\_\_ No \_\_\_\_\_

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

Mail, fax or email your complaint/documents to:

Vista School  
3200 Motor Avenue  
Los Angeles, CA 90034  
(310) 836-1223 x 571  
Fax: (310)836-3506  
Email: daniellearanda@vistadelmar.org





VISTA DEL MAR  
CHILD AND FAMILY SERVICES

## 2023-24 Student Handbook Signature Page

I acknowledge that I have read and understand the policies and procedures outlined in the Vista School Student/Family Handbook.

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LAST NAME of STUDENT FIRST NAME of STUDENT

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STUDENT SIGNATURE

DATE

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PARENT/LEGAL GUARDIAN SIGNATURE

DATE