

100 Statement of Purpose

The success of students at schools managed by Charter Academy of the Redwoods is dependent upon the combination of factors that result in well-managed governance, business, education, personnel, and student services. This series of policies is intended to ensure that the *Academy's* governance program supports that success.

- 100.1 The mission of Charter Academy of the Redwoods is to prepare each student for a successful future in a safe, challenging, and well-managed charter school. The Board values include:
1. All people have value. It is each person's responsibility to strive continually to enhance that value.
 2. All people have unlimited potential to learn. People learn at different rates and in different ways and have the right to learn in an environment that accepts those differences. Learning is an activity of joy that requires great, sustained effort.
 3. All people are challenged to higher levels of performance by high expectations. It is each educator's, parents', and community member's responsibility to set high expectations and invest the resources needed to help each student meet the challenge. It is each learner's responsibility to seize the value of that investment and achieve.
 4. All people benefit from respect. An environment in which people and things are respected is essential to the emotional safety of everyone.
- 100.2 To support this mission and these values, the Board will maintain a set of policies that provide direction to the staff. Revisions to the Board Policy may be enacted at any meeting of the Board of Directors.

101 Charter Academy of the Redwoods

- 101.1 *Sequoia Career Academy* and *Redwood Collegiate Academy* are the schools of Charter Academy of the Redwoods, a non-profit public benefit corporation.
- 101.2 The Corporation is established to provide direct funding for its schools and is the employer of the staff of its schools.
- 101.3 The Corporation will manage its business as detailed in the By-Laws on file with the California Secretary of State and as subsequently amended according to provisions of the By-Laws.
- 101.4 Membership of the Board of Directors will be administered in accordance with the By-Laws of Charter Academy of the Redwoods as adopted September 9, 1999 and its subsequent amendments.
1. Directors will be elected by the Board in keeping with the provisions of the Bylaws.
 2. Directors will serve without benefit except for compensation as provided in the By-Laws.

102 Operations

- 102.1 Each school operated by Charter Academy of the Redwoods will have a clear mission statement that is consistent with the mission statement of the Corporation.
1. The mission of *Sequoia Career Academy* is to accelerate student achievement toward a successful future in a safe, challenging, well-managed charter school.
 2. The mission of *Redwood Collegiate Academy* is to prepare students for college and independent living in a safe, challenging, well-managed charter school.
- 102.2 Each school operated by Charter Academy of the Redwoods will operate in a manner consistent with all laws in effect at the same time.
1. All schools will comply with the Americans with Disabilities Act.
 2. All schools will comply with the Family Medical Leave Act.
 3. All schools will comply with Affirmative Action requirements.

103 Administrative Structure

- 103.1 The Executive Director will establish and maintain Administrative Regulations detailing the administrative structure and job descriptions of Charter Academy of the Redwoods and its various schools.
- 103.2 Corporate officers and the Executive Director are authorized to represent the Board of Directors in dealings with other public and private agencies including those involved in the granting of charters, awarding of funds, providing facilities, operating schools, and all other activities that further the mission of the Corporation.

104 Conflict of Interest Code

adopted 12/1/00; revised 10/12/01; revised 5/21/04; revised 8/11/04; revised 10/20/06; revised 10/24/08; revised 10/8/10; revised 10/7/14, revised 6/8/21, revised 5/2/23

- 104.1 The Political Reform Act, Government Code 81000-91015, requires each state and local government agency to adopt and promulgate a conflict of interest code. The Fair Political Practices Commission (FPPC) has adopted a regulation, 2 California Code of Regulations 18730, which contains the terms of a standard conflict of interest code. The code can be incorporated by reference and may be amended by the FPPC after public notice and hearings to conform to amendments of the Political Reform Act. The terms of the standard conflict of interest code in 18730 and any amendments to it duly adopted by the FPPC have been incorporated by reference by resolution of the Board of Directors of Charter Academy of the Redwoods, along with attached Appendixes A through D, in which members and employees are designated and disclosure categories are set forth, and the place of filing is specified. Such terms and amendments and Appendices constitute the Conflict of Interest Code for the corporation.

Designated employees shall file statements of economic interest with the agency. Upon receipt of statements of the various designated members and employees, the designated agency shall make and retain a copy and forward the original of these documents to the place of filing as indicated on Appendix D attached.

Designated Employees: Under provisions of this Code, designated employees shall file statements of economic interests. The following are designated employees because their positions involve the making or participating in the making of decisions which could affect private financial interests materially. The financial effect of a government decision is material if the decision will have a significant effect on a person or business entity, real property or sources of income held by the designated employees spouse or dependent children and must be reported as though held by the designated employee personally.

Consultants to Charter Academy of the Redwoods hold designated positions under this Conflict of Interest Code and are required to comply with the disclosure requirements described below. The Board of Directors may determine, in writing, that a particular consultant is hired to perform a range of duties that are limited in scope and thus not required to comply with the disclosure requirements described in these categories. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The President shall forward a copy of his or her recommendations to the Board of Directors for their determination.

Appendix A Reference Text of Conflict of Interest Code (Attached)

Designation Position and the Disclosure Category Assigned

1. Disclosure Category 1, 2, and 3 for the following designated positions:
 Member, Board of Directors
 Coordinator III: Chief Financial Officer
 Co-Executive Director
 Attorney for Charter Academy of the Redwoods
2. Disclosure Category 2 and 3 for the following designated positions:
 Principal
 Coordinator III: Technology
 Coordinator II: Business/Facilities

Disclosure Categories Identified

1. Investments within the last two (2) years in any business entity which has contracted or in the foreseeable future may contract, with Charter Academy of the Redwoods to provide services, supplies, materials, machinery, or equipment.
2. Income within the last twelve (12) months from any source which has contracted, or in the foreseeable future may contract, with Charter Academy of the Redwoods to provide services, supplies, materials, machinery, or equipment.
4. Interest in Real Property located in whole or in part either within the boundaries of Charter Academy of the Redwoods, including any leasehold, beneficial, or ownership interest or option to acquire such interest in real property.

Appendix D Filing of Documents

Where reference is made to this Appendix, documents shall be filed with the Office of the Mendocino County Clerk-Recorder, 501 Low Gap Road, Room 1020, Ukiah, CA 95482.

200 Statement of Purpose

The success of students at schools managed by Charter Academy of the Redwoods is dependent upon the combination of factors that result in well-managed governance, business, education, personnel, and student services. This series of policies is intended to ensure that the *Academy's* business services support that success.

201 General

- 201.1 It is the intent of the Board to establish and maintain public confidence in the financial management of the Corporation by implementing processes and procedures that demonstrate and ensure the use of public funds to implement the mission of the Corporation and its schools.
- 201.2 The Chief Fiscal Officer or his/her designee is responsible for the development and adherence to a system for internal fiscal management and the establishment of a calendar for fiscal services to include: cash flow check points; hiring of auditor; audit timeline; and attendance reporting.

202 Accounting and Auditing

- 202.1 The Corporation records will be maintained by the Treasurer or his/her designee in keeping with Generally Acceptable Accounting Principles (GAAP).
 - 1. Such records will be available to the Board at its regular meetings and at such times as requested by the Board of Directors.
 - 2. Corporation records will be audited annually and the results of the audit will be provided to those parties deemed appropriate by the Treasurer or with whom a legal agreement to provide such documents exists.
- 202.2 The school records will be maintained by the Chief Fiscal Officer or his/her designee in keeping with the Standardized Account Code Structure (SACS).
 - 1. Such records will be available to the Board Directors or Corporate Officers at such times as requested by the Board Directors or Officers.
 - 2. School records will be audited annually and the results of the audit will be provided to those parties deemed appropriate by the Chief Fiscal Officer or his/her designee or with whom a legal agreement or mandate to provide such documents exists.
- 202.3 The Treasurer and the Chief Fiscal Officer may be the same individual and may be an employee of the Corporation. The Chief Fiscal Officer will be responsible for the proper accounting of all funds and will ensure that expenditures are budgeted under and charged against those accounts which most accurately describe the purpose for which such monies are to be or have been spent.
- 202.4 The Board recognizes the need to authorize expenditures in a manner that ensures public confidence in the management of the Corporation.
 - 1. The President and Treasurer of the Corporation are designated as the authorized signatories for accounts of the Corporation and its schools. In the event these two individuals present a conflict of interest or as needed to meet the fiscal needs of staff, management staff, as listed on the salary schedule, may be designated in lieu of the President.

2. The President and Treasurer are authorized to establish accounts as needed to fulfill the Corporation's mission.
- 202.5 The Treasurer will recommend to the Board for its approval one or more individuals or firms to serve the corporation and its schools as auditor and as Certified Public Accountant.
1. The Corporation will be responsible for having an annual audit done in accordance with all laws.
 2. A copy of the audit report will be submitted to the charter-granting agency(s) as specified in separate agreement(s).
- 202.6 The Chief Fiscal Officer or his/her designee is authorized to establish a Revolving Cash Account and to establish rules for its use by staff. This account will be audited annually.
- 202.7 Fund Balance Policy *revised 10/10/23*
1. The Fund Balance Policy is intended to provide guidelines during the preparation and execution of the annual budget to ensure that sufficient reserves are maintained for unanticipated expenditures or revenue shortfalls. It also is intended to preserve flexibility throughout the fiscal year to make adjustments in funding for programs approved in connection with the annual budget. The Fund Balance Policy should be established based upon a long-term perspective recognizing that stated thresholds are considered minimum balances. The main objective of establishing and maintaining a Fund Balance Policy is for the corporation's charter schools to be in a strong fiscal position that will allow for better position to weather negative economic trends.
 2. The Fund Balance consists of five categories: Nonspendable, Restricted, Committed, Assigned, and Unassigned.
 - Nonspendable Fund Balance consists of funds that cannot be spent due to their form (e.g. inventories and prepaids) or funds that legally or contractually must be maintained intact.
 - Restricted Fund Balance consists of funds that are mandated for a specific purpose by external parties, constitutional provisions or enabling legislation.
 - Committed Fund Balance consists of funds that are set aside for a specific purpose by the corporation's highest level of decision making authority (i.e., the governing board). Formal action must be taken prior to the end of the fiscal year. The same formal action must be taken to remove or change the limitations placed on the funds.
 - Assigned Fund Balance consists of funds that are set aside with the intent to be used for a specific purpose by the corporation's highest level of decision making authority or a body or official that has been given the authority to assign funds. Assigned funds cannot cause a deficit in unassigned fund balance.
 - Unassigned Fund Balance consists of excess funds that have not be classified in the previous four categories. All funds in this category are considered spendable resources. This category also provides the resources necessary to meet unexpected expenditures and revenue shortfall.

3. Nonspendable and Restricted Funds:
 - a. Nonspendable funds are those funds that cannot be spent because they are either:
 - 1) Not in spendable form (e.g. inventories and prepaids)
 - 2) Legally or contractually required to be maintained intactIt is the responsibility of the Chief Fiscal Officer to report all Nonspendable Funds appropriately in the corporation's financial statements.
 - b. Restricted funds are those funds that have constraints placed on their use either:
 - 1) Externally by creditors, grantors, contributors, or laws or regulations or other governments
 - 2) By law through constitutional provisions or enabling legislation.It is the responsibility of the Chief Fiscal Officer to report all Restricted Funds appropriately in the corporation's Financial Statements.
4. Classifying Fund Balance Amounts When both restricted and any unrestricted funds are available for expenditure, restricted funds should be spent first unless legal requirements disallow it.
5. When committed, assigned and unassigned funds are available for expenditure, committed funds should be spent first, assigned funds second, and unassigned funds last; unless the governing board has provided otherwise in its commitment or assignment actions.
6. Authority to Commit Funds
The corporation's governing board has the authority to set aside funds for a specific purpose. Any funds set aside as Committed Fund Balance require the passage of a resolution by a simple majority vote. The passage of a resolution must take place prior to June 30th of the applicable fiscal year. If the actual amount of the commitment is not available by June 30th, the resolution must state the process or formula necessary to calculate the actual amount as soon as information is available.
7. Stabilization Arrangement
Maintaining a Financial Stabilization Account is a necessity for sound financial management and fiscal accountability. The corporation's governing board has the authority to establish a Financial Stabilization Account that may be a Committed Fund Balance. A Financial Stabilization Account is established for the purpose of providing funds for an urgent event that affects the safety of the employee and student population (e.g. earthquake, wildfires, etc.). The minimum level for the Financial Stabilization Account is 10% of General Fund expenditures. The recognition of an urgent event must be established by the governing board or their designee (e.g. Superintendent). If established by the governing board's designee, the specific urgent event must be reported to the governing board at their next meeting. A budget revision must be approved by the governing board. In the event that the balance drops below the established minimum level, the governing board will develop a plan to replenish the Financial Stabilization Account balance to the established minimum level within four years.
8. Authority to Assign Funds
Upon passage of the Fund Balance Policy, authority is given to the

corporation's Chief Fiscal Officer to assign funds for specific purposes. Any funds set aside as Assigned Fund Balance must be reported to the district's governing board at their next regular meeting. The governing board has the authority to remove or change the assignment of the funds with a simple majority vote.

9. The corporation's governing board has the authority to set aside funds for the intended use of a specific purpose. Any funds set aside as Assigned Fund Balance requires a simple majority vote and must be recorded in the minutes. The same action is required to change or remove the assignment.
10. Unassigned Fund Balance Unassigned Fund Balance is the residual amount of Fund Balance in the General Fund. It represents the resources available for future spending. An appropriate level of Unassigned Fund Balance should be maintained in the General Fund in order to cover unexpected expenditures and revenue shortfalls.
11. Unassigned Fund Balance may be accessed in the event of unexpected expenditures up to the minimum established level upon approval of a budget revision by the corporation's governing board. In the event of projected revenue shortfalls, it is the responsibility of the Chief Fiscal Officer to report the projections to the corporation's governing board on a quarterly basis and shall be recorded in the minutes.
12. Any budget revision that will result in the Unassigned Fund Balance dropping below the minimum level will require the approval of 2/3 vote of the corporation's governing board.
13. The Fund Balance Policy establishes a minimum Unassigned Fund Balance equal to 10% but at least \$50,000 per school of total General Fund expenditures. In the event that the balance drops below the established minimum level, the District's governing board will develop a plan to replenish the fund balance to the established minimum level within two years.

203 Accounts Payable and Purchasing

- 203.1 The Chief Fiscal Officer or his/her designee will implement a purchasing process that provides for a physical (including electronic) trail of revenue and expenditures.
- 203.2 The Board will not knowingly enter into a contract with any supplier of goods or services under which any Board member, officer, employee, or agent of the Board has any pecuniary or beneficial interest unless the person has not solicited the contract or participated in the negotiations leading up to the contract. This prohibition will not prevent any person from receiving royalties upon the sale of any professional or instructional material of which s/he is the author or developer and which has been properly approved for use.
- 203.3 The Board will upon occasion honor its staff, students, and non-employees with plaques, pins, token gifts and awards, and other amenities for their contributions and authorizes any member of the management staff to purchase meals, refreshments, and/or other amenities to further the mission of the Corporation. Such expenditures will serve a public purpose for the promotion of education to serve the school and further its mission.

- 203.4 The Board recognizes its position as a purchaser in the community and, while it is the intention of the Board to purchase materials and supplies of quality at the lowest possible cost, if all other considerations are equal, the Board prefers to purchase from established local merchants. Management staff reserves the right to determine quality and suitability of items.
- 203.5 The Chief Fiscal Officer or his/her designee will support the commitment of staff to participate in professional growth and development activities by authorizing reasonable expenses incurred as part of these professional responsibilities.
1. Any mileage reimbursement will be at the rate established by the IRS unless an alternative rate is mutually agreed to by the employee and the Chief Fiscal Officer or his/her designee.
 2. The Corporation is not obligated to reimburse expenses not approved in advance of when they were incurred.

204 Budgeting

- 204.1 The Corporation's operation and educational plan is reflected in its budget.
1. Each year, the Board of Directors will review and approve all school accounts that constitute the budget of the Corporation.
 2. The budget will carry-out Corporation operations in a thorough and efficient manner, recognize the value of its employees, maintain facilities properly, and honor continuing obligations of the Board.
- 204.2 The proposed budget will include, as appropriate:
1. The proposed expenditure in each financial category for the ensuing year;
 2. The anticipated expenditure in each financial category for the current year;
 3. The actual expenditure and the approved budget in each financial category for the previous year;
 4. An estimate of the student enrollment by grade group or the ensuing year;
 5. An estimate of the student enrollment by grade group for the current year; and
 6. The anticipated cash balance at the end of the current year.
- 204.3 Corporate officers will have authority to enter into loans, pursue and accept grants, invest Corporation funds, and undertake all other financial activities not expressing forbidden by the Corporation's By-laws or other acts of law.

205 Maintenance, Facilities and Other Operations

- 205.1 The Board authorizes the management staff to contract through purchase, lease, lease-purchase, and rental both property and facilities that serve the mission of the Corporation. Such arrangements will provide facilities that are safe, habitable, and well-suited for their purpose.
- 205.2 A maintenance plan will be developed for each facility that is the responsibility of the

Corporation and will be reviewed during the budget adoption process. The plan will include a financial projection for acquisition due to expansion and replacement, refurbishment, improvements to better suit the purpose, safety and savings enhancements, and other recommendations.

- 205.3 The school will operate no less than the annual minimum number of instructional minutes required by California law. The school year calendar and daily schedule will be prepared by the Executive Director and published annually.
- 205.4 School will be in session in accordance with the published school year calendar unless an emergency of nature, facility, or other threat to health or safety is identified by the Executive Director or, in his/her absence, a member of the management staff impacted by the emergency. Every effort will be made to provide hazard-free shelter throughout the instructional day and beyond if needed to ensure the safety of attending students during a storm, earthquake, or other hazard.

206 Payroll

- 206.1 The Board recognizes that the most substantial payment of public funds for its operation is to employees for services rendered. It is the intent of the Board to insure that each person so compensated is validly employed by the Corporation and the compensation remitted fairly represents the services rendered.
- 206.2 The Chief Fiscal Officer or his/her designee is responsible for processing payroll and employee reimbursement checks in keeping with the applicable payroll calendar.
1. The Chief Fiscal Officer or his/her designee is authorized to withhold salary or wages for unapproved time off, damages to the facility or its content, or other loss as submitted by any management staff member.
 2. The Chief Fiscal Officer or his/her designee is authorized to develop and implement rules for payroll deductions and to support employee participation in tax sheltered annuity /403(b) plans and direct deposit.

207 Revenue, Tuition and Fees

- 207.1 The educational programs chartered by the State of California are free and may not charge tuition.
- 207.2 The Chief Fiscal Officer or his/her designee may establish a schedule of revenue, fees, and other payments for other services including but not limited to: professional development activities, dissemination of instructional materials developed through Corporation activities, and other activities that reflect positively on the professional contribution of the Corporation and its employees.
- 207.3 The Chief Fiscal Officer or his/her designee is authorized to negotiate and approve the sale, gift or exchange of published materials, programs, or licenses of Corporation-owned copyrights.
- 207.4 The Chief Fiscal Officer or his/her designee is authorized to establish a process for the sale to students of uniform clothing, textbooks, and other materials and supplies that might be typically used by students and staff. The cost of such items is not to exceed the cost incurred by the Corporation with consideration of reasonable expenses for handling and processing the sales.

- 207.5 The Chief Fiscal Officer or his/her designee is authorized to accept any gift or grant of land, money, rebate, or other personal property and to include it in the Corporation's account of assets. The Chief Fiscal Officer or his/her designee may refuse to accept any gift which does not contribute toward the mission of the Corporation or the ownership of which would negatively impact the resources of operating its schools.
- 207.6 The Chief Fiscal Officer or his/her designee is authorized to establish a process for the disposal of surplus property.
- 207.7 The Chief Fiscal Officer or his/her designee is authorized to establish a process to recoup expenses incurred for damages to property belonging to the Corporation including but not limited to: textbooks, laboratory and other equipment, library and other instructional materials, and physical learning environment. The process may include the responsibility of a parent, guardian, or other adult to pay the Corporation for the cost of damage or loss, up to maximum limits imposed by law. The process may also include the withholding of grades, a diploma, and transcripts and may include denial of access to textbooks, laboratory and other equipment, library and other instructional materials, and physical learning environment.
- 207.8 The Chief Fiscal Officer or his/her designee is authorized to establish guidelines for the use of school facilities that are consistent with any lease agreements for the facility and do not exceed parameters of the charter-granting agency. No use of the facilities will be granted for any of the following activities:
1. Use by an individual or group for the commission or intent to commit any crime or any act prohibited by law;
 2. Use that is inconsistent with the use of the facility for school purpose or which interferes with the regular conduct of school or school work;
 3. Use which involves the possession, consumption, or sale of alcoholic beverages or other controlled substance;
 4. Use which is not consistent with the mission of the Corporation, its charters, By-Laws, Memorandum of Understanding, leases, or other related documents and agreements.
- 207.9 The Chief Fiscal Officer or his/her designee is authorized to delegate to staff the personal and monetary responsibility for keys received as a staff member.
1. The staff person is to immediately notify the designated staff member of any loss of key.
 2. The staff person will assume full responsibility for the loss or damage resulting from losing or loaning a key to any person. Room keys will be replaced by the Corporation at a charge of \$20 to the employee. The employee may also be required to cover the cost of re-keying locks if the loss of a key is judged to place any of the facility at risk.

208 Risk Management

- 208.1 The Board is responsible for enacting policies in regards to risk management and safety, purchasing insurance to cover the risks to which the Corporation is exposed, and complying with the terms of its agreements and understandings with other agencies including the Charter Schools Risk Management Standards.
1. The Chief Fiscal Officer or his/her designee will ensure Administrative

- Regulations are maintained to meet at least the minimum risk management standards.
2. The Chief Fiscal Officer or his/her designee will solicit quotations from interested companies and will enter into agreement with such companies as appropriate.
 3. Coverage will be maintained in such categories as:
 - a. Worker's Compensation
 - b. Comprehensive General Liability
 - c. Property Insurance
- 208.2 The personal safety and health of each employee of the Corporation is of primary importance.
1. The Chief Fiscal Officer or his/her designee is responsible for the planning, implementation, and evaluation of an injury and illness prevention program in compliance with the California Labor Code and General Industry Safety Order.
 - a. The Chief Fiscal Officer or his/her designee will serve the Corporation as the Job Safety Officer. S/He will: ensure training to employees on job safety; prepare written safety-related information; coordinate safety activities of staff and students; review job injury/student accident reports for possible safety factors and correction; and provide for periodic inspection of workplaces and outside areas.
 - b. The Injury and Illness Prevention Program will include: a system for ensuring employee compliance with safety procedures; a communication system with employees; a system for identifying and evaluating hazards; illness and injury investigation procedures; a system for correcting unsafe work conditions; and training and instructional procedures for employees, and where appropriate, for students.
 2. The prevention of occupational injuries and illness is of such consequence that it will be given precedence over operating productivity whenever necessary. The ultimate goal is zero accidents and injuries. *rev 5/21/04*
- 208.3 The *Academy* will maintain regulations for practices including evacuation procedures, immunizations and blood-borne pathogen control, and crisis response at each site.

209 Contracts*adopted 2/22/02*

- 209.1 All contractors, including consultants, perform in accordance with terms, conditions and specifications of their contracts and written agreements. Procurement requirements include:
1. Maintaining a copy of a signed contract, agreement, or purchase order for services to be performed and the rationale and procedure used for selecting a

- particular contractor;
2. For all contracts in excess of \$10,000, a description in the contract or agreement of the conditions under which the contract may be terminated, including the basis for settlement;
 3. Maintaining evidence that contracts were given only to contractors and consultants possessing the ability to perform successfully under the terms and conditions of the proposed contract such as:
 - a. Contracts and consultants were selected based on demonstrated competence, qualifications, experience and reasonableness of costs;
 - b. Consideration was given to contractor integrity, compliance with public policy, record of past performance, and financial and technical resources in selecting contractors;
 4. Contracting only with individuals not employed by the corporation where prohibited by grant or other procurement regulations;
 5. Not participating in the selection or award of a contract when conflicts of interest are involved;
 6. Maintaining records on the services performed, including the date the service was performed and the purpose of the service, and ensuring that the services are consistent and satisfactory with that described in the signed contract/purchase order;
 7. Making final payment only after the service was satisfactorily performed.

210 Technology

- 210.1 Charter Academy of the Redwoods recognizes that electronic mail (email) is an expedient communication vehicle for sending messages and has established the use of email as an official means of communication. Email is defined as any message sent or received through or stored on MCOE's central TSS email servers. Such email may include, but is not limited to, correspondence and attachments, calendar schedules, and forms transmitted electronically.
1. Originators and recipients of email are responsible for identifying and saving documents that must be retained in order to comply with Federal, State or local laws, MCOE policies or directives, CAR policies, or for other reasons.
 2. Employees are encouraged to delete email that is not necessary for retention.
 3. MCOE will retain email and attachments in mailboxes on the central TSS servers for 180 days after emails have been received or sent.
 4. All email and attachments remaining on central TSS servers will be automatically and permanently deleted without further notification.
 5. Individuals have the responsibility for saving copies of email and attachments recognized to be MCOE records before the 180-day period expires by transferring them to other electronic environments and media or by printing and filing, for example:

- a. Use a POP3 client and store locally
- b. Print to a PDF file on a local drive
- c. Save as a text file on a local drive
- d. Print a hard copy for placement in file.

211 Claims and Actions Against CAR

- 211.1 Any and all claims for money or damages against Charter Academy of the Redwoods must be presented to and acted upon in accordance with Governing Board Policy 211 and Administrative Regulation 211 which have been adopted by the Governing Board pursuant to Government Code Section 935. Compliance with these Procedures is a prerequisite to any court action, including specifically those claims excepted by Government Code Section 905, unless the claim is governed by statutes or regulations which expressly free the claimant from the obligation to comply with this policy and the claims procedures set forth in the Government Code. *adopted 10/18/2016*

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301 General

- 301.1 Students are expected to participate in a systematic program of courses and activities that prepares them for the future.
1. The program of courses and activities will prepare students to attain the school's graduation requirements.
 2. Each school will publish graduation requirements for each school and a list of the courses being offered annually.
- 301.2 Consideration of controversial issues has a legitimate place in the instructional program. Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating personal positions. The staff may include introduction and proper educational use of controversial issues provided that their use:
1. Is related to the instructional goals and instigated by the course of study;
 2. Is appropriate to the maturity of the students;
 3. Does not tend to indoctrinate or persuade students to a particular viewpoint;
 4. Encourages fair presentation and open-mindedness and is conducted in a spirit of scholarly inquiry;

5. Does not reflect badly upon persons because of their race, sex, color, creed, national origin, history, or handicap;
 6. Allows the teacher to express a personal opinion that is identified as such and is not expressed to persuade students to a specific viewpoint.
- 301.3 The parent/guardian may decline their student's participation in any portion of the curriculum that conflicts with their personal beliefs.
1. It is the parent's responsibility to identify the need for nonparticipation in advance of instruction and to provide a written request to the teacher.
 2. Parents are encouraged to discuss the curriculum and instructional strategies prior to making a request for nonparticipation.

302 Curriculum *revised 10/10/23*

- 302.1 The Board recognizes three components of the standards-based curriculum that are to be aligned for efficient delivery: written, taught, and assessed. Every component of the curriculum is organized to deliver the systematic program and is based on key assumptions including:
1. All students can achieve excellence in each of the courses they take although some require more time, individualized instructional strategies, or specially selected materials. That effort is respected.
 2. Success is a cycle of learning, behavior, and positive self-image. Students and staff build on that cycle to support each student's achievement.
 3. Conditions for achievement can be maximized.
 - a. The student is responsible for maximizing the conditions in which s/he can achieve by understanding the standards, striving to meet high expectations set by staff, using feedback to foster improvement, participating in decisions about learning, and communicating with staff and parent/guardian about barriers to learning.
 - b. The school staff is responsible for maximizing the conditions in which each student can achieve through clearly stating standards, establishing high expectations for achievement, providing specific and continuous feedback, individualizing instruction to provide the appropriate level of instruction, and involving the student and parent/guardian in decisions about the student's learning.
 - c. The parent/guardian is responsible for maximizing the conditions in which their student can achieve through demonstrating in the standards and the effort to attain them, encouraging and celebrating success, being informed about the student's progress, and participating in decision-making about the student's learning.
 4. Preparing students for a successful future is based on the future desired by the student, not the Corporation, and may include focus on college preparation, technical occupation training, performance arts, and other areas of specialty. All focus specialties are considered equally challenging and equally valuable in preparing an *Academy* graduate to be a successful adult.

5. The curriculum will be developed, reviewed, and revised annually to ensure alignment, improvement, and student achievement.
 6. All curriculum, courses of study, and pilot programs will be approved by the Principals.
- 302.2 *Written Curriculum* consists of the charter documents, grants, plans, and those documents and materials that identify the standards and guide how they are to be taught.
1. The curriculum will be written and available for every course to students, parents, staff, and community members. Written curricula will:
 - a. Reflect the need to increase student achievement as identified through board decision-making, state direction, professional organizations, current research, teacher review, and appropriate assessment strategies;
 - b. Clearly communicate the student goals, standards and/or objectives;
 - c. Maximize opportunities to integrate across courses (horizontal articulation);
 - d. Maximize opportunities to build predictably on a foundation while moving toward the highest level of mastery (vertical articulation);
 - e. Identify the linkage or alignment with instructional materials;
 - f. Guide instruction by providing suggestions for classroom instructional activities, offering estimated time requirements, and identifying available resources for student and staff use;
 - g. Guide assessment by providing suggestions for measurement activities and offering samples of student work at various levels;
 - h. Provide a balanced curriculum that emphasizes courses that will prepare the student for a successful future with special focus on mastery of language, math, science, social studies, and the arts;
 - i. Provide equitable access so that all students can learn at high levels regardless of previous educational success, gender, ethnicity, age, socio-economic status, family background, or any other factor; and
 - j. Be used to set priorities for budget allocations.
 2. The written curriculum will be the primary focus of instruction. The curriculum will align with the mission of the school and the standards for each course. Instructional strategies and materials will support and align with the written and assessed curriculum to meet the achievement needs of all students.
 3. Curriculum implementation will be adopted and monitored by the Principals and the staff involved in its delivery.

- a. The Principals will be responsible for the supervision of instructional staff, assistance in developing lesson plans, observations of instruction, and feedback to assist the instructional staff to ensure efficient student achievement. The Principals are responsible for management of the overall curriculum system and for approving the adoption of textbooks and written materials on behalf of the Board.
 - b. Teachers will be responsible for developing, implementing, and continually revising written curriculum materials and assessed curriculum. Teachers will observe and guide non-credentialed instructional staff to ensure their contribution to efficient student achievement.
 - c. Non-credentialed instructional staff, such as non-core teachers and instructional aides, will adhere to the written curriculum and follow the guidance of their supervising teacher.
 - d. All instructional staff will openly provide feedback about the value of the written curriculum upon conclusion of each standards-based instructional unit. The feedback will result in increased understanding of the barriers faced by individual students and students as groups, troubleshooting, identification of better resources and strategies, and a plan for revising the documents prior to when the unit will be taught again.
- 302.3 *Taught Curriculum* consists of all activities used to promote student achievement of the standards.
1. Teaching is the foundation of a systematic process that aligns the written curriculum with the assessed curriculum. Quality delivery of curriculum is expected to be the norm.
 2. Elements of the process include:
 - a. Establishing a climate that continually affirms the worth and diversity of all students;
 - b. Setting high expectations and clear goals for students, staff, and parent/guardians and involving all parties in the responsibility for achievement;
 - c. Orienting students to the standards to be met, the activities to be used to meet those standards, and the measurements to be used to assess achievement;
 - d. Assessing current skills and knowledge (diagnosis) and matching instruction with the student's status by using varied approaches, adequate practice time, and multiple opportunities for learning;
 - e. Assessing achievement of new skills and knowledge to determine the readiness to advance, the need for enrichment, and the need for reteaching with different strategies.
 3. Staff development is essential to quality teaching. To ensure effective

delivery of the written and assessed curriculum, training will be provided to assist new and continuing staff with a focus on ensuring best instructional practices.

4. Out-of-class assignments are a valid extension of the teaching process when they enhance the student's achievement. Out-of-class assignments should:
 - a. Be a properly planned part of the curriculum;
 - b. Be coordinated with assignments given by other teachers to extend and reinforce learning;
 - c. Provide for practice of skills and knowledge in the development phase or for the reinforcement of habits being established;
 - d. Be clearly assigned and its product carefully evaluated;
 - e. Be assigned in a quantity and with sufficient advance notice to minimize disruption to life outside of school;
 - f. Make use of resources beyond the classroom walls, including the parent/guardian, whenever appropriate; and
 - g. Never be used as a punitive measure.
5. Textbooks and instructional materials will be adopted for use by staff and students upon review and approval by the Principals. It is the desire of the Board to provide a wide range of instructional materials on all levels of difficulty, with diversity of appeal. Material selection will be based on:
 - a. Educational goals of the school;
 - b. Individual learning and teaching styles, age, and maturity of students;
 - c. Curricula needs and existing materials; and
 - d. Currency, accuracy and representation of historical, artistic, and literary qualities for use in a diverse, pluralistic society.
6. Field trips are a valid extension of the teaching process when they enhance the student's achievement in ways that cannot be supported in the classroom. Field trips should:
 - a. Be a properly planned part of the curriculum, coordinated and followed-through to maximize learning opportunities across curriculum;
 - b. Provide exposure to people and places that the student is not likely to learn from in other ways;
 - c. Be well-planned to maximize value and provide a positive foundation for life-long learning;

- d. Be previewed with students with requirements for participation clearly and accurately communicated including assumption of risk requirements, and involve parent/guardians as appropriate.
 - 1. Students may be charged reasonable fees for field trips, but no student will be denied participation due to financial inability.
 - 2. No student will be penalized academically for nonparticipation.
- 302.4 *Assessed Curriculum* consists of all activities used to measure the progress made by students in achieving the standards and is an expected part of each school's curriculum system.
- a. The assessment program will result in information to support student achievement and program improvement including:
 - 1. Measurement of each student's achievement and achievement of students with similar demographic characteristics using norm-referenced and criterion-referenced tests as appropriate; and
 - 2. Program evaluation including effectiveness of instructional strategies, allocation of time, and use of materials.
 - b. The Board requires that parents/guardians of all students are provided with clear and timely information concerning the academic and social progress of their student and early identification of students at risk of not making adequate achievement.
 - c. Each teacher will provide a written grade for each student in each course according to the adopted calendar including at least once per quarter. Semester grades will be posted to the student's official transcript.
 - d. Grades will reflect the student's academic achievement on standards and will not reflect social factors such as behavior or attitude.
 - e. Anecdotal comments may be made by the teacher but will not be entered into the permanent record.
 - f. Reports about the results of assessment will be available to the Board of Directors, the boards of charter-granting agencies, the staff, students, parent/guardians, and the community.
 - h. The staff will prepare an annual report to communicate information about the assessed curriculum.
 - i. The school shall meet all statewide standards and conduct the pupil assessments required pursuant to Section 60605 and any other statewide standards authorized in statute or pupil assessments applicable to pupils in non-charter public schools.

- j. The Board authorizes teachers to assign a failing grade to any pupil whose absences that are not excused pursuant to Education Code 48205 exceed three per semester. Regulations adopted shall include a reasonable opportunity for the pupil or the pupil's parent to explain the absences and a method for identification in the pupil's record of the failing grades assigned to the pupil on the basis of unexcused absences.

303 Independent Study *revised 8/31/2021, 10/11/2022*

303.1 In the event a student cannot come to school, the student may elect to participate in independent study. Independent study shall offer a means of individualizing the educational plan to serve students whose health or other personal circumstances make classroom attendance difficult. For the 2022-23 school year and thereafter, the Principal or designee may approve the participation of a student who demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently provided that experienced certificated staff are available to effectively supervise students in independent study. The Principal or designee may also approve the participation of a student whose health would be put at risk by in-person instruction. A student whose academic performance is not at grade level may participate in independent study only if the program is able to provide appropriate support, such as supplemental instruction, tutoring, counseling, ongoing diagnostic assessments, and/or differentiated materials, to enable the student to be successful. A student's participation in independent study shall be voluntary.

No course required for high school graduation shall be offered exclusively through independent study. Students in independent study shall have access to the same services and resources that are available to other students in the school and shall have equal rights and privileges. Students participating in independent study shall have access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work. The Principal or designee shall ensure that students participating in independent study are provided with content aligned to grade level standards at a level of quality and intellectual challenge substantially equivalent to in-person instruction. For grades 9-12, this shall include access to all courses offered by the school for graduation and approved by the University of California or the California State University as creditable under the A-G admissions criteria. CAR shall not provide independent study students and their parents/guardians with funds or items of value that are not provided for other students and their parents/guardians. Providing access to Internet connectivity and local educational agency-owned devices adequate to participate in an independent study program and complete assigned work consistent with Education Code 51747, or to participate in an independent study course, as authorized by Education Code 51749.5, shall not be considered funds or other things of value. Students are eligible for independent study as authorized in law, and as specified in board policy. A student participating in independent study must be a resident of the county or an adjacent county. A student with disabilities, as defined in Education Code 56026, shall not participate in independent study unless the student's individualized education program specifically provides for such participation. A student's participation in independent study shall be voluntary.

The Principal or designee shall ensure that students participating in independent study for 15 school days or more receive the following throughout the school year:

1. For students in grades 4-8, opportunities for both daily live interaction and at least weekly synchronous instruction
2. For students in grades 9-12, opportunities for at least weekly synchronous instruction

The Principal or designee shall develop a plan to transition students whose families wish to return to in-person instruction from independent study expeditiously, and, in no case later, than five instructional days. This requirement only applies to students participating in an independent study program for 15 school days or more.

Because excessive leniency in the duration of independent study assignments may result in a student falling behind peers and increase the risk of dropping out of school, independent study assignments shall be completed no more than one week after assigned for all grade levels and types of program. However, when necessary based on the specific circumstances of the student's approved program, the Principal or designee may allow for a longer period of time between the date an assignment is made and when it is due, up to the termination date of the agreement.

The Principal or designee shall ensure that a written master agreement exists for each participating student as prescribed by law. A written agreement shall be developed and implemented for each student participating in independent study. The agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement. The independent study agreement for each participating student also shall include, but are not limited to, all of the following:

1. The frequency, time, place and manner for submitting the student's assignments, reporting the student's academic progress, and communicating with a student's parent/guardian regarding the student's academic progress
2. The objectives and methods of study for the student's work and the methods used to evaluate that work
3. The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work
4. A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion, the level of satisfactory educational progress, and the number of missed assignments which will trigger an evaluation of whether the student should be allowed to continue in independent study
5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one school year
6. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion.
7. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports
8. A statement that independent study is an optional educational alternative in which no student may be required to participate
9. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement

that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction

10. Before the commencement of independent study that is scheduled to last 15 days or more, the agreement shall be signed and dated by the student, the student's parent/guardian or caregiver if the student is under age 18 years, the certificated employee responsible for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student. However, independent scheduled to last less than 15 days, the school shall obtain a signed written agreement for independent study from the student, or the student's parent/ guardian if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the pupil, no later than 10 days after the first day of instruction.

Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education (CDE). The parent/guardian's signature on the agreement shall constitute permission for the student to receive instruction through independent study.

The Principal or designee shall ensure that procedures for tiered reengagement strategies are used for all students who are not generating attendance for more than three school days or 60 percent of the instructional days in a school week, or who are in violation of their written agreement. This requirement only applies to students participating in an independent study program for 15 school days or more. The procedures shall include, but are not necessarily limited to, all of the following:

1. Verification of current contact information for each enrolled student
2. Notification to parents/guardians of lack of participation within one school day of the recording of the non-attendance day or lack of participation
3. A plan for outreach from the school to determine student needs, including connection with health and social services as necessary

Furthermore, an evaluation shall be conducted to determine whether it is in a student's best interest to remain in independent study whenever the student fails to make satisfactory educational progress and/or misses three assignments. Satisfactory educational progress shall be determined based on all of the following indicators:

1. The student's achievement and engagement in the independent study program, as indicated by the student's performance on applicable student-level measures of student achievement and engagement specified in Education Code 52060
2. The completion of assignments, assessments, or other indicators that evidence that the student is working on assignments
3. Learning required concepts, as determined by the supervising teacher
4. Progress towards successful completion of the course of study or individual course, as determined by the supervising teacher

A student-parent-educator conference shall be held as appropriate including, but not limited to, as a reengagement strategy and/or if requested by a parent/guardian prior to enrollment or disenrollment from independent study.

Each student's participation in live interaction and synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which independent study is provided will be documented. A student who does not participate in independent study on a school day shall be documented as non-

participatory for that school day. The Principal or designee also shall maintain a written or computer-based record such as a grade book or summary document of student engagement, for each class, of all grades, assignments, and assessments for each student for independent study assignments. The signed, dated agreement, any supplemental agreement, assignment records, work samples, and attendance records may be maintained on file electronically.

Exceptions for pupils under professional care: Pupils who, under the care of appropriately licensed professionals, participate in independent study due to necessary medical treatments or impatient treatment for mental health care or substance abuse, are not subject to the tiered reengagement, live interaction, synchronous instruction, nor return to in-person provisions described above. The school shall obtain evidence from appropriately licensed professionals of the need for pupils to participate in independent study pursuant to this subdivision.

- 303.2 The Executive Director and/or his/her designee shall develop and implement Administrative Regulations in compliance with state education code to provide Independent Study.

304 Arts Education *adopted 2/22/02*

- 304.1 The Board of Directors recognizes that arts education, including dance, music, theater, and visual arts, is an integral part of the basic education for all students. The Board of Directors supports a comprehensive curriculum that includes arts education as part of the program for all students as stated in the California Department of Education *Visual and Performing Arts Framework for California Public Schools, Kindergarten Through Grade Twelve* (2001).
- 304.2 In order to implement a correlated and integrated arts education program, the Board of Directors supports the need to provide resources necessary to implement the program, to provide a continuing program of in-service education for all staff, and to provide comparable education opportunities for all students.

305 High School Mathematics Placement *adopted 9/13/16*

- 305.1 The Board of Directors recognizes that student achievement in mathematics is critical for preparing students for college and career and crucial to ensuring future educational success. As such, the Board affirms that a fair, objective, and transparent mathematics placement protocol that strictly limits the use of subjective criteria in placement decisions will result in an appropriate 9th grade mathematics student placement and will prevent mathematics misplacement, ensuring all students, regardless of race or ethnic background, receive an equal chance to advance in mathematics. The Board of Directors therefore directs Charter Academy of the Redwoods staff to create, implement, and monitor mathematics placement protocol that includes the following elements:
- a. Reliance on objective determinations such as diagnostic placement tests, standardized tests, and student grades,
 - b. Limitation on the use of subjective placement measures such as placement recommendations unless the recommendation is to

advance the student to a higher mathematics than objective data determines,

- c. Parent/student notification of placement that shall include written notice of a student's mathematics placement prior to the beginning of the student's 9th grade year and a recourse plan for any parents/students dissatisfied with the placement.

400 Statement of Purpose

The success of students at schools managed by Charter Academy of the Redwoods is dependent upon the combination of factors that result in well-managed governance, business, education, personnel, and student services. This series of policies is intended to ensure that every employee is fully able to contribute to the Academy's success.

400.1 The Board values the participation of its staff in all aspects of implementing the Corporation mission. All staff members must demonstrate the abilities necessary to effectively carry out their responsibilities.

400.2 Employment Status: Charter Academy of the Redwoods, a non-profit corporation, is the employer of *Charter Academy of the Redwoods* staff.

1. Employment is at-will and may be terminated with or without cause and with or without notice at any time by the Executive Director. Nothing in this policy or any other document or statement will limit the right to terminate employment at-will.
2. Only the Executive Director of Charter Academy of the Redwoods has the authority to make any such agreement and then only in writing.
3. No other manager, supervisor or employee of Charter Academy of the Redwoods has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will.
4. Under some circumstances, Charter Academy of the Redwoods may need to restructure or reduce its workforce. If this becomes necessary, effort will be made to provide advance notice and to minimize the impact on those affected.

401 General

401.1 Nondiscrimination: Charter Academy of the Redwoods is an equal opportunity/affirmative action employer and makes employment decisions on the basis of merit. Policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, disability covered by ADA, or any other consideration made unlawful by federal, state, or local law. Discrimination is unlawful.

1. Charter Academy is committed to complying with all applicable laws providing equal employment/affirmative action opportunities. This commitment applies to all persons involved in the operations of the corporation, prohibits unlawful discrimination by any employee, and

encourages employment representative of the geographic area.

2. Any employee who has been subjected to any form of discrimination is expected to submit a written complaint to his or her supervisor or the Executive Director. The complaint is to be specific and include the names of the individuals involved and the names of any witnesses. The Corporation will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation. If the Corporation determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action will also be taken to deter any future discrimination. The Corporation will not retaliate against an employee for filing a complaint and will not knowingly permit retaliation by other employees.
3. All required notices shall be conspicuously posted in the employee work rooms.

401.2 General Conduct / Harassment: All employees are expected to conduct themselves at all times in a manner consistent with the highest standards of personal character and professionalism with all parties directly and indirectly involved with Charter Academy of the Redwoods.

1. The Corporation is committed to a work environment free of unlawful harassment and prohibits harassment of any sort including but not limited to: sexual; verbal, visual, or physical conduct; threats or demands; or retaliation.
2. Any employee who has been subjected to any form of harassment is expected to immediately submit a written complaint to his or her supervisor or the corporation President. The complaint is to be specific and include the names of the individuals involved and the names of any witnesses. The Corporation will immediately undertake an effective, thorough and objective investigation and attempt to resolve the situation. If the Corporation determines that unlawful harassment has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action will also be taken to deter any future harassment. The Corporation will not retaliate against an employee for filing a complaint and will not knowingly permit retaliation by other employees.

401.3 Discipline, Suspension, and Dismissal: All employees are expected to adhere to the Academy Behavior Code by showing respect for self, others, and things at all times and in all situations. Any employee who does not conduct himself or herself in a manner consistent with the highest standards may be disciplined, suspended, or dismissed.

1. The following conduct is prohibited and will not be tolerated.
 - a. Falsification of employment records, employment information, or other records including any records related to student achievement; falsification of financial records or attendance records for self, another employee, or a student;
 - b. Theft, deliberate or careless damage, or destruction of *Charter Academy* property or property belonging to another that is present on campus; removing, borrowing or using without authorization *Charter*

Academy property, equipment, materials, or facilities;

- c. Sleeping or malingering;
- d. Conducting personal business during working hours except in the case of an emergency;
- e. Provoking a fight or fighting; carrying firearms or any dangerous weapon; possessing any prohibited substance; causing or participating in a disruption of any kind; or using abusive language during work time or on campus;
- f. Engaging in criminal conduct whether or not related to job performance;
- g. Misuse of electronic communication equipment or use of equipment to engage in defamation, copyright or trademark infringement, discrimination, harassment or related actions;
- h. Violating any policy of the Board of Directors.

This list is illustrative. Other types of conduct injurious to security, safety, employee welfare, and the *Charter Academy's* mission and operations may also be prohibited. This does not alter the policy of at-will employment. The employee and the *Charter Academy* are free to terminate the employment relationship at any time, with or without reason or advance notice.

- 2. The Executive Director or his/her designee may discipline, suspend, or terminate any employee if s/he determines that the employee has failed to fulfill the duties and responsibilities and/or demonstrate qualities in the job description.
 - a. *Discipline*, including suspension, will include a written statement specifying what the employee failed to fulfill or demonstrate and a personal conference and/or hearing conducted by the Executive Director or his/her designee with the employee and, if appropriate, others. The employee will have an opportunity to respond to the information in writing.
 - b. *Suspension* may be for a period determined by the Executive Director or his/her designee without pay.
 - c. *Termination* will be at the discretion of the Executive Director or his/her designee upon review by the President and/or legal counsel.
- 3. Progressive discipline steps may be used at the discretion of the Executive Director or his/her designee. An agreement about activities and a schedule for improvement will be developed unless the Executive Director concludes that doing so poses a threat to the students, staff, or school in which case the employee will be dismissed.
- 4. All employees are hired on the basis of an "At-will" agreement that stipulates that an employee may be dismissed at any time. Nothing in this policy shall be construed to alter that agreement.

- 401.4 Resignation: In the event that an employee finds it necessary to resign, s/he will provide the Executive Director or his/her designee with notice as soon as possible and will agree to participate in an exit interview and in creating a smooth transition if requested.
- 401.5 Grievance Procedure: In the event of a dispute involving employment or implementation of the personnel policies, good faith effort will be made to resolve an employee's grievance. The good faith effort will include problem identification, possible solutions, selection of resolution, timeline for implementation, and follow-up.
1. The employee will identify the nature of the complaint with the party or parties involved who will initiate efforts to resolve it.
 2. If this effort fails to resolve the dispute, the employee may submit his or her complaint in writing to the Executive Director or his/her designee or, if the complaint is with the Executive Director, to the President or, if that is the same person, the Chair of the Board within five days.
 3. Within five working days of receipt of the complaint, the Executive Director or his/her designee will meet with the employee to investigate the complaint and determine how best to proceed. The Executive Director may choose to convene a meeting of the involved parties, appoint a committee of staff to address the complaint, select an outside mediator, or undertake such procedures as s/he considers appropriate.
 4. If the complaint is not addressed to the satisfaction of the employee within twenty days, s/he must notify the Executive Director who will then appoint a Resolution Committee who will investigate and render a decision. That decision will be final.
- 401.6 Leaves: While every effort must be made to attend to assigned duties, there may be times when it is necessary for an employee to take a leave of one or more days.
rev.10/6/2015, 10/15/2019, 9/14/2021, 10/11/2022, 10/10/2023, 1/30/2024
1. Types of paid leave include:
 - a. Sick Leave – to provide for absences due to: preventive care (including annual physicals or flu shots), personal illness, or injury that prevents the employee from working; illness, or injury of an immediate family member that requires the presence of the employee; or for an employee to receive medical care or other assistance to address instances of domestic violence, sexual assault, or stalking.
 1. Sick Leave is available to all employees who work at least thirty (30) days within the span of a single calendar year from the commencement of employment.
 2. A full-time employee is entitled to eighty (80) hours of Sick Leave per fiscal year (July 1-June 30) or a prorated amount thereof if the full-time employee starts work after September 1 of the fiscal year.
 3. A certificated or classified “exempt” part-time employee will receive Sick Leave on a pro-rata basis proportional to the

- percentage of the fiscal year to which the employee is scheduled, but under no circumstances will the employee receive less than forty (40) hours of Sick Leave.
4. A part-time classified employee is entitled to forty (40) hours of Sick Leave per fiscal year.
 5. Leave less than one (1) scheduled work day will not be deducted for certificated and classified “exempt” employees. For all other employees, leave will be deducted on an hourly basis.
 6. All employees may carry over the annual balance of unused Sick Leave to the following fiscal year. No employee will receive pay in lieu of Sick Leave under any circumstances, and employees will not be paid for any accrued but unused Sick Leave upon separation from employment.
 7. The full allocation will be available upon the first day the employee reports to work each year. Once an employee has exhausted sick leave, the employee may continue on an unpaid medical leave depending upon the facts and circumstances of the employee’s basis for leave beyond accrued sick leave. Employee requests for unpaid medical leave must be approved in advance.
 8. The *Charter Academy* recognizes Sick Leave accrued by other California public school agencies. It is the responsibility of the employee to provide the business office with official verification of hours earned.
- b. Bereavement Leave—to attend to the death or imminent death of an individual. Leave may be deducted from Sick Leave at a maximum of 100% of the annual Sick Leave allotment. For example, full-time employees can take a maximum of 10 days or 80 hours and part-time classified employees can take a maximum of 40 hours of bereavement leave annually.
 - c. Personal Leave—to attend to personal business. A maximum of 50% of the annual Sick Leave allotment may be used for absences of a personal nature such as attending events, engaging in recreational activities, or taking care of other personal business that cannot be more conveniently scheduled. No amount of personal leave can exceed 50% of the annual Sick Leave allotment. Such leave may not be accumulated.
 - d. Jury Duty—to fulfill legal requirement to appear for jury duty. Upon receipt of a notice to appear, the employee will immediately submit an absence request for the day assigned to appear. Leave is reported as Jury Duty but is not deducted. Any check for juror fees, not including mileage, is to be signed over to the school.
 - e. Professional Development Leave—to attend a conference, seminar, professional meeting, or other activity for training purposes provided

- that the absence can be scheduled to minimize disruption to assigned duties. Leave is reported but not deducted if approved by the site manager in advance.
- f. School Activity Leave—Full-time employees may take up to four hours per year to attend such events as a conference, hearing, or school activity on behalf of the employee's child, grandchild, or dependent enrolled in pre-K through 12th grade provided that the absence can be scheduled to minimize disruption to assigned duties. Leave is reported but not deducted if approved by the Principal in advance.
 - g. Administrative Leave—to resolve a potential disciplinary matter. Up to ten days may be used at the discretion of the Executive Director or his/her designee.
2. Types of unpaid leave include:
- a. Long-Term Leave—to extend other leave beyond the period for which benefits are available. Such leave may be given upon approval by the Executive Director or his/her designee for up to 12 consecutive weeks during a single school year, or longer if required by law but not to exceed the school year or intended employment period, whichever is shorter. Any health benefits provided to the employee will continue to be provided during this leave. In the event of a leave due to medical cause, the employee will be required to provide certification from a qualified medical professional verifying the employee's ability to return to work. Such leave is available only to staff who have been employed for at least one complete calendar year prior to the year in which the leave is to be taken.
 - b. Suspension—to provide an opportunity for the employee to fulfill terms related to a disciplinary or safety matter.
 - c. Unapproved Paid Leave Request—to be deducted from salary or wages any otherwise paid leave for which advance approval is required but denied by the Executive Director or his/her designee such as in 401.6.1 (e, f).
3. In the event that an employee of the *Charter Academy* is approved for Long-Term Leave due to a doctor-verified personal or family medical cause and exhausts paid leave options, other *Charter Academy* employees may each voluntarily donate to that person a minimum of one day (8 hours) and a maximum of two days (16 hours) of Sick Leave provided that they have no less than 20 days (160 hours) in their own account or upon approval of the principal. Donations may be asked for and made to an employee a maximum of one time in a fiscal year. The record of such donations will remain confidential. Donated leave cannot be accumulated for use in subsequent fiscal years.
4. The *Charter Academy* will make reasonable effort to assist employees with life-threatening or communicable diseases.
5. Employees are expected to minimize the need to hire a substitute by planning their leave, whenever possible.
6. Employees are expected to request leave in advance, whenever possible,

account for the leave in writing and, when appropriate, to provide appropriate plans or directions to support the orderly completion of duties during the period of the leave.

401.7 Attendance and Punctuality: The employee must make every effort to report to work every day at the time assigned.

1. Any employee who is unable to report for work on any particular day must call the supervisor (either the Principal or Business Manager) at least one hour before the start of the scheduled workday.
2. If an employee fails to report without prior notification, the *Charter Academy* may consider that the employee has abandoned his/her employment and has voluntarily terminated the employment.
3. Upon returning to work after an absence for any reason, the employee must complete an absence form and turn it in to the Business Manager by the end of the workday on which the employee returns. If an employee is absent for medical reasons for more than 10 working days, the employee must, immediately upon his or her intended day to return to work, provide the Business Manager with a physician's statement certifying that the employee is able to return to duty.
4. An employee who is late to work will be docked for the time missed. Habitual tardiness will result in termination.
5. An employee who anticipates an attendance problem is expected to discuss it with the supervisor (either the Principal or Business Manager) in advance, to determine what arrangements will best serve the needs of the students, staff, and school.

401.8 Compensation: The Board recognizes that its first priority is to fulfill its mission as delineated in the charter that requires maintaining a fiscally sound budget and talented, dedicated staff.

1. The Board will adopt a salary schedule to remain in effect until revised. This salary schedule will include the amount of base salary for each employment category and may include increments for experience and bonuses for: longevity, professional development and membership activities, advanced degree completion, student achievement, supplemental assignments, and school recognition.
2. A current salary schedule will be provided to each staff member upon being hired.
3. The Board will review the salary schedule annually.
4. The pay period for all regular and special work will be consistent with that established by the Chief Fiscal Officer or his/her designee.
5. The pay periods will be posted on an employee bulletin board.
6. Bonuses, if any, may be paid in one or two annual payments.

7. Any payroll errors are to be reported to the Business Manager promptly upon discovery.
8. In no case will a loan be made by the *Charter Academy*. An advance may be made for the purpose of participating in a professional development activity.

401.9 Health and Welfare Benefits rev. 9/10/13

1. The Executive Committee will enter into a program of health, dental and vision insurance coverage that is reasonably comparable with coverage provided to employees in similar occupations, provided that such coverage is available at a reasonable cost.
2. Coverage will be extended to full-time employees and may be extended to part-time employees according to terms agreed upon with the insurance agent on a cost sharing basis.
3. The Board will participate in retirement plans through State Teachers Retirement System (STRS) for credentialed staff and Public Employees Retirement System (PERS) for classified staff subject to STRS and PERS rules. The *Charter Academy* will make the required employer contribution for such benefits.
4. Persons elected by the board to serve as an officer (e.g., President, Secretary, and/or Treasurer in any combination) are eligible to receive corporate benefits (i.e., medical, dental, and vision).
 - k. During their term of service they are eligible for benefits as if they were a full-time employee.
 - l. Persons who have served as an officer for a minimum of five years are eligible to receive corporate benefits (i.e., medical, dental, and vision) on a pro-rata basis after their term ends. The cost of all benefits will be shared equally by the corporation and the officer for an officer who has served five years. The corporation will pay an additional 10% of costs for each year of service after the first five years up to 100% for 10 years of service as an officer. The period of eligibility for benefits may not exceed the total length of service as an officer. Persons who have served fewer than five years will not be eligible.

401.10 Use of Substances: No staff member may use any controlled substance, tobacco, or alcohol during the performance of duties or when doing so may impact the performance of those duties. The *Charter Academy* supports a drug-free environment and staff members are expected to model a “zero tolerance” attitude in instructional and personal dealings with students and parents.

401.11 Adherence to Regulations: All staff members are expected to adhere to those local, state, and federal regulations not specifically identified in this policy but in effect including regulations related to reporting abuse to Child Protective Services, Americans with Disability Act, Family Leave Act, and Affirmative Action.

401.12 Uniform Requirements: All staff members are expected to adhere to a uniform dress code that provides an appropriate model for students and fosters a safe, productive learning environment.

- 401.13 Employment File: The school will maintain a confidential personnel file for each employee.
1. The personnel file will contain documents gathered prior to and at the time of employment, evaluation documents, and any other employment-related documents or correspondence.
 2. The employee may request the right to review the file at any time during regular office hours. Other than routine records, documents placed in the personnel file will have been signed by all concerned parties.
 3. The *Charter Academy* is required to keep current all employees' names and addresses. The employee is responsible for updating the information in their personnel file.
- 401.14 Payroll Deduction: The Chief Fiscal Officer or his/her designee will maintain a list of approved vendors for whom payroll deductions will be processed. This will include the supplier of *Charter Academy* uniforms and other vendors whose business supports the health, professional development, and community participation of *Charter Academy* employees and to whom payments can be made in a manner that does not disrupt the timely processing of payroll documents.
- 401.15 Security Clearance and Medical Testing: The *Charter Academy* takes its responsibility to provide a safe learning and working environment as a paramount component of the mission. The *Charter Academy* will ensure the safety of its students, staff, and school by requiring certain security clearances and medical tests as a condition of employment including:
1. Fingerprinting for which the security clearance must be complete prior to the first day of employment when students are to be present;
 2. Other physical testing such as may be defined in the job description for those employment categories in which certain physical requirements are prescribed or which state law mandates.
- 401.16 Safe Performance of Duties: All employees are expected to execute their duties in a manner that is consistent with safe and secure practices whether on campus or off. Failure to do so may result in disciplinary action including suspension and termination. Any employee who willfully conducts himself or herself in a manner that results in damage or injury to self, to another, or to a thing may be held liable for that damage. The *Charter Academy* staff is responsible for maintaining a secure workplace.
1. Employees will be aware of and report to the office staff: persons loitering for no apparent reason, suspicious activities, and unsafe working conditions.
 2. Misplaced keys, identification badges, or personal property are to be immediately reported to the Business Manager.
 3. Employees will exercise appropriate caution when occupying the facility during non-regular work hours.
- 401.17 Use of *Charter Academy* Resources: *Charter Academy* resources such as letterhead, furniture, computers and other electronic equipment, and copiers are for use in

fulfilling the mission of *Charter Academy*.

1. Arrangements may be made with the Principal or Business Manager for a loan of *Charter Academy* resources for school purpose. Any *Charter Academy* resource used by an employee is to reflect in a positive way upon the school with written documents to be error-free and neatly presented.
2. All *Charter Academy* property, including furniture, equipment, and computers, are to be kept clean and used only for purposes approved by the Principal or Business Manager and to be returned, if off the premises, immediately upon termination of the activity.
3. Employees are not to leave personal belongings of value in the workplace. Personal items, including but not limited to backpacks, purses, refrigerators, and packages are subject to inspection and search, with or without notice, with or without the employee's prior consent upon reasonable suspicion of unauthorized possession of *Charter Academy* property, a weapon, or a prohibited or unsafe substance.
4. Electronic communication/media may not be used in any manner that would be discriminatory, harassing or obscene, or for any other purpose which is illegal, against Board policy, or not in the best interest of the *Charter Academy*. Voice mail and e-mail are to be used for business purposes only. Passwords and personal codes are to be used solely for *Charter Academy* business. The *Charter Academy* may keep a record of passwords/codes or may be able to override such a system.

401.18 Use of Personal Vehicle: There may be occasions when the staff person is required to use a personal vehicle in the fulfillment of his or her duties. Such mileage is to be submitted to the Business Manager within 30 days of the event for reimbursement at the IRS rate in effect at the time. Reimbursement for amounts of less than \$20 may be accumulated and held until the end of the fiscal year. Insurance requirements for a personal vehicle will be consistent with those set in the insurance policy in effect at the time.

401.19 Acknowledgment of Receipt: Each employee will sign an acknowledgment of receipt for the Employee Handbook that sets forth the agreement between the employee and *Charter Academy of the Redwoods* indicating that the employee has received, read, and is aware of the employer's policies and procedures.

1. The Acknowledgment of Receipt will be maintained in the employee's file.
2. The employee will receive and will maintain copies of any modification to or new item of personnel policy.

401.20 Hiring, Job Descriptions, and References:

1. Every reasonable effort will be made to ensure that the best possible person is employed in each position.
2. For every posted opening a flier, job description, and employment application will be provided to every prospective candidate upon request.
3. The Selection Committee or designated representatives will screen papers

and determine next steps in the selection process.

4. After screening, next steps will include an interview or other process for eliciting additional information about the candidate.
5. The Selection Committee chair or designee will contact one or more references for each finalist.
6. The Executive Director or his/her designee is the only employee authorized to make an offer of employment.
7. A job description for each position will be available upon request.
8. Only the Executive Director and Principals, Chief Fiscal Officer, and Business Manager are authorized to respond to requests for references made by prospective employers of *Charter Academy* staff. Employees may not use *Charter Academy* letterhead or other *Charter Academy* resources to provide a personal reference for a *Charter Academy* employee without permission of the supervisor.

401.21 **Disclosing Concerns:** Suggestions for improving the *Charter Academy* Corporation and schools are always welcome. Good faith complaints, suggestions, and questions about the job, working conditions, or treatment are to be taken to the supervisor and to be addressed in a professional manner that furthers the mission of the school.

401.22 **Confidentiality:** Each employee is responsible for safeguarding confidential, private information obtained during employment and to in no way reveal or divulge any personal information about a student or the student's situation; to gossip about the school, students, or staff; or to take any other action that reflects poorly upon the corporation or its schools. Any breach of this policy may result in legal action taken by the *Charter Academy*.

401.23 **Gifts:** Any gift made to any employee with a retail value in excess of \$25 is to be disclosed to the Executive Director and returned to the giver. If this is not possible, it may become the property of the *Charter Academy*. Gift givers are encouraged to make a contribution to the school library in the name of an employee in lieu of a personal gift.

401.24 **Rebates, Rewards, and Reimbursements:** Any funds that accrue as a result of expenses incurred by the school or corporation will be assigned to the corporation.

401.25 **Solicitation:** No employee will solicit or promote support for any cause or organization during his or her working time or during the working time of the student or employee at whom such activity is directed. Employees may post information on the bulletin board designated for such purposes and may provide passive participation in fund-raising as long as such activities are non-confrontational and do not interfere with the mission of the corporation.

402 Certificated

402.1 **Requirements for Employment:** Certificated employees are expected to adhere to all personnel policies and procedures and will be currently certified by the Commission on Teacher Credentialing with an appropriate credential. All certificated employees are required to fulfill the responsibilities as defined in the job description for their

position.

402.2 Work Schedule and Calendar: The duty day and calendar are provided to certificated employees upon employment. Any questions should be discussed with the supervisor.

1. Certificated staff is expected to report to and remain on the campus with sufficient time to be fully ready to participate in the daily “Check-In” activity and to fully participate in the daily “Check-Out” activity.
2. On professional development days when students are not present, certificated staff is expected to report to campus with sufficient time to be fully ready to participate in the schedule of activities for the day.
3. In keeping with posted break regulations, staff are encouraged to take a duty-free 30-minute lunch and 2 15-minute breaks in an 8-hour day; however, it is acknowledged that such breaks may not always be practical to take. Any employee who finds himself/herself unable to regularly take a break should address the situation with the supervisor.
4. In the event the staff member is required to leave campus during the duty day, his/her absence is to be reported in advance to the Office Manager and contact information provided, if appropriate.

402.3 Personnel Evaluation: All certificated staff will be evaluated periodically according to procedures established by the Principals. Evaluations may review factors such as: effectiveness of teaching strategies; depth of subject matter knowledge; communication with students, parents, staff, and community members; timely and accurate completion of reports and other written documents; collaboration with colleagues; supervision of students, assigned staff, and volunteers; adherence to Board policies; and other duties related to the *Charter Academy’s* mission. Final evaluations shall be in writing.

402.4 Professional Development: All certificated staff members are expected to maintain their professional knowledge, training, and credentialing. The Principals will develop an annual professional development plan that supports the mission of *Charter Academy*. Pay for certificated employees working beyond the regular year will be equal to the first step daily rate unless an alternative rate is mutually agreed to by the employee and the Chief Fiscal Officer or his/her designee.

402.5 Exempt: All certificated staff members are considered “Exempt” employees and, as such, are not entitled to earn overtime. Leave of less than one day may not be deducted as determined by the Business Manager.

403 Classified

403.1 Requirements for Employment: Classified employees are expected to adhere to all personnel policies and procedures. All classified employees will demonstrate specialized and appropriate experience related to their duties. All classified employees are required to fulfill the responsibilities as defined in the job description for their position.

403.2 Work Schedule and Calendar: The duty day and calendar are provided to classified employees upon employment. Any questions should be discussed with the supervisor.

1. Classified employees are expected to report to the campus fully ready to participate in the daily “Check-In” activity and to fully participate in the daily “Check-Out” activity, whichever is during their regular hours of duty.

2. On professional development days when students are not present, classified staff members who are assigned to work are expected to report to campus fully ready to participate in the schedule of assigned activities for the day.
 3. In keeping with posted break regulations, staff are encouraged to take a duty-free 30-minute lunch and 2 15- minute breaks in an 8-hour day; however, it is acknowledged that such breaks may not always be practical to take. Any employee who finds himself/herself unable to regularly take a break should address the situation with the supervisor.
 4. In the event the staff member is required to leave campus during the duty date, his/her absence is to be reported in advance to the Office Manager and contact information provided, if appropriate.
- 403.3 Personnel Evaluation: All classified staff will be evaluated annually according to procedures established by the President or his/her designee. Evaluations may review factors such as: fulfillment of specific duties; communication with students, parents, staff, and community members; timely and accurate completion of reports and other written documents; collaboration with colleagues; supervision of students, assigned staff, and volunteers; adherence to Board policies; and other duties related to the *Charter Academy's* mission. Final evaluations shall be in writing.
- 403.4 Professional Development: All classified staff members are expected to maintain and enhance their professional knowledge. The site manager in concert with the President will develop an annual professional development plan that supports the mission of *Charter Academy of the Redwoods and its schools*.
- 403.5 Exempt/Non-Exempt: Work beyond the regular hours may be required upon occasion.
1. All staff identified as Classified Management are considered "Exempt" employees and, as such, are not entitled to earn overtime. The employee's schedule may be adjusted by the supervisor during periods in which hours beyond the regular day are being worked. Similarly, leave of less than one scheduled work day may not be deducted.
 2. All other classified staff is considered "Non-Exempt" and may earn overtime, accrue compensation time, and arrange makeup time with the advance agreement of the supervisor.
 3. Overtime will be paid in accordance with state law in effect at the time earned. Employees are to receive permission in advance to work overtime.
 4. Compensation time will be taken within the pay period earned unless otherwise agreed upon by the supervisor.
 5. Make-up time requests submitted voluntarily will be considered if submitted at least one full day in advance of the need to tend to personal obligations. Requests are to be submitted to the employee's supervisor for resolution. Make-up time must be worked in the same workweek as the time taken off. Employees may not work beyond the hours that the work site is open for operation without advance permission from the supervisor and make up hours will not be paid at the overtime rate. Failure to make up hours as agreed will result in loss of pay for that time. Hours made up in advance

must be taken even if no longer needed by the employee.

404 Other Staff, Substitutes, and Consultants

- 404.1 Requirements for Employment: All employees are expected to adhere to all personnel policies and procedures that will be available from the Office Manager.
- 404.2 Work Schedule and Calendar: The duty day and calendar are provided to other staff, substitutes, and consultants upon employment. Any questions should be discussed with the Office Manager or referred to the supervisor.
- 404.3 Personnel Evaluation: All other staff, substitutes, and consultants will be evaluated periodically according to procedures established by the Principals or his/her designee. Final evaluations shall be in writing.
- 404.4 Exempt/Non-Exempt: All other staff and substitutes are considered “Non-Exempt” and may earn overtime or accrue compensation time with the advance agreement of their supervisor. Consultants are expected to adhere to the arrangements reached prior to providing service and may not earn overtime or accrue compensatory time; however, consultants may propose a change in the agreement to their supervisor.
- 404.5 Benefits: Other staff, substitutes, and consultants are not eligible for medical benefits.

500 Statement of Purpose

The success of students at schools managed by Charter Academy of the Redwoods is dependent upon the combination of factors that result in well-managed governance, business, education, personnel, and student services. This series of policies is intended to clarify expectations for the purpose of ensuring that every student, family member, and community member is fully able to contribute to the Academy’s success.

501 General *rev 10/17/17, 10/16/18*

- 501.1 Charter Academy of the Redwoods recognizes that student success results when students, their families, the community, the staff, and the charter-granting agencies work in a concerted manner to ensure each student’s achievement. The staff will strive to ensure that all parties have the information they need to support students and the school in meaningful ways.
- 501.2 The school is open to all students who wish to attend regardless the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified by federal, state, or local law, and with an enrollment goal of reflecting the diversity of the adolescent population in the area in which it operates. The school shall not inquire into or request documentation of a student's social security number or the last four digits of the social security number or the citizenship or immigration status of the student or his/her family members. However, such information may be collected when required by state or federal law or to comply with requirements for special state or federal programs. In any such situation, the information shall be collected separately from the school enrollment process and the Principal or designee shall explain the limited purpose for which the information is

collected. Enrollment in a district school shall not be denied on the basis of any such information of the student or his/her parents/guardians obtained by the district, or the student's or parent/guardian's refusal to provide such information to the district. The staff will provide information about student registration through: the general media; local churches, counselors, and other youth-serving agencies; private schools; service organizations; and organizations formed to meet the needs of minority youth. The charter-granting agency is invited to assist in implementing an outreach plan that ensures information is provided to all students.

- 501.3 It is the intent of the Board that staff will serve students, their families and the community in ways that benefit the student and reflect positively upon the school.
1. In the event that an individual has reason to believe this intent has not been met, that individual is welcome to express their concerns to the Executive Director or other staff, as deemed appropriate.
 2. In the event that an individual has reason to believe a state or federal statute has been violated, a Uniform Complaint Process will be followed. The Executive Director will ensure that information about the process is established, readily available, and adhered to.
- 501.4 It is the intent of the Board that internal and external disputes will be aired and resolved. Every effort will be made to resolve disputes in a cooperative manner using procedures that include: defining the conflict, communicating the issue, exploring alternative solutions, and building relationships. In the event that these procedures do not resolve the dispute, an outside mediator may be involved to facilitate satisfactory resolution at the request of the involved parties.
- 501.5 To foster clear communication and understanding, all Academy staff, students, and parents/guardians will be asked to sign a compact that delineates what is expected of each party to maximize conditions for student achievement.

502 Student Services *rev 12/9/16*

- 502.1 The foundation of student services is the Code of Behavior: *All students and staff will respect themselves, others, and things, at all times and in all situations.*
- 502.2 Violating the Code of Behavior will result in counseling and/or disciplinary action including: community service, suspension, referral to another school or service, and expulsion.
1. The supervising staff person who initially identifies the violation will inform the student that s/he has committed a violation and will use appropriate conflict resolution methods, including a hearing if appropriate, to resolve the issue. If the issue is determined by the staff person to require additional attention or sanction, it will be promptly referred to the student's Advisor and, if appropriate, to the Principal who will inform the parent/guardian, if appropriate.
 2. The Principal and/or Advisor will conduct an investigation to define the nature of the violation and its cause(s) and determine the sanction, if warranted. The Principal and/or Advisor will notify the parent/guardian of the result of the investigation.
 3. All staff members are authorized to assign community service, counsel, provide information about a social, counseling, medical, assessment or other

- appropriate service, and suspend a student from class or for a class period. Only the Executive Director and Principals are authorized to schedule a Hearing Panel to consider a student's potential for expulsion.
4. In the event a student is believed to have committed a serious infraction of the Code of Behavior, the Principal or his/her designee will present a potential expulsion to staff convened to hear the case. The student and his/her parent/guardian will be encouraged to participate. The goal of the hearing will be to ensure a full understanding of the facts and determine a course of action most likely to benefit the student and support the mission of the school.
 5. *Eff 4/26/02* In the event that a student's return to school is considered likely to pose a threat to the welfare or safety of others, the Principal is authorized to suspend a student until a hearing can be convened. If the suspension exceeds five days, the student may request and will be given access to complete all assignments under the supervision of the parent/guardian. For a suspension of less than five days, the student may complete work missed upon his/her return. The staff will make every effort to conduct the hearing in a timely manner.
 6. Any expulsion will be reported to the charter-granting agency and accounted for in the annual report.
 7. In all dealings related to violations of the Code of Behavior, effort will be made to educate and counsel with a goal of ensuring that such a violation is not repeated.
 8. In no case will possession of alcohol, drugs, tobacco, or a weapon or harassment, bullying, threats or intimidation against staff personnel or pupils be permitted. Possession for any purpose of any amount or size is grounds for immediate expulsion.
- 502.3 It is the intent of the governing Board of the *Charter Academy of the Redwoods* to ensure that students attend its schools, *Sequoia Career Academy* and *Redwood Collegiate Academy* (Charter School), every day on time. Consistent school attendance is critical to school success. Being present for classroom instructional time is essential for students to reach their goals and achieve their dreams. Chronic absenteeism has been linked to an increased likelihood of poor academic performance, disengagement from school and behavior problems.

Excused Absences for Classroom Based Attendance

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

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

1. Personal illness;
2. Quarantine under the direction of a county or city health officer;
3. Medical, dental, optometric, or chiropractic appointments;
4. Attendance at funeral services for a member of the family:
 - a. Excused absence in this instance shall be limited to three days.
5. Participation in religious instruction/exercises in accordance with Charter School policy:
 - a. The student shall be excused for this purpose on no more than four (4) school days per month.
6. Justifiable legal matters as appearances in court.

Method of Verification

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

1. Signed, written note from parent/guardian, parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student;
 - b. Name of parent/guardian or parent representative;
 - c. Name of verifying employee;
 - d. Date or dates of absence; and
 - e. Reason for absence.
3. Visit to the student's home by the verifying employee, or any other reasonable method, which establishes the fact that the student was absent for the reasons stated. A written recording shall be made, including information outlined above.
4. Healthcare provider verification
 - a. When excusing students for confidential medical services or verifying such appointments, Charter School staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
 - b. A healthcare provider's note of illness will be accepted for any reported absence. When a student has had 10 absences in the school year for illness verified by methods listed in #1-#3 above without a healthcare provider's note, any further absences for illness must be verified by a healthcare provider.
 - c. Upon the fourth consecutive day of absence for illness, a doctor's note will be required to excuse the absence.

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

Students should not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency.

Unexcused Absences/Truancy for Classroom Based Attendance

Students shall be classified as "truant" if the student is absent from school without a valid excuse three (3) full days in one school year, or if the student is tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. Such students shall be reported to the Principal or designee.

In addition, students shall be classified as a "chronic truant" if the student is absent from school for 10% or more of the school days in one school year, from the date of enrollment to the current date. When a student has been classified as a chronic truant, a doctor's note will be required to clear any further absences, and the student may lose school privileges such as senior activities and/or the Charter School's

graduation ceremony.

The Principal, or designee, shall implement positive steps to reduce truancy, including working with the family in an attempt to resolve the attendance problem. A student's progress and learning may be affected by excessive unexcused absences. In addition, the Charter School is fiscally dependent on student attendance and is negatively impacted by excessive unexcused absences. If all attempts to resolve the student's attendance problem are unsuccessful, the Charter School will implement the processes described below.

PROCESS FOR UPHOLDING THE ATTENDANCE POLICY

Truancy Process:

1. Each of the first two (2) unexcused absences will result in a call home to the parent/guardian by the Principal or designee. The student's classroom teacher may also call home.
2. Each of the third (3rd) and fourth (4th) unexcused absences will result in a call home to the parent/guardian by Principal or designee. In addition, the student's classroom teacher may also call home and/or the Charter School may send the parent an e-mail notification. In addition, upon reaching three (3) unexcused absences in a school year, the parent/guardian will receive "Truancy Letter #1" from the Charter School. This letter must be signed by the parent/guardian and returned to the Charter School. This letter shall also be accompanied by a copy of this Attendance Policy. This letter, and all subsequent letter(s) sent home, shall be sent by Certified Mail, return receipt requested, or some other form of delivery that can be tracked.
3. Upon reaching seven (7) unexcused absences, the parent/guardian will receive "Truancy Letter #2 – Conference Request," and a parent/guardian conference will be scheduled to review the student's records and develop an intervention plan/contract.
4. Upon reaching ten (10) unexcused absences, the student will be referred the School Attendance Review Team ("SART"). In addition, the parent/guardian will receive a "Habitual Truancy Re-Classification Letter #3."
5. The SART panel will be composed of three staff members. The SART panel will discuss the absence problem with the Parent/Guardian to work on solutions, develop strategies, discuss appropriate support services for the student and his/her family, and establish a plan to resolve the attendance issue.
 - a. The SART panel shall direct the parent/guardian that no further unexcused absences or tardies can be tolerated.
 - b. The parent shall be required to sign a contract formalizing the agreement by the parents to improve the child's attendance or face additional administrative action. The contract will identify the corrective actions required in the future, and indicate that the SART panel shall have the authority to order one or more of the following consequences for non-compliance with the terms of the contract:
 - i. Parent/guardian to attend school with the child for one day
 - ii. Student retention
 - iii. After school detention program
 - iv. Loss of field trip privileges
 - v. Loss of school privileges
 - vi. Community service
 - vii. Notification to the District Attorney and juvenile probation

- c. The SART panel may discuss other school placement options.
- d. Notice of action recommended by the SART will be provided in writing to the parent/guardian.
- 6. If the conditions of the SART contract are not met, the student may incur additional administrative action which can include being referred to the District Attorney's office.
- 7. For all communications set forth in this process, the Charter School will use the contact information provided by the parent/guardian in the registration packet. It is the parent's or guardian's responsibility to update the Charter School with any new contact information.
- 8. If student is absent 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 the Charter School's communication attempts, as set forth above, the student will be in violation of the SART contract, and the SART panel will recommend that the student be deemed to have voluntarily disenrolled and notification of the disenrollment be sent to the student's district of residence.

Referral to Appropriate Agencies or County District Attorney:

It is the Charter School's intent to identify and remove all barriers to the student's success, and the Charter School will explore every possible option to address student attendance issues with the family. For any unexcused absence, the Charter School may refer the family to appropriate school-based and/or social service agencies.

If a child's attendance does not improve after a SART contract has been developed according to the procedures above, or if the parents fail to attend a required SART meeting, the Charter School shall notify the District's Attorney's office, which then may refer the matter for prosecution through the court system. Students 12 years of age and older may be referred to the juvenile court for adjudication.

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).

502.4 It is expected that each student will adhere to the school uniform dress code. Failure to adhere to the uniform code will be considered a violation of the Code of Behavior.

502.5 *Charter Academy of the Redwoods* will actively pursue making multi-media technology and access to technology-based learning opportunities available to students and staff.

- 1. This will enable students and staff to access and use information sources from distant computers, communicate and share information with individuals or groups of other students and staff, and significantly expand the knowledge base for academic achievement.
- 2. The Principal shall develop and implement Administrative Regulations in compliance with federal and state requirements to provide students and staff with access to the Internet. Elements shall include but are not limited to: proper and ethical use; conditions, rules, and procedures for use; and

penalties for improper use.

- 502.6 *adopted 6/11/13, rev. 3/8/22* Charter Academy of the Redwoods is committed to ensuring that homeless youth are entitled to equal access to the same free, appropriate public education as provided to other students. The lack of a permanent residence, adequate student records, school clothing, or outstanding fees, fines, textbooks or other items due to the school last attended may not be a basis for denying enrollment. At CAR schools, the Principal/ Co-Executive Director will appoint a liaison for homeless youth. The homeless liaison will ensure that homeless students are identified by school personnel and through coordinated activities with other entities and agencies; ensure that homeless students enroll in, and have a full and equal opportunity to succeed in school; ensure that homeless families and students receive educational services for which they are eligible; inform parents/guardians of the educational and related opportunities available to their children and ensure that they are provided with meaningful opportunities to participate in the education of their children; disseminate notice of the educational rights of homeless students; mediate enrollment disputes in accordance with law and board policy; fully inform parents/guardians of all transportation services; when notified pursuant to *EC* Section 48918.1, assist, facilitate, or represent a homeless student who is undergoing a disciplinary proceeding that could result in his/her expulsion; when notified pursuant to *EC* Section 48915.5, participate in an individualized education program team meeting to make a manifestation determination regarding the behavior of a student with a disability; assist a homeless student to obtain records necessary for his/her enrollment into or transfer out of district schools, including immunization, medical, and academic records. A person who has a concern or complaint regarding the education of a homeless youth may contact the Principal/ Co-Executive Director or homeless liaison. A written complaint may be filed in accordance with the Uniform Complaint Procedure. When there are at least 15 homeless students in a CAR school, the school's local control and accountability plan (LCAP) shall include goals and specific actions to improve student achievement and other outcomes of homeless students.
- 502.7 *adopted 10/16/18* Charter Academy of the Redwoods is committed to the success of all students and believes that every school site should be a safe and welcoming place for all students and their families irrespective of their citizenship or immigration status.
1. School staff shall not solicit or collect information or documents regarding the citizenship or immigration status of students or their family members or provide assistance with immigration enforcement at district schools, except as may be required by state and federal law.
 3. No student shall be denied equal rights and opportunities nor be subjected to unlawful discrimination, harassment, intimidation, or bullying in the district's programs and activities on the basis of his/her immigration status.
 4. The Principal or designee shall notify parents/guardians regarding their children's right to a free public education regardless of immigration status or religious beliefs and their rights related to immigration enforcement.
 5. Consistent with requirements of the California Office of the Attorney General, the Principal or designee shall develop procedures for addressing

any requests by a law enforcement officer for access to district records, school sites, or students for the purpose of immigration enforcement. The Principal or designee shall not disclose student records to a person, agency, or organization for immigration enforcement purposes without parental consent, a court order, or judicial subpoena. If a CAR employee receives such a request, he/she shall immediately report the request to the Principal. Teachers, school administrators, and other school staff shall receive training regarding immigration issues, including information on responding to a request from an immigration officer to visit a school site or to have access to a student.

6. The Principal or designee shall report to the Board in a timely manner any requests for information or access to a school site by an officer or employee of a law enforcement agency for the purpose of enforcing the immigration laws. Such notification shall be provided in a manner that ensures the confidentiality and privacy of any potentially identifying information.

503 Family Services

- 503.1 Family members are an integral part of school life and are invited to participate in activities on both a formal and informal basis. While involved in such activities, family members are expected to adhere to the Code of Behavior.
- 503.2 The student's Advisor is the key liaison for students and their families with the school. Every effort should be made to communicate with each other about issues related to the student, the school, and the student's achievement.
- 503.3 It is the responsibility of parents/guardians to be involved in their student's school life. The staff will encourage parents/guardian to participate in Family Fun Night, Showcase, Demonstration Nights, Community Luncheons, Physical Fitness program, field trips, classroom instruction as coordinated with the staff, campus beautification, and other activities that support the success of their student and other students. Family members are strongly encouraged to provide service to the school on a voluntary basis.
- 503.4 It is the responsibility of the parents/guardians to be informed about their student's progress, to complete requests for information in a timely and accurate manner, to ensure that their student is ready to learn each day, to provide a clean and serviceable uniform each day, and to bring all questions, concerns, and suggestions to the student's Advisor.
- 503.5 In no case will a student be disciplined or be assessed a fine for the action or inaction of the parent/guardian.

504 Community Relations

- 504.1 The staff, students, and families of the school are expected to demonstrate their appreciation for the resources provided by the community that enable the school to operate as a free, public educational agency.
- 504.2 The community is encouraged to be involved in the school's activities. The staff is expected to share information about student accomplishments and activities with the media, through presentations to clubs and other organizations, and through the

Internet.

505 Media Relations

- 505.1 The media is an important element of a democratic society, as is a public school. It is expected that the staff will strive to enhance the partnership of these two elements by actively informing the regional media of student accomplishments and school activities.
- 505.2 Media professionals are welcome on campus and at off-campus activities.
1. It is expected that any media representative will identify themselves at the office and will wear a visitor's pass if requested by staff.
 2. In the event the activity is off-campus, the representative will introduce themselves to the staff member in charge to foster discussion and agreement about participation.
 3. In no case will the presence of the media be allowed to disrupt any activity or event and if, in the judgment of any member of the staff, such disruption is likely to result from their presence, their removal will be sought.
 4. Student identity will be kept confidential unless consent is provided by the student if age 18 or older or by the student's parent/guardian.

506 Health and Safety *rev. 1/26/16, 1/24/17, 10/17/17, 10/16/18, 5/5/20, 3/7/23*

- 506.1 Charter Academy of the Redwoods implements a comprehensive set of health, safety, and risk management policies. An onsite designee shall oversee proper reporting procedures for all safety issues, injuries or other health and safety related occurrences in a manner consistent with the Family Education Rights and Privacy Act (FERPA). Information about health and safety matters will be provided to each employee upon hire.
1. **Procedures for Background Checks:** In keeping with BP 401.15, CAR will comply with the provisions of Education Code Section 44237 and 45125.1 regarding the fingerprinting and background clearance of employees, contractors and volunteers prior to employment, volunteering, or contract services, or any unsupervised contact with pupils of Charter Academy of the Redwoods. Each employee of the school will be fingerprinted and furnish the school with a criminal record summary; each volunteer in the classroom and each volunteer who accompanies students on overnight field trips, or field trips more than 150 miles from the school, will be fingerprinted and furnish CAR with a criminal record summary. The administrator or designee shall monitor compliance with this policy and report any exceptions to the President and UUSD.
 2. **Role of Staff as Mandated Child Abuse Reporters:** All classified and certificated staff will be mandated child abuse reporters and will follow all applicable reporting laws, following the same policies and procedures used by the UUSD.
 3. **Tuberculosis Testing:** CAR will follow the requirement of Education Code Section 49406 in requiring evidence of current tuberculosis clearance for all employees prior to beginning employment. The administrator or designee shall monitor compliance with this policy and report any exceptions to the President and UUSD.

4. **Immunizations:** CAR will adhere to all legally required immunization laws or entering students pursuant to Health and Safety Code Section 120325-120375 and Title 17, California Code of Regulations Section 6000-6075. CAR requires all enrolling students to provide documentation of immunization in accord with the law, including immunizations for polio, diphtheria, tetanus, pertussis, measles, mumps, rubella, hepatitis B, and varicella, as described in the Department of Health Services Document IMM-231. The immunization policy honors permanent medical exemptions for all students and personal belief exemptions filed before January 1, 2016 for all students except for those entering grade seven. Records of student immunizations are maintained in a separate health file for each student.
5. **Medication in School:** CAR will adhere to the provisions of Education Code Section 49423 regarding the administration of medication in school. Any student requiring the administration of medication in school has on file written statements from both the child's health care provider and from the parent/guardian regarding the details of the medication. These statements are renewed annually. The unlicensed personnel who administer these medications are trained in the safe administration of the medication and to be alert for any adverse reactions. All such medications are kept securely locked up. Students who have written statements on file from both their health care provider and their parent/guardian to carry and self-administer an asthma inhaler or EpiPen may administer their own medications as needed. A signed statement is kept on file releasing school personnel and the school district of any civil liability in case of an adverse reaction. In addition, a signed release is kept on file giving the designated personnel liberty to consult with the child's health care provider regarding the administration of said medication in school.
6. **EpiPens:** CAR will have on hand epinephrine auto injectors, also known as EpiPens, for the event of an unexpected life-threatening anaphylactic episode. One EpiPen and one EpiPen Jr. will be kept in each of the offices at 1031 and 1059 N. State St. One EpiPen and one EpiPen Jr to be kept in each of the Flower, Home Arts and Junior Buildings. The EpiPens will be prescribed by a physician and will be replaced when they expire. Designated faculty and staff will be trained in recognition of anaphylaxis, CPR, and in the safe administration of the EpiPen. EpiPen trainings will be repeated every year under the supervision of qualified medical personnel. Emergency forms will include a section to sign giving the school permission to administer epinephrine in case of a life-threatening anaphylactic event. A report will be filled out after every incident and delivered to the prescribing physician and placed in the student's health chart.
7. **NARCAN:** CAR will make naloxone hydrochloride or another opioid antagonist available for medical aid to any person suffering, or reasonably believed to be suffering, from an opioid overdose. The Principal or designee shall ensure that school personnel designated to administer naloxone hydrochloride or another opioid antagonist receive appropriate training and, as necessary, retraining.
8. **Health Care Screenings:** CAR will adhere to the provisions of Education Code Sections 49450-49456 with regard to physical exams of students in school. Employees may participate in the screenings upon request to their supervisor.

- a. Vision—Qualified personnel screens all students in mandated grades annually for visual acuity, gross eye anomalies, visual performance and perception; and screens all male students for color vision. Referrals are made for students who do not pass the vision screening.
 - b. Hearing— All students in grades 5 and 8 are screened annually for hearing acuity. Referrals are made for those students who fail the initial screen or who are absent on the day of screening.
 - c. Scoliosis— Qualified personnel screens all 7th grade female students and all 8th grade male students annually for scoliosis; students who have waivers on file are not screened. Referrals are made for those students who register $\geq 10^\circ$ curvature on the scoliometer.
 - d. Physical examination—CAR adheres to the provisions of Health and Safety Codes 324.2, 325.5.

9. Emergency Preparedness--The School Safety Site Plan is maintained to comply with FEMA and OSHA recommendations, and will be submitted to landholders as appropriate. These policies are maintained in consultation with the school's insurance carriers and at a minimum include:
 - a. Response to natural disasters and emergencies including fire, flood, earthquake, dirty bombs and toxic spills, siege, explosions, airplane disasters, and serious personal injuries
 - b. Training of personnel in first aid and emergency response and exposure/ handling of hazardous materials
 - c. Insuring the safety and limiting the liability for students, staff and volunteers for off campus events, and for persons coming to or leaving campus
 - d. Insuring safety and limiting liability for volunteers working on campus.

CAR shall adhere to an Emergency Preparedness Guideline drafted specifically to meet the needs of the school site. These policies are incorporated as appropriate into the school's student and staff handbooks and will be reviewed on an ongoing basis in the school's staff development efforts. Any additional health and safety policies and procedures along with any revisions of existing policies and procedures shall be submitted annually to the District as part of the annual programmatic audit of the charter school.

10. **Blood Borne Pathogens:** CAR meets state and federal standards for dealing with blood borne pathogens and other potentially infectious materials on campus. A written "Exposure Control Plan" is in place, designed to protect employees from possible infection due to contact with blood borne viruses, including human immunodeficiency virus (HIV) and hepatitis B virus (HBV). Faculty and staff must review and sign the policy annually. Whenever exposed to blood or other body fluids through injury or accident, students and staff should follow the latest medical protocol for disinfecting procedures.

11. **Drug Free/Smoke Free Environment:** In keeping with BP 401.10, CAR maintains a drug and alcohol and smoke free environment and adhere to the Code of Federal Regulations, Title 49, Parts 40 and 382

12. **Bullying and Harassment Policies and Procedures:** In keeping with BP 401.01 and 401.02 CAR is committed to providing a school that is free from sexual harassment, as well as any bullying and harassment based upon factors such

as the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified by state or federal law, or based on his/her association with a person or group with one or more of these actual or perceived characteristics. Misconduct of this nature is very serious and will be subject to disciplinary measures. Concerns about bullying, discrimination, or harassment will be addressed through the uniform complaint procedure adopted by CAR.

13. Field Trip Water Safety Policies: CAR does not permit field trips which include swimming, wading, and general exposure of students to bodies of water without prior approval of the CAR Board of Directors.
14. Suicide Prevention: CAR recognizes that suicide is a major cause of death among youth and should be taken seriously. In order to attempt to reduce suicidal behavior and its impact on students and families, the Principal or designee shall develop strategies for prevention, intervention, and postvention. The Principal or designee may involve health professionals, other school staff, parents/guardians, students, local health agencies, and community organizations in planning, implementing, and evaluating CAR's strategies for suicide prevention, intervention, and postvention. As appropriate, these strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students bereaved by suicide; students with disabilities, with mental health issues, or substance use disorders; students experiencing homelessness or who are in foster care; lesbian, gay, bisexual, transgender, or questioning youth. This policy shall be reviewed by the Board and updated as necessary annually.

Suicide prevention strategies may include, but not be limited to:

1. Staff training on suicide awareness and prevention for teachers and other school employees who interact with students. The training shall include:
 - a. Information on the higher risk of suicide among certain groups, including, but not limited to, students bereaved by suicide; students with disabilities, mental health issues, or substance use disorders; students experiencing homelessness or who are in foster care; lesbian, gay, bisexual, transgender, or questioning youth;
 - b. Individual risk factors such as previous suicide attempt(s) or self-harm, history of depression or mental health issues, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, impulsivity, and other factors;
 - c. Warning signs that may indicate depression, emotional distress, or suicidal intentions, such as changes in students' personality or behavior and verbalizations of hopelessness or suicidal intent;
 - d. Community resources and services;
 - e. Appropriate ways to interact with a student who is demonstrating emotional distress or is suicidal and procedures for intervening when a student attempts, threatens, or discloses the desire to die by suicide, including,

but not limited to, appropriate protocols for monitoring the student while the immediate referral of the student to medical or mental health services is being processed.

2. Efforts to promote a positive school climate that enhances students' feelings of connectedness with the school and is characterized by a caring staff and harmonious relationships among students.
3. Student identification cards shall include the National Suicide Prevention Lifeline telephone number, the National Domestic Violence Hotline number, and may also include the Crisis Text Line or other local crisis numbers.

Suicide intervention strategies may include, but not be limited to:

1. Students shall be encouraged to notify a teacher, principal, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.
2. Whenever a staff member suspects or has knowledge of a student's suicidal intentions, he/she shall promptly notify the Principal or designee. Every statement regarding suicidal intent shall be taken seriously. The Principal or designee shall then notify the student's parent/guardians if there is reasonable cause to believe that it is necessary to avert a clear and present danger to the health, safety, or welfare of the student or others as soon as possible and may refer the student to mental health resources in the community. School employees shall only act within the authorization and scope of their credential or license. An employee is not authorized to diagnose or treat mental health issues unless they are specifically licensed and employed to do so.
3. The principal or designee shall document any suicide attempt or threat in writing, including the steps the school took in response.

Suicide postvention strategies may include, but not be limited to:

1. In the event that a student dies by suicide the Principal or designee shall communicate with the student's parents/guardians to offer condolences and assistance. In accordance with confidentiality of student record information, the Principal or designee shall consult with the parents/guardians regarding facts that may be divulged to other students, parents/guardians, and staff.
2. The Principal or designee shall implement procedures to address students' and staff's grief and to minimize the risk of imitative suicide or suicide contagion. The Principal or designee shall provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. School staff may receive assistance from mental health professionals in determining how best to discuss the suicide or attempted suicide with students.
3. The school's response to media shall be handled by the Principal or designee and focus on the postvention plan and available resources.
4. After any suicide or attempted suicide by a student, the Principal or designee shall provide an opportunity for all staff who responded to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.