



Pacific Coast Academy

Regular Board Meeting

Date and Time

Thursday September 11, 2025 at 6:00 PM PDT

Location

Pacific Coast Academy Office
13915 Danielson St. #200, Poway, CA 92064

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:00 PM
A. Call the Meeting to Order		Jessica Ackermann	1 m
B. Roll Call of Board Members		Jessica Ackermann	1 m
C. Public Comments			
D. Approval of the Agenda	Vote	Jessica Ackermann	1 m
II. Finance			6:03 PM
A. 2024-2025 Unaudited Actual Reports	Vote	Kate Eng	10 m
B. 2024-2025 Education Protection Account (EPA) Actuals	Vote	Kate Eng	10 m

	Purpose	Presenter	Time
C. Monthly Financial Report	Vote	Kate Eng	10 m
D. Charter Impact Contract	Vote	Krystin Demofonte	5 m
III. Other Business			6:38 PM
A. Nomination of New Board Member	Vote	Krystin Demofonte	10 m
B. Work Sample Policy	Vote	Krystin Demofonte	5 m
C. Resolution Regarding Curriculum Fair	Vote	Krystin Demofonte	5 m
D. Education Records and Student Information Policy	Vote	Krystin Demofonte	5 m
E. NCUST Contract Agreement	Vote	Krystin Demofonte	5 m
F. Assignment of Purchase and Sale Agreement	Vote	Shari Erlendson	5 m
G. Operating Agreement of PCA Facilities	Vote	Shari Erlendson	5 m
H. Executive Director Report	FYI	Krystin Demofonte	20 m
IV. Consent Agenda			7:38 PM
The items below form our consent agenda. The items are considered by the Executive Director to be of a routine nature and are acted on with one motion. Any recommendation may be removed at the request of any Board Member and placed under new and/or unfinished business. The last item in this section is a single vote to approve the items en masse.			
A. Approve Minutes	Approve Minutes		
Approve minutes for Regular Scheduled Board Meeting on June 25, 2025			
B. 2025-2026 Employee Handbook			
C. 2025-2026 Parent Student Handbook			
D. SPED Transportation for Students with Disabilities Policy			
E. Resolution Regarding Exact Path and Test Prep Incentive			

	Purpose	Presenter	Time
F.	2025-2026 Liability Insurance Premium		
G.	Field Trips over \$80		
H.	2025-2026 Compensation Policy and Stipend Chart		
I.	Kindergarten and TK Policy		
J.	School Safety Plan		
K.	Grade Appeal Policy		
L.	Invoices over 100K		
M.	Approve Consent Agenda		
	This Is The Vote To Approve The Consent Agenda Items.		
V.	Closing Items		7:38 PM
A.	Announcement of Next Scheduled Meeting- December 11 at 6:00pm	FYI Jessica Ackermann	1 m
B.	Adjourn Meeting	Vote	

Prepared By:
Jennifer Faber

Noted By:

Board Secretary

Public comment rules: Members of the public may address the Board on agenda or non-agenda items. Please communicate orally your desire to address the board when the board asks for public comments. Speakers may be called in the order that requests are received. We ask that comments are limited to 2 minutes each, with no more than 15 minutes per single topic so that as many people as possible may be heard. When a member of the public utilizes a translator to address the board, those individuals are granted twice the allotted time. When the board utilizes simultaneous translation equipment in a manner that allows the board to hear the translated public testimony simultaneously, those individuals are allotted 2 minutes each. By law, the Board is allowed to

take action only on items on the agenda. The Board may, at its discretion, refer a matter to school staff or calendar the issue for future discussion.

Note: Pacific Coast Academy Governing Board encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Pacific Coast Academy Office at [\(619\) 749-1928](tel:6197491928) at least 48 hours before the scheduled board meeting so that we may make every reasonable effort to accommodate you. (Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)).

Coversheet

2024-2025 Unaudited Actual Reports

Section:	II. Finance
Item:	A. 2024-2025 Unaudited Actual Reports
Purpose:	Vote
Submitted by:	
Related Material:	FY25-06-PCA-UAR Financial Presentation_.pdf



Pacific Coast Academy

Unaudited Actuals Report – FY24-25

Highlights

- Revenue closed at **\$97M, +\$1.9M** to May forecast
- Expenses totaled **\$95M, -\$2.2M**
- Year-end surplus was **\$2.7M, +\$245K**
- No outstanding factoring or borrowing was needed
- P2 ADA totaled at **6,721.92**

Compliance and Reporting

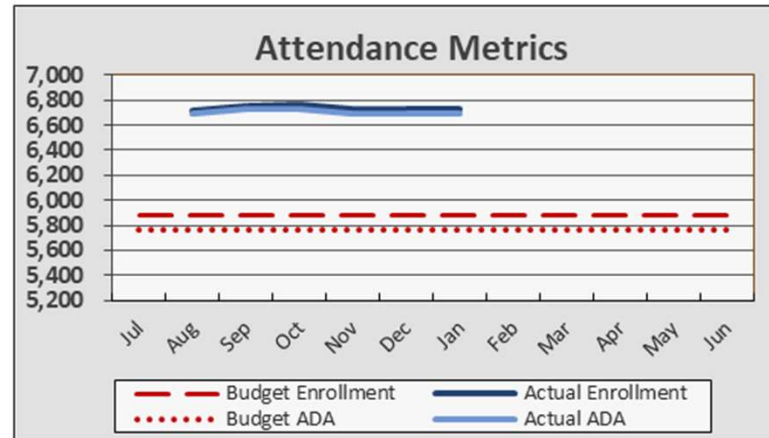
- PTR was within the requirement minimum
- 40/80 spending requirement in compliance

Pupil:Teacher Ratio	
22.18	:1

Cert.	Instr.
55.3%	86.5%
14,934,772	6,313,490

Attendance

Enrollment & Per Pupil Data		
	<u>Forecast</u>	<u>Budget</u>
Average Enrollment	6,753	5,880
ADA	6,722	6,082
Attendance Rate	99.5%	98.0%
Unduplicated %	38.8%	39.0%
Revenue per ADA	\$14,484	\$14,271
Expenses per ADA	\$14,078	\$13,220



- P2 ADA = 6,721.92
 - +11% better than original budget

Revenue

- Revenue decreased by **\$1.9M** to May projection, driven by:
 - **STRS on Behalf: -\$950K**, based on share of total State contributions (as provided by WHK), fully offset in expenses
 - **Arts, Music, and Instructional Block Grant: -\$1.0M**, reserving funds for FY26

Revenue

Year-to-Date		
Actual	Budget	Fav/(Unf)
\$ 78,309,347	\$ 72,393,488	\$ 5,915,859
2,107,724	1,549,894	557,831
9,556,321	12,848,322	(3,292,000)
2,911,204	-	2,911,204
<u>\$ 92,884,596</u>	<u>\$ 86,791,703</u>	<u>\$ 6,092,893</u>

<i>Annual/Full Year</i>		
Forecast	Budget	Fav/(Unf)
\$ 80,566,473	\$ 72,393,488	\$ 8,172,985
2,107,724	1,549,894	557,831
11,773,722	12,848,322	(1,074,599)
2,911,204	-	2,911,204
\$ 97,359,123	\$ 86,791,703	\$ 10,567,420

Expenses

- Expenses decreased **-\$2.2M** to May forecast, driven by personnel:
 - **STRS on Behalf: -\$950K**, fully offset by revenue
 - **STRS: -\$500K**, due to lower contribution on extra duties
 - **Salaries: -\$820K**, reflecting pay schedule discrepancy

Expenses

	<i>Year-to-Date</i>		
	Actual	Budget	Fav/(Unf)
Certificated Salaries	\$ 37,530,423	\$ 31,539,229	\$ (5,991,194)
Classified Salaries	5,818,213	4,502,043	(1,316,169)
Benefits	12,392,284	14,499,707	2,107,423
Books and Supplies	11,645,515	13,782,807	2,137,293
Subagreement Services	18,551,701	10,179,605	(8,372,096)
Operations	1,316,072	1,056,750	(259,322)
Facilities	493,359	540,294	46,935
Professional Services	4,200,881	4,269,107	68,226
Depreciation	31,313	29,478	(1,835)
Total Expenses	\$ 91,979,760	\$ 80,399,019	\$ (11,580,741)

	<i>Annual/Full Year</i>		
	Forecast	Budget	Fav/(Unf)
Certificated Salaries	\$ 37,530,423	\$ 31,539,229	\$ (5,991,194)
Classified Salaries	5,818,213	4,502,043	(1,316,169)
Benefits	14,609,685	14,499,707	(109,978)
Books and Supplies	11,645,515	13,782,807	2,137,293
Subagreement Services	18,551,701	10,179,605	(8,372,096)
Operations	1,316,072	1,056,750	(259,322)
Facilities	493,359	540,294	46,935
Professional Services	4,634,291	4,269,107	(365,185)
Depreciation	31,313	29,478	(1,835)
Total Expenses	\$ 94,630,572	\$ 80,399,019	\$ (14,231,553)

Fund Balance

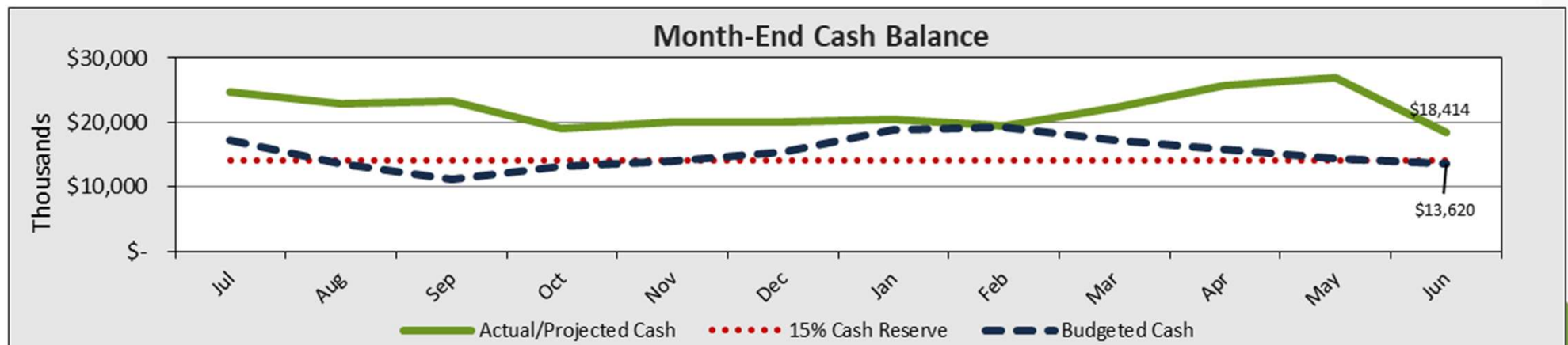
- Full-year surplus increased by **\$245K to \$2.7M**
- Year-end fund balance exceeded State requirements of 3% and Authorizer requirement of 5%.

	<i>Year-to-Date</i>		
	Actual	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ 904,837	\$ 6,392,684	\$ (5,487,848)
Beginning Fund Balance	<u>18,068,220</u>	<u>18,068,220</u>	
Ending Fund Balance	<u>\$ 18,973,056</u>	<u>\$ 24,460,904</u>	
<i>As a % of Annual Expenses</i>	<i>20.0%</i>	<i>30.4%</i>	

	<i>Annual/Full Year</i>		
	Forecast	Budget	Fav/(Unf)
	\$ 2,728,551	\$ 6,392,684	\$ (3,664,133)
	<u>18,068,220</u>	<u>18,068,220</u>	
	<u>\$ 20,796,771</u>	<u>\$ 24,460,904</u>	
	<i>22.0%</i>	<i>30.4%</i>	

Cash Balance

- 6/30 cash balance: **\$18.4M**, down to previous month due to June deferrals, but **+\$4.8M** to original budget
- No factoring or borrowing was needed



Appendices

- 2024-25 Unaudited Alternative Form
- 2024-25 Monthly Cash Flow

Pacific Coast Academy
Dehesa Elementary
San Diego County

2024-25 Unaudited Actuals
Charter School Alternative Form
Certification

37 68049 0136416
Form ALT
F8AT5U2J29(2024-25)

CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM

July 1, 2024 to June 30, 2025

CHARTER SCHOOL CERTIFICATION

Charter School Name: Pacific Coast Academy
CDS #: 37-68049-0136416
Charter Approving Entity: Dehesa Elementary
County: San Diego
Charter #: 1892

NOTE: An Alternative Form submitted to the California Department of Education will not be considered a valid submission if the following information is missing:

For information regarding this report, please contact:

For County Fiscal Contact:

Roxana Travers

Name

Financial Accounting & Data Support Mgr

Title

858-295-6700

Telephone

roxanna.travers@sdcoe.net

Email address

For Approving Entity:

Bradley Johnson

Name

Chief Business Officer

Title

619-444-2161

Telephone

bradley.johnson@dehesasd.net

Email address

For Charter School:

Kate Eng

Name

Charter Impact

Title

888-474-0322

Telephone

keng@charterimpact.com

Email address

To the entity that approved the charter school:

X 2024-25 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been approved, and is hereby filed by the charter school pursuant to Education Code Section 42100(b).

Signed: _____

Charter School Official

(Original signature
required)

Printed Name: Krystin Demofonte

Date: _____

Title: Executive Director

To the County Superintendent of Schools:

2024-25 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report is hereby filed with the County Superintendent pursuant to Education Code Section 42100(a).

Signed: _____

Authorized
Representative of
Charter Approving Entity

(Original signature
required)

Printed Name: _____

Date: _____

Title: _____

To the Superintendent of Public Instruction:

2024-25 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been verified for mathematical accuracy by the County Superintendent of Schools pursuant to Education Code Section 42100(a).

Signed: _____

County
Superintendent/Designee

(Original signature
required)

Date: _____

Pacific Coast Academy
Dehesa Elementary
San Diego County

2024-25 Unaudited Actuals
Charter School Alternative Form

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Form ALT
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CHARTER SCHOOL UNAUDITED ACTUALS

FINANCIAL REPORT -- ALTERNATIVE FORM

July 1, 2024 to June 30, 2025

Charter School Name: Pacific Coast Academy

CDS #: 37-68049-0136416

Charter Approving Entity: Dehesa Elementary

County: San Diego

Charter #: 1892

This charter school uses the following basis of accounting:

(Please enter an "X" in the applicable box below; check only one box)

X **Accrual Basis (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900-6920, 7438, 9400-9489, 9660-9669, 9796, and 9797)**

Modified Accrual Basis (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6700, 7438, 7439, and 9711-9789)

Description	Object Code	Unrestricted	Restricted	Total
A. REVENUES				
1. LCFF Sources				
State Aid - Current Year	8011	78,025,461.00		78,025,461.00
Education Protection Account State Aid - Current Year	8012	1,344,384.00		1,344,384.00
State Aid - Prior Years	8019	12,312.97		12,312.97
Transfers to Charter Schools in Lieu of Property Taxes	8096	1,184,315.00		1,184,315.00
Other LCFF Transfers	8091, 8097			0.00
Total, LCFF Sources		80,566,472.97	0.00	80,566,472.97
2. Federal Revenues (see NOTE in Section L)				
Every Student Succeeds Act	8290		1,058,566.46	1,058,566.46
Special Education - Federal	8181, 8182		1,046,154.00	1,046,154.00
Child Nutrition - Federal	8220			0.00
Donated Food Commodities	8221			0.00
Other Federal Revenues	8110, 8260-8299		3,004.00	3,004.00
Total, Federal Revenues		0.00	2,107,724.46	2,107,724.46
3. Other State Revenues				
Special Education - State	StateRev SE		5,660,084.00	5,660,084.00
All Other State Revenues	StateRev AO	3,712,426.30	2,401,211.95	6,113,638.25
Total, Other State Revenues		3,712,426.30	8,061,295.95	11,773,722.25
4. Other Local Revenues				
All Other Local Revenues	LocalRev AO	2,911,203.30		2,911,203.30
Total, Local Revenues		2,911,203.30	0.00	2,911,203.30
5. TOTAL REVENUES		87,190,102.57	10,169,020.41	97,359,122.98
B. EXPENDITURES (see NOTE in Section L)				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	22,559,060.95	6,858,111.16	29,417,172.11
Certificated Pupil Support Salaries	1200	1,609,318.19	1,918,833.81	3,528,152.00
Certificated Supervisors' and Administrators' Salaries	1300	2,478,671.79	420,893.05	2,899,564.84
Other Certificated Salaries	1900	127,892.59	1,557,641.49	1,685,534.08
Total, Certificated Salaries		26,774,943.52	10,755,479.51	37,530,423.03
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	69,936.19	254,876.91	324,813.10
Noncertificated Support Salaries	2200	1,676,060.94	315,628.48	1,991,689.42
Noncertificated Supervisors' and Administrators' Salaries	2300	640,418.20		640,418.20
Clerical, Technical and Office Salaries	2400	2,448,373.11	30,683.30	2,479,056.41
Other Noncertificated Salaries	2900	322,381.15	59,854.32	382,235.47
Total, Noncertificated Salaries		5,157,169.59	661,043.01	5,818,212.60
3. Employee Benefits				
STRS	3101-3102	6,399,041.32	1,741,975.12	8,141,016.44
PERS	3201-3202			0.00
OASDI / Medicare / Alternative	3301-3302	785,256.26	210,506.40	995,762.66

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Dehesa Elementary
San Diego County

2024-25 Unaudited Actuals
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Health and Welfare Benefits	3401-3402	3,975,732.11	381,978.81	4,357,710.92
Unemployment Insurance	3501-3502	65,230.00	24,376.12	89,606.12
Workers' Compensation Insurance	3601-3602	351,144.35		351,144.35
OPEB, Allocated	3701-3702			0.00
OPEB, Active Employees	3751-3752			0.00
Other Employee Benefits	3901-3902	674,444.58		674,444.58
Total, Employee Benefits		12,250,848.62	2,358,836.45	14,609,685.07
4. Books and Supplies				
Approved Textbooks and Core Curricula Materials	4100	149,568.97	4,954.84	154,523.81
Books and Other Reference Materials	4200	99,631.44	11,137.15	110,768.59
Materials and Supplies	4300	9,115,643.32	1,205,568.69	10,321,212.01
Noncapitalized Equipment	4400	1,014,742.63	44,267.60	1,059,010.23
Food	4700			0.00
Total, Books and Supplies		10,379,586.36	1,265,928.28	11,645,514.64
5. Services and Other Operating Expenditures				
Subagreements for Services	5100	14,952,470.06	3,599,230.70	18,551,700.76
Travel and Conferences	5200	57,536.10	281,085.29	338,621.39
Dues and Memberships	5300	12,652.17	4,152.88	16,805.05
Insurance	5400	724,904.00		724,904.00
Operations and Housekeeping Services	5500	36,690.72		36,690.72
Rentals, Leases, Repairs, and Noncap. Improvements	5600	486,958.86	6,400.00	493,358.86
Transfers of Direct Costs	5700-5799	9,035,229.04	(9,035,229.04)	0.00
Professional/Consulting Services and Operating Expend.	5800	4,363,350.78	270,940.60	4,634,291.38
Communications	5900	197,898.15	1,152.73	199,050.88
Total, Services and Other Operating Expenditures		29,867,689.88	(4,872,266.84)	24,995,423.04
6. Capital Outlay				
(Objects 6100-6170, 6200-6700 modified accrual basis only)				
Land and Land Improvements	6100-6170			0.00
Buildings and Improvements of Buildings	6200			0.00
Books and Media for New School Libraries or Major				
Expansion of School Libraries	6300			0.00
Equipment	6400			0.00
Equipment Replacement	6500			0.00
Lease Assets	6600			0.00
Subscription Assets	6700			0.00
Depreciation Expense (accrual basis only)	6900	31,313.20		31,313.20
Amortization Expense - Lease Assets (accrual basis only)	6910			0.00
Amortization Expense - Subscription Assets (accrual basis only)	6920			0.00
Total, Capital Outlay		31,313.20	0.00	31,313.20
7. Other Outgo				
Tuition to Other Schools	7110-7143			0.00
Transfers of Pass-Through Revenues to Other LEAs	7211-7213			0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			0.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			0.00
All Other Transfers	7281-7299			0.00
Transfers of Indirect Costs	7300-7399			0.00
Debt Service:				
Interest	7438			0.00
Principal (for modified accrual basis only)	7439			0.00
Total Debt Service		0.00	0.00	0.00
Total, Other Outgo		0.00	0.00	0.00
8. TOTAL EXPENDITURES		84,461,551.17	10,169,020.41	94,630,571.58
Description	Object Code	Unrestricted	Restricted	Total
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		2,728,551.40	0.00	2,728,551.40
D. OTHER FINANCING SOURCES / USES				

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1.	Other Sources	8930-8979			0.00	
	Less:					
2.	Other Uses	7630-7699			0.00	
3.	Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999			0.00	
4.	TOTAL OTHER FINANCING SOURCES / USES		0.00	0.00	0.00	
E. NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)			2,728,551.40	0.00	2,728,551.40	
F. FUND BALANCE / NET POSITION						
1.	Beginning Fund Balance/Net Position					
	a. As of July 1	9791	17,903,828.96		17,903,828.96	
	b. Adjustments/Restatements	9793, 9795	164,391.04		164,391.04	
	c. Adjusted Beginning Fund Balance /Net Position		18,068,220.00	0.00	18,068,220.00	
2.	Ending Fund Balance /Net Position, June 30 (E+F1c)		20,796,771.40	0.00	20,796,771.40	
Components of Ending Fund Balance (Modified Accrual Basis only)						
	a. Nonspendable					
	1. Revolving Cash (equals Object 9130)	9711			0.00	
	2. Stores (equals Object 9320)	9712			0.00	
	3. Prepaid Expenditures (equals Object 9330)	9713			0.00	
	4. All Others	9719			0.00	
	b. Restricted	9740			0.00	
	c. Committed					
	1. Stabilization Arrangements	9750			0.00	
	2. Other Commitments	9760			0.00	
	d. Assigned	9780			0.00	
	e. Unassigned/Unappropriated					
	1. Reserve for Economic Uncertainties	9789			0.00	
	2. Unassigned/Unappropriated Amount	9790M			0.00	
3.	Components of Ending Net Position (Accrual Basis only)					
	a. Net Investment in Capital Assets	9796	408,988.65		408,988.65	
	b. Restricted Net Position	9797			0.00	
	c. Unrestricted Net Position	9790A	20,387,782.75	0.00	20,387,782.75	
Description			Object Code	Unrestricted	Restricted	Total
G. ASSETS						
1.	Cash					
	In County Treasury	9110	2,672,874.90			2,672,874.90
	Fair Value Adjustment to Cash in County Treasury	9111	(124,080.72)			(124,080.72)
	In Banks	9120	15,871,412.60			15,871,412.60
	In Revolving Fund	9130				0.00
	With Fiscal Agent/Trustee	9135				0.00
	Collections Awaiting Deposit	9140				0.00
2.	Investments	9150				0.00
3.	Accounts Receivable	9200	780,116.63			780,116.63
4.	Due from Grantor Governments	9290	11,429,306.76			11,429,306.76
5.	Stores	9320				0.00
6.	Prepaid Expenditures (Expenses)	9330	1,063,591.08			1,063,591.08
7.	Other Current Assets	9340	50,999.00			50,999.00
8.	Lease Receivable	9380				0.00
9.	Capital Assets (accrual basis only)	9400-9489	408,988.65			408,988.65
10.	TOTAL ASSETS		32,153,208.90	0.00		32,153,208.90
H. DEFERRED OUTFLOWS OF RESOURCES						
1.	Deferred Outflows of Resources	9490				0.00
2.	TOTAL DEFERRED OUTFLOWS		0.00	0.00		0.00
I. LIABILITIES						
1.	Accounts Payable	9500	3,942,711.02			3,942,711.02
2.	Due to Grantor Governments	9590				0.00
3.	Current Loans	9640				0.00

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Dehesa Elementary
San Diego County

2024-25 Unaudited Actuals
Charter School Alternative Form

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4.	Unearned Revenue	9650	7,413,726.48	7,413,726.48
5.	Long-Term Liabilities (accrual basis only)	9660-9669		0.00
6.	TOTAL LIABILITIES		11,356,437.50	0.00
				11,356,437.50
J.	DEFERRED INFLOWS OF RESOURCES			
1.	Deferred Inflows of Resources	9690		0.00
2.	TOTAL DEFERRED INFLOWS		0.00	0.00
				0.00
K.	FUND BALANCE /NET POSITION			
	Ending Fund Balance /Net Position, June 30 (G10 + H2) - (I6 + J2)			
	(must agree with Line F2)		20,796,771.40	0.00
				20,796,771.40

L. FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT

NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT:

1. Federal Revenue Used for Capital Outlay and Debt Service

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

Federal Program Name (If no amounts, indicate "NONE")	Capital Outlay	Debt Service	Total
a. NONE	\$ 0.00	0.00	0.00
b.			0.00
c.			0.00
d.			0.00
e.			0.00
f.			0.00
g.			0.00
h.			0.00
i.			0.00
j.			0.00
TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00	0.00

2. Community Services Expenditures

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

Objects of Expenditures	Amount (Enter "0.00" if none)
a. Certificated Salaries	1000-1999
b. Noncertificated Salaries	2000-2999
c. Employee Benefits	3000-3999
d. Books and Supplies	4000-4999
e. Services and Other Operating Expenditures	5000-5999
TOTAL COMMUNITY SERVICES EXPENDITURES	0.00

3. Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster

Date of Presidential Disaster Declaration	Brief Description (If no amounts, indicate "None")	Amount
a.	None	0.00
b.		
c.		
d.		
TOTAL SUPPLEMENTAL EXPENDITURES (Should not be negative)		0.00

4. State and Local Expenditures to be Used for ESSA Annual Maintenance of Effort Calculation:

Results of this calculation will be used for comparison with 2023-24 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2026-27.

a.	Total Expenditures (B8)	94,630,571.58
b.	Less Federal Expenditures (Total A2)	
	[Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	2,107,724.46
c.	Subtotal of State & Local Expenditures	92,522,847.12
	[a minus b]	
d.	Less Community Services	0.00
	[L2 Total]	
e.	Less Capital Outlay & Debt Service	31,313.20
	[Total B6 plus objects 7438 and 7439, less L1 Total, less objects 6600, 6700, 6910 and 6920]	
f.	Less Supplemental Expenditures made as the result of a Presidentially	0.00

Pacific Coast Academy
Dehesa Elementary
San Diego County

2024-25 Unaudited Actuals
Charter School Alternative Form

37 68049 0136416
Form ALT
F8AT5U2J29(2024-25)

Declared Disaster	
TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE	\$ 92,491,533.92
[c minus d minus e minus f]	

Pacific Coast Academy**Monthly Cash Flow/Forecast FY24-25**

Revised 09/8/25

ADA = 6,721.92

**Revenues****State Aid - Revenue Limit**

8011	LCFF State Aid	3,207,137	3,207,137	5,772,846	5,772,846	5,772,846	5,772,846	5,772,846	8,492,143	8,492,143	8,492,143	8,492,143	6,558,163	2,220,222
8012	Education Protection Account	-	-	280,015	-	-	280,015	-	-	447,257	-	-	300,193	36,904
8019	State Aid - Prior Year	-	-	-	-	-	-	-	(19,642)	8,077	8,053	8,053	7,772	-
8096	In Lieu of Property Taxes	-	-	-	-	-	-	-	-	-	-	-	1,184,315	-

3,207,137	3,207,137	6,052,861	5,772,846	5,772,846	6,052,861	5,772,846	8,472,501	8,947,477	8,500,196	8,500,196	8,050,443	2,257,126
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Federal Revenue

8181	Special Education - Entitlement	-	-	-	-	-	-	-	-	-	-	913,437	-
8182	Special Education - Discretionary	-	-	-	-	-	-	-	-	-	-	132,717	-
8290	Title I, Part A - Basic Low Income	-	3,389	-	-	-	28,144	-	233,437	353,598	-	307,361	-
8291	Title II, Part A - Teacher Quality	-	-	-	29,232	166,395	-	303,689	(261,966)	(139,930)	-	16,533	-
8293	Title III - Limited English	-	-	-	5,062	-	6,997	3,289	(8,770)	6,577	3,514	2,015	-
8296	Other Federal Revenue	-	-	-	-	-	-	-	-	2,336,155	-	(2,336,155)	-
8299	Prior Year Federal Revenue	-	-	-	-	-	-	-	38,486	3,004	-	(38,486)	-

-	3,389	-	34,294	166,395	35,141	306,978	1,187	223,249	2,339,669	-	(1,002,577)	-
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Other State Revenue

8311	State Special Education	242,430	242,430	436,374	436,374	-	436,374	872,748	-	631,373	1,261,214	630,607	470,160	-
8550	Mandated Cost	-	-	-	-	134,607	-	-	-	-	-	-	-	-
8560	State Lottery	-	-	-	-	-	-	360,893	-	459,153	-	1,033,960	-	-
8598	Prior Year Revenue	-	-	(176)	-	(143,309)	14,576	247,438	-	27,194	-	-	-	-
8599	Other State Revenue	195,303	141,647	72,815	46,922	84,590	74,037	89,905	179,684	108,323	60,898	170,116	537,662	2,217,401

437,733	384,077	509,013	483,296	75,888	524,987	1,570,984	179,684	1,226,042	1,322,112	800,723	2,041,782	2,217,401
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Other Local Revenue

8631	Sale of Equipment and Supplies
8660	Interest Revenue
8690	Other Local Revenue
8699	School Fundraising

29,999	46,637	106,044	45,167	74,471	49,550	38,752	44,171	30,931	33,372	26,607	2,385,502	-
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Total Revenue

3,674,869	3,641,240	6,667,919	6,335,603	6,089,600	6,662,539	7,689,560	8,697,543	10,427,699	12,195,349	9,327,526	11,475,149	4,474,527
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Expenses**Certificated Salaries**

1100	Teachers' Salaries	20,257	2,197,673	1,881,933	2,331,299	1,992,771	2,007,074	2,042,831	2,026,238	2,003,276	2,006,749	2,039,047	557,632	-
1175	Teachers' Extra Duty/Stipends	21,173	421,422	386,079	436,833	402,665	449,718	406,285	407,474	411,928	409,462	519,547	4,037,807	-
1200	Pupil Support Salaries	17,132	382,581	292,461	417,485	326,355	325,923	329,174	323,580	334,891	330,443	335,232	112,897	-
1300	Administrators' Salaries	212,641	240,189	209,699	260,061	232,638	232,848	230,867	237,183	248,789	252,772	252,772	289,105	-
1900	Other Certificated Salaries	1,750	151,969	141,004	175,455	153,742	154,980	154,845	154,430	160,679	182,554	182,487	71,641	-

272,952	3,393,834	2,911,176	3,621,132	3,108,171	3,170,542	3,164,002	3,148,905	3,159,562	3,181,981	3,329,084	5,069,081	-
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Classified Salaries

2100	Instructional Salaries	9,346	28,991	30,044	26,707	29,423	28,833	30,468	26,694	28,164	29,055	33,969	23,119	-
2200	Support Salaries	120,102	181,835	126,099	196,751	161,967	160,909	171,148	154,019	176,656	178,590	180,990	182,625	-
2300	Classified Administrators' Salaries	50,119	51,524	59,252	45,200	51,524	51,524	51,568	51,613	51,613	52,329	56,642	67,510	-
2400	Clerical and Office Staff Salaries	176,109	209,193	169,885	223,538	204,130	208,467	216,765	199,919	207,141	214,662	214,991	234,256	-
2900	Other Classified Salaries	23,563	40,197	38,741	28,559	33,987	33,674	38,316	27,626	28,404	29,871	30,912	28,386	-

379,240	511,739	424,021	520,754	481,031	483,406	508,266	459,871	491,978	504,507	517,504	535,895	-
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Benefits

3101	STRS	51,253	616,866	526,644	662,476	397,020	570,563	573,134	570,274	572,380	576,727	601,797	204,482	2,217,401
3301	OASDI	22,768	31,453	25,819	32,053	29,501	29,980	31,147	28,150	30,119	30,892	31,693	61,854	-
3311	Medicare	9,190	55,061	47,055	58,892	50,516	51,158	51,692	50,776	51,374	51,878	53,931	78,807	-
3401	Health and Welfare	668,891	234,596	312,078	427,607	385,479	371,802	356,778	366,714	398,150	375,133	358,605	101,878	-
3501	State Unemployment	154	9,831	2,347	244	(1,983)	46,475	29,690	1,176	534	412	110	615	-
3601	Workers' Compensation	68,204	29,688	93,888	22,735	22,735	22,735	22,735	22,954	22,735	22,735	-	-	-
3901	Other Benefits	-	-	674,445	-	-	-	-	-	-	-	-	-	-

820,461	977,496	1,682,276	1,204,007	883,268	1,092,714	1,065,177	1,040,043	1,075,292	1,057,777	1,046,136	447,636	2,217,401
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Annual Forecast

-
78,025,461
1,344,384
12,313
1,184,315
80,566,473

Original Budget Total

69,354,439
1,216,325
-
1,822,724
72,393,488

Favorable / (Unfav.)

8,671,022
128,059
12,313
(638,409)
8,172,985

ADA = 6,081.63

Pacific Coast Academy**Monthly Cash Flow/Forecast FY24-25**

Revised 09/8/25

ADA = 6,721.92



	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
Books and Supplies																
4100 Textbooks and Core Materials	45,721	72,612	1,187	12,187	-	-	1,198	-	8,688	635	3,077	9,218	-	154,524	147,492	(7,032)
4200 Books and Reference Materials	1,777	20,504	11,811	59,000	2,980	-	495	152	-	-	3,162	10,887	-	110,769	-	(110,769)
4302 School Supplies	210,866	1,128,658	782,873	835,989	319,047	319,876	459,423	690,238	1,281,332	1,127,994	178,189	97,342	-	7,431,827	8,821,760	1,389,933
4305 Software	587,999	591,838	100,122	391,382	358,044	(49,455)	114,802	169,945	30,050	172,936	149,602	(1,234)	-	2,616,031	2,651,326	35,295
4310 Office Expense	17,303	18,554	18,703	15,889	7,403	25,341	15,931	8,864	12,885	4,888	6,965	75,699	-	228,424	144,432	(83,992)
4311 Business Meals	1,686	6,758	849	241	4,420	3,537	10,774	1,708	20,198	(9,436)	3,113	1,082	-	44,931	12,852	(32,079)
4400 Noncapitalized Equipment	70,123	11,899	-	229,105	28,589	784	2,812	19,487	188,762	140,004	143,658	223,787	-	1,059,010	2,004,945	945,935
	935,475	1,850,823	915,544	1,543,794	720,483	300,083	605,435	890,394	1,541,915	1,437,020	487,766	416,783	-	11,645,515	13,782,807	2,137,293
Subagreement Services																
5101 Nursing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5102 Special Education	4,200	46,446	142,738	238,297	322,629	198,895	286,509	431,599	345,779	405,006	415,555	759,181	-	3,596,836	2,557,140	(1,039,696)
5105 Security	561	435	280	298	298	298	298	298	298	298	298	-	-	3,662	3,672	10
5106 Other Educational Consultants	(3,490)	174,009	2,699,480	1,414,627	1,022,209	616,654	1,737,821	2,131,715	1,470,975	1,315,515	1,757,598	614,088	-	14,951,203	7,618,793	(7,332,411)
	1,271	220,891	2,842,499	1,653,222	1,345,136	815,847	2,024,628	2,563,613	1,817,052	1,720,820	2,173,452	1,373,270	-	18,551,701	10,179,605	(8,372,096)
Operations and Housekeeping																
5201 Auto and Travel	4,157	9,512	18,554	15,315	63,106	14,533	32,864	25,243	67,642	14,135	42,226	31,334	-	338,621	105,366	(233,255)
5300 Dues & Memberships	-	5,413	1,230	-	3,770	-	4,153	-	-	258	1,982	-	-	16,805	39,372	22,567
5400 Insurance	181,226	60,409	60,409	60,409	60,409	60,409	60,409	60,408	60,408	60,408	-	-	-	724,904	739,122	14,218
5501 Utilities	-	2,751	2,579	9,564	2,536	1,031	2,086	1,366	1,862	2,155	3,087	4,154	-	33,171	32,946	(225)
5502 Janitorial Services	-	-	-	-	989	(989)	3,520	-	-	-	-	-	-	3,520	-	(3,520)
5900 Communications	-	1,059	606	11,644	570	97,597	5,944	8,137	15,021	15,659	7,730	10,159	-	174,127	119,850	(54,277)
5901 Postage and Shipping	1,915	2,087	7,238	2,250	2,014	1,624	1,262	879	1,494	1,095	685	2,381	-	24,924	20,094	(4,830)
	187,298	81,231	90,616	99,182	133,394	174,205	110,237	96,034	146,427	93,710	55,709	48,028	-	1,316,072	1,056,750	(259,322)
Facilities, Repairs and Other Leases																
5601 Rent	37,446	35,033	35,033	36,815	41,533	28,733	41,133	28,733	35,033	35,110	49,026	34,777	-	438,405	515,202	76,797
5602 Additional Rent	2,988	2,988	2,988	2,988	2,988	2,988	2,988	2,988	2,988	2,988	2,293	2,069	-	34,243	-	(34,243)
5604 Other Leases	1,680	300	800	318	1,826	1,142	4,409	1,707	2,117	2,400	(1,200)	1,040	-	16,539	20,910	4,371
5610 Repairs and Maintenance	-	405	-	607	-	1,038	607	1,122	-	-	-	392	-	4,171	4,182	11
	42,114	38,726	38,821	40,728	46,347	33,901	49,137	34,550	40,138	40,498	50,119	38,278	-	493,359	540,294	46,935
Professional/Consulting Services																
5801 IT	30	35	31,369	1,231	35	35	35	35	18,004	155	35	46,914	-	97,913	9,996	(87,917)
5802 Audit & Taxes	-	3,825	-	-	-	-	7,650	-	1,275	-	-	5,750	-	18,500	13,668	(4,832)
5803 Legal	-	2,222	4,535	3,409	8,769	2,765	5,362	8,201	13,365	8,676	10,458	31,173	-	98,936	151,470	52,534
5804 Professional Development	101,220	45,738	21,022	5,719	6,635	16,474	35,664	113,278	7,822	21,880	27,219	10,312	-	412,983	134,946	(278,037)
5805 General Consulting	-	-	663	3,488	4,939	714	720	700	4,636	163,826	215	6,053	-	185,955	25,296	(160,659)
5806 Special Activities/Field Trips	82,347	183,859	219,807	232,755	54,938	28,669	41,038	20,811	59,086	69,257	56,790	14,113	-	1,063,469	1,603,956	540,487
5807 Bank Charges	-	-	-	-	-	-	-	873	-	219	-	-	-	1,092	4,896	3,804
5808 Printing	125	2,746	-	-	-	-	-	883	-	581	2,237	-	-	6,572	3,774	(2,798)
5809 Other taxes and fees	-	365	2,408	1,332	4,648	-	3,874	2,543	140	2,444	-	2,705	-	20,460	24,990	4,530
5810 Payroll Service Fee	4,560	17,189	12,913	19,593	17,129	20,150	20,632	19,858	17,981	17,609	18,622	25,164	-	211,400	102,000	(109,400)
5811 Management Fee	122,013	122,088	131,386	131,236	128,637	131,236	146,858	149,533	146,783	156,898	156,898	156,898	(15,484)	1,664,980	1,464,162	(200,818)
5812 District Oversight Fee	-	-	-	-	-	-	-	-	-	(84,135)	440,905	448,894	-	805,665	723,935	(81,730)
5813 County Fees	-	-	-	-	-	-	2,543	(2,543)	-	-	-	-	-	-	1,020	1,020
5814 SPED Encroachment	3,500	3,500	6,300	6,300	-	6,300	6,300	-	-	-	-	8,659	-	40,859	-	(40,859)
5815 Public Relations/Recruitment	-	-	-	-	1,500	480	833	-	2,500	-	-	194	-	5,507	4,998	(509)
	313,795	381,567	430,405	405,063	227,230	206,823	271,510	314,172	271,591	441,545	188,340	748,841	433,411	4,634,291	4,269,107	(365,185)
Depreciation																
6900 Depreciation Expense	2,526	2,526	2,526	2,678	2,678	2,678	2,678	2,678	2,678	2,678	2,678	2,307	-	31,313	29,478	(1,835)
	2,526	2,526	2,526	2,678	2,678	2,678	2,678	2,678	2,678	2,678	2,678	2,307	-	31,313	29,478	(1,835)
Interest																
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	2,955,133	7,458,834	9,337,884	9,090,561	6,947,740	6,280,202	7,801,071	8,550,260	8,546,634	8,480,535	7,850,789	8,680,120	2,650,812	94,630,572	80,399,019	(14,231,553)
Monthly Surplus (Deficit)	719,736	(3,817,593)	(2,669,965)	(2,754,957)	(858,139)	382,337	(111,511)	147,283	1,881,065	3,714,814	1,476,737	2,795,030	1,823,715	2,728,552	6,392,684	(3,646,842)
														2.9%		

Pacific Coast Academy**Monthly Cash Flow/Forecast FY24-25**

Revised 09/8/25

ADA = 6,721.92



	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
Cash Flow Adjustments																
Monthly Surplus (Deficit)	719,736	(3,817,593)	(2,669,965)	(2,754,957)	(858,138)	382,337	(111,511)	147,283	1,881,065	3,714,814	1,476,737	2,795,030	1,823,715	2,728,552	Cert.	Instr.
Cash flows from operating activities															55.3%	86.5%
Depreciation/Amortization	2,526	2,526	2,526	2,678	2,677	2,678	2,679	2,678	2,678	2,678	2,678	(22,459)	-	6,547	14,934,772	6,313,490
Public Funding Receivables	290,878	-	1,711,585	(77,278)	573,383	4,790	-	28,080	-	-	-	(7,486,801)	(4,474,527)	(9,429,890)		
Grants and Contributions Rec.	533,995	-	37,544	-	14,015	-	-	-	-	-	-	(780,117)	-	(194,563)		
Due To/From Related Parties	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Prepaid Expenses	248,051	12,867	644,845	(761,188)	767,017	(14,639)	6,024	(607,623)	770,989	(675,817)	389,633	(290,937)	-	489,222		
Other Assets	-	-	-	-	-	-	-	-	-	-	(50,000)	-	-	(50,000)		
Accounts Payable	(695,901)	280,855	1,499,560	(1,717,658)	666,453	(530,840)	393,786	(418,033)	35,350	184,343	(231,389)	475,647	2,650,812	2,592,985	Pupil:Teacher Ratio	
Accrued Expenses	(576,007)	1,771,256	(661,266)	842,239	(163,691)	137,218	59,243	(11,594)	106,412	65,310	(271,803)	(1,131,400)	-	165,917	22.18	
Other Liabilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Deferred Revenue	(133,275)	(80,279)	37,646	65,202	25,872	1,810	22,792	(15,442)	20,192	71,811	(41,600)	(2,037,220)	-	(2,062,491)		
Cash flows from investing activities																
Purchases of Prop. And Equip.	-	-	-	(9,126)	-	-	-	-	-	-	-	(73,926)	-	(83,052)		
Notes Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Cash flows from financing activities																
Proceeds from Factoring	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Payments on Factoring	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Proceeds(Payments) on Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Change in Cash	390,003	(1,830,368)	602,475	(4,410,088)	1,027,588	(16,645)	373,014	(874,651)	2,816,687	3,363,139	1,274,256	(8,552,183)				
Cash, Beginning of Month	24,250,981	24,640,984	22,810,616	23,413,091	19,003,003	20,030,591	20,013,946	20,386,959	19,512,308	22,328,995	25,692,134	26,966,390				
Cash, End of Month	24,640,984	22,810,616	23,413,091	19,003,003	20,030,591	20,013,946	20,386,959	19,512,308	22,328,995	25,692,134	26,966,390	18,414,207				

Coversheet

2024-2025 Education Protection Account (EPA) Actuals

Section:	II. Finance
Item:	B. 2024-2025 Education Protection Account (EPA) Actuals
Purpose:	Vote
Submitted by:	
Related Material:	FY25-PCA-EPA Actuals.pdf

Pacific Coast Academy**Expenditures through: June 30, 2025****Resource 1400 Education Protection Account**

Description	Object Codes	Amount
AMOUNT AVAILABLE FOR THIS FISCAL YEAR		
Local Control Funding Formula Sources	8010-8099	1,344,408.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
TOTAL AVAILABLE		1,344,408.00
EXPENDITURES AND OTHER FINANCING USES		
Certificated Salaries	1000-1999	918,835.94
Classified Salaries	2000-2999	0.00
Employee Benefits	3000-3999	425,572.06
Books and Supplies	4000-4999	0.00
Services, Other Operating Expenses	5000-5999	0.00
Capital Outlay	6000-6599	0.00
Other Outgo (excluding Direct Support/Indirect Costs)	7100-7299	
	7400-7499	0.00
Direct Support/Indirect Costs	7300-7399	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		1,344,408.00
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		0.00

Coversheet

Monthly Financial Report

Section:	II. Finance
Item:	C. Monthly Financial Report
Purpose:	Vote
Submitted by:	
Related Material:	PCA_FY26_07_Financial Update.pdf



Pacific Coast Academy

July Financial Presentation – 2024/25

Highlights

Highlights

- ADA projected at **7,648, no change** to original budget
- Revenue increased by **\$2.5M**
- Expenses increased by **\$50K**
- Projected surplus for year-end is **\$7.3M, +\$2.4M**
- No factoring outstanding or anticipated

SB740 Compliance and Reporting

- PTR is within the requirement minimum
- 40/80 spending in compliance

Pupil:Teacher Ratio	
21.24	:1

Cert.	Instr.
56.1%	84.3%
17,975,123	4,886,003

Attendance

<i>Enrollment & Per Pupil Data</i>		
	<u>Forecast</u>	<u>Budget</u>
<i>Average Enrollment</i>	7804	7804
<i>ADA</i>	7648	7648
<i>Attendance Rate</i>	98.0%	98.0%
<i>Unduplicated %</i>	39.0%	39.0%
<i>Revenue per ADA</i>	\$14,940	\$14,620
<i>Expenses per ADA</i>	\$14,061	\$13,982

- Enrollment and attendance data will be updated throughout the year

Revenue

- Revenue **+\$2.5M** to original budget, driven by:
 - **TK Add-On Funding: +\$1.4M**, due to add-on rate increase from \$3,148 to \$5,545
 - **Arts, Music, and Instructional Block Grant: +\$1.0M**, shifted from FY25

Revenue

<i>Year-to-Date</i>		
Actual	Budget	Fav/(Unf)
State Aid-Rev Limit	\$ 3,940,366	\$ - \$ 3,940,366
Federal Revenue	-	-
Other State Revenue	324,806	- 324,806
Other Local Revenue	25,776	- 25,776
Total Revenue	\$ 4,290,948	\$ - \$ 4,290,948

<i>Annual/Full Year</i>		
Forecast	Budget	Fav/(Unf)
\$ 95,183,503	\$ 93,794,052	\$ 1,389,451
1,766,494	1,733,807	32,688
17,285,490	16,283,062	1,002,429
25,776	-	25,776
\$ 114,261,264	\$ 111,810,920	\$ 2,450,343

Expenses

- Expenses increased minimally by **\$50K**

Expenses

Year-to-Date				
Actual		Budget		Fav/(Unf)
\$	1,267,181	\$	1,717,980	\$ 450,800
	533,685		388,956	(144,729)
	1,192,071		1,236,528	44,457
	1,328,200		731,226	(596,974)
	596		232,234	231,638
	231,351		130,417	(100,935)
	39,173		24,854	(14,319)
	258,278		316,981	58,704
	3,448		20,406	16,958
	-		-	-
\$	4,853,983	\$	4,799,582	\$ (54,401)

<i>Annual/Full Year</i>		
Forecast	Budget	Fav/(Unf)
\$ 41,246,333	\$ 41,697,133	\$ 450,800
5,303,582	5,158,853	(144,729)
20,130,807	20,099,691	(31,116)
17,149,314	16,552,340	(596,974)
15,204,717	15,436,355	231,638
1,665,935	1,565,000	(100,935)
322,910	298,248	(24,662)
5,728,714	5,879,845	151,131
227,917	244,875	16,958
-	-	-
\$ 106,980,230	\$ 106,932,340	\$ (47,890)

Fund Balance

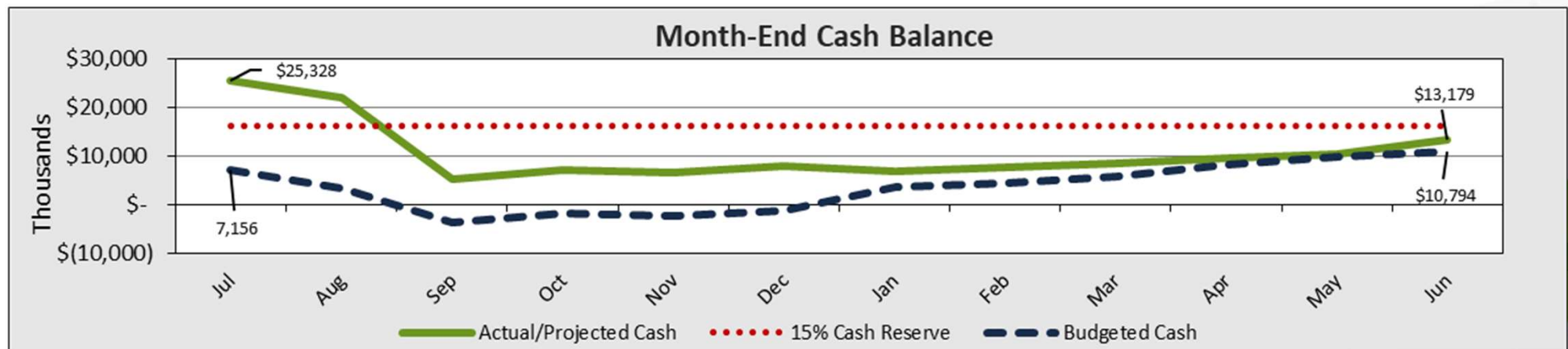
- Projected year-end surplus increased by **\$2.4M**, driven by revenue
- End-of-year fund balance exceeds State and Authorizer requirements of **3%** and **5%** of total expenses, respectively

	Year-to-Date		
	Actual	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ (563,035)	\$ (4,799,582)	\$ 4,236,547
Beginning Fund Balance	<u>18,917,541</u>	<u>18,917,541</u>	
Ending Fund Balance	<u>\$ 18,354,506</u>	<u>\$ 14,117,959</u>	
As a % of Annual Expenses	17.2%	13.2%	

	Annual/Full Year		
	Forecast	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ 7,281,034	\$ 4,878,580	\$ 2,402,453
Beginning Fund Balance	<u>18,917,541</u>	<u>18,917,541</u>	
Ending Fund Balance	<u>\$ 26,198,575</u>	<u>\$ 23,796,121</u>	
As a % of Annual Expenses	24.5%	22.3%	

Cash Balance

- 7/31 cash balance: **\$25.3M**
- **\$10M** for building purchase projected in Fall of FY26
- However, cash expected to remain strong with no anticipated factoring



Appendices

- Monthly Cash Flow / Forecast 24-25
- Budget vs. Actuals
- Statement of Financial Position
- Statement of Cash Flows

FY25-26 Pacific Coast Academy

Monthly Cash Flow/Forecast FY25-26

Revised 9/8/2025

ADA = 7647.87



	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
Revenues																
State Aid - Revenue Limit															ADA = 7647.87	
8011 LCFF State Aid	3,940,366	4,023,512	4,023,512	7,242,322	7,242,322	7,242,322	7,242,322	7,242,322	8,707,415	8,707,415	8,707,415	8,707,415	8,707,414	91,736,075	90,346,624	1,389,451
8012 Education Protection Account	-	382,393	382,393	-	-	382,393	-	-	382,393	-	-	-	-	1,529,573	1,529,573	-
8019 State Aid - Prior Year	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8096 In Lieu of Property Taxes	-	100,940	201,879	134,586	134,586	134,586	134,586	134,586	314,035	157,017	157,017	157,017	157,017	1,917,855	1,917,855	-
	3,940,366	4,506,845	4,607,785	7,376,908	7,376,908	7,759,301	7,376,908	7,376,908	9,403,843	8,864,433	8,864,433	8,864,433	8,864,432	95,183,503	93,794,052	1,389,451
Federal Revenue																
8181 Special Education - Entitlement	-	-	-	-	-	-	-	-	-	-	-	-	947,940	947,940	915,253	32,688
8290 Title I, Part A - Basic Low Income	-	-	171,530	-	-	514,589	-	-	-	-	-	-	-	686,119	686,119	-
8291 Title II, Part A - Teacher Quality	-	-	29,820	-	-	89,460	-	-	-	-	-	-	-	119,280	119,280	-
8293 Title III - Limited English	-	-	-	-	-	-	-	-	-	-	-	13,155	-	13,155	13,155	-
	-	-	201,350	-	-	604,049	-	-	-	-	-	-	13,155	1,766,494	1,733,807	32,688
Other State Revenue																
8311 State Special Education	297,065	298,536	298,536	537,366	537,366	537,366	537,366	537,366	645,133	645,133	645,133	645,133	645,133	6,806,632	6,806,524	108
8550 Mandated Cost	-	-	-	-	-	165,310	-	-	-	-	-	-	-	165,310	160,765	4,546
8560 State Lottery	-	-	-	-	-	-	456,188	-	-	456,188	-	-	1,167,842	2,080,219	2,087,867	(7,648)
8598 Prior Year Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8599 Other State Revenue	27,741	32,321	32,321	925,778	58,178	58,178	925,778	58,178	58,178	925,778	58,178	58,178	5,014,541	8,233,329	7,227,906	1,005,423
	324,806	330,858	330,858	1,463,144	595,544	760,854	1,919,332	595,544	703,311	2,027,100	703,311	703,311	6,827,516	17,285,490	16,283,062	1,002,429
Other Local Revenue																
8660 Interest Revenue	25,776	-	-	-	-	-	-	-	-	-	-	-	-	25,776	-	25,776
8698 ASB Fundraising	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	25,776	-	-	-	-	-	-	-	-	-	-	-	-	25,776	-	25,776
Total Revenue	4,290,948	4,837,703	5,139,992	8,840,052	7,972,452	9,124,205	9,296,240	7,972,452	10,107,155	10,891,532	9,567,744	9,580,899	16,639,888	114,261,264	111,810,920	2,450,343
Expenses																
Certificated Salaries																
1100 Teachers' Salaries	640,244	2,770,614	2,770,614	2,770,614	2,770,614	2,770,614	2,770,614	2,770,614	2,770,614	2,770,614	2,770,614	1,390,978	-	29,737,367	30,197,412	460,046
1175 Teachers' Extra Duty/Stipends	143,137	318,967	318,967	318,967	318,967	318,967	318,967	318,967	318,967	318,967	318,967	159,484	-	3,492,294	3,508,640	16,347
1200 Pupil Support Salaries	133,718	370,708	370,708	370,708	370,708	370,708	370,708	370,708	370,708	370,708	370,708	191,237	-	4,032,036	4,075,756	43,719
1300 Administrators' Salaries	271,841	239,603	239,603	239,603	239,603	239,603	239,603	239,603	239,603	239,603	239,603	235,240	-	2,903,115	2,866,514	(36,601)
1900 Other Certificated Salaries	78,240	95,551	95,551	95,551	95,551	95,551	95,551	95,551	95,551	95,551	95,551	47,775	-	1,081,521	1,048,810	(32,711)
	1,267,181	3,795,444	3,795,444	3,795,444	3,795,444	3,795,444	3,795,444	3,795,444	3,795,444	3,795,444	3,795,444	2,024,714	-	41,246,333	41,697,133	450,800
Classified Salaries																
2100 Instructional Salaries	14,188	28,639	28,639	28,639	28,639	28,639	28,639	28,639	28,639	28,639	28,639	14,320	-	314,899	300,710	(14,188)
2200 Support Salaries	186,429	147,141	147,141	147,141	147,141	147,141	147,141	147,141	147,141	147,141	147,141	142,361	-	1,800,205	1,751,355	(48,850)
2300 Classified Administrators' Salaries	70,699	51,267	51,267	51,267	51,267	51,267	51,267	51,267	51,267	51,267	51,267	51,267	-	634,633	615,200	(19,433)
2400 Clerical and Office Staff Salaries	234,689	181,879	181,879	181,879	181,879	181,879	181,879	181,879	181,879	181,879	181,879	181,879	-	2,235,355	2,182,545	(52,811)
2900 Other Classified Salaries	27,678	26,828	26,828	26,828	26,828	26,828	26,828	26,828	26,828	26,828	26,828	22,529	-	318,491	309,043	(9,448)
	533,685	435,754	435,754	435,754	435,754	435,754	435,754	435,754	435,754	435,754	435,754	412,355	-	5,303,582	5,158,853	(144,729)
Benefits																
3101 STRS	230,301	671,186	671,186	671,186	671,186	671,186	671,186	671,186	671,186	671,186	671,186	358,050	4,772,450	12,072,665	12,066,452	(6,213)
3301 OASDI	32,258	26,280	26,280	26,280	26,280	26,280	26,280	26,280	26,280	26,280	26,280	24,868	-	319,922	319,849	(73)
3311 Medicare	25,238	61,756	61,756	61,756	61,756	61,756	61,756	61,756	61,756	61,756	61,756	35,570	-	678,366	679,412	1,046
3401 Health and Welfare	799,177	298,185	396,671	543,514	489,965	472,582	453,486	417,119	417,119	417,119	417,119	417,119	-	5,539,177	5,590,200	51,023
3501 State Unemployment	6,788	10,070	10,070	10,070	10,070	10,070	50,348	40,278	20,139	10,070	10,070	10,070	-	198,109	201,390	3,281
3601 Workers' Compensation	98,308	42,590	42,590	42,590	42,590	42,590	42,590	42,590	42,590	42,590	42,590	24,531	-	548,741	468,560	(80,181)
3901 Other Benefits	-	-	773,828	-	-	-	-	-	-	-	-	-	-	773,828	773,828	-
	1,192,071	1,110,067	1,982,380	1,355,395	1,301,847	1,284,464	1,305,645	1,259,209	1,239,070	1,229,001	1,229,001	870,208	4,772,450	20,130,807	20,099,691	(31,116)
Books and Supplies																
4100 Textbooks and Core Curricula	17,189	19,667	19,667	19,667	19,667	19,667	19,667	19,667	19,667	19,667	19,667	19,667	-	233,522	236,000	2,478
4200 Books and Other Materials	-	9,500	9,500	9,500	9,500	9,500	9,500	9,500	9,500	9,500	9,500	9,500	-	104,500	114,000	9,500
4302 School Supplies	55,423	1,433,544	994,350	1,061,816	405,232	406,285	583,528	316,087	1,388,379	1,157,610	1,029,251	1,140,379	-	9,971,882	10,184,287	212,405
4305 Software	1,111,687	323,583	323,583	323,583	323,583	323,583	323,583	323,583	323,583	323,583	323,583	323,583	-	4,671,103	3,883,000	(788,103)
4310 Office Expense	5,551	18,167	18,167	18,167	18,167	18,167	18,167	18,167	18,167	18,167	18,167	18,167	-	205,384	218,000	12,616
4311 Business Meals	6,814	3,417	3,417	3,417	3,417	3,417	3,417	3,417	3,417	3,417	3,417	3,417	-	44,397	41,000	(3,397)
4400 Noncapitalized Equipment	131,538	15,113	-	290,993	36,311	996	3,572	90,460	397,334	331,292	294,557	326,360	-	1,918,525	1,876,053	(42,472)
	1,328,200	1,822,991	1,368,684	1,727,143	815,875	781,614	961,433	780,880	2,160,046	1,863,235	1,698,141	1,841,073	-	17,149,314	16,552,340	(596,974)

FY25-26 Pacific Coast Academy

Monthly Cash Flow/Forecast FY25-26

Revised 9/8/2025

ADA = 7647.87



	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
Subagreement Services																
5101 Nursing	-	83	83	83	83	83	83	83	83	83	83	83	-	917	1,000	83
5102 Special Education	-	236,167	236,167	236,167	236,167	236,167	236,167	236,167	236,167	236,167	236,167	236,167	-	2,597,833	2,834,000	236,167
5105 Security	596	417	417	417	417	417	417	417	417	417	417	417	-	5,180	5,000	(180)
5106 Other Educational Consultants	-	221,014	3,428,695	1,796,761	1,298,341	783,230	2,207,261	180,007	790,662	659,242	586,144	649,430	-	12,600,788	12,596,355	(4,433)
	596	457,681	3,665,362	2,033,428	1,535,008	1,019,897	2,443,928	416,674	1,027,329	895,909	822,810	886,097	-	15,204,717	15,436,355	231,638
Operations and Housekeeping																
5201 Auto and Travel	10,759	20,250	20,250	20,250	20,250	20,250	20,250	20,250	20,250	20,250	20,250	20,250	-	233,509	243,000	9,491
5300 Dues & Memberships	219	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	-	35,969	39,000	3,031
5400 Insurance	216,121	83,333	83,333	83,333	83,333	83,333	83,333	83,333	83,333	83,333	83,333	83,333	-	1,132,788	1,000,000	(132,788)
5501 Utilities	-	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	-	38,500	42,000	3,500
5502 Janitorial Services	-	417	417	417	417	417	417	417	417	417	417	417	-	4,583	5,000	417
5900 Communications	25	16,917	16,917	16,917	16,917	16,917	16,917	16,917	16,917	16,917	16,917	16,917	-	186,108	203,000	16,892
5901 Postage and Shipping	4,227	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	-	34,477	33,000	(1,477)
	231,351	130,417	130,417	130,417	130,417	130,417	130,417	130,417	130,417	130,417	130,417	130,417	-	1,665,935	1,565,000	(100,935)
Facilities, Repairs and Other Leases																
5601 Rent	37,104	18,771	18,771	18,771	18,771	18,771	18,771	18,771	18,771	18,771	18,771	18,771	10,343	253,924	225,248	(28,676)
5602 Additional Rent	2,069	3,583	3,583	3,583	3,583	3,583	3,583	3,583	3,583	3,583	3,583	3,583	-	41,486	43,000	1,514
5604 Other Leases	-	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	-	22,000	24,000	2,000
5610 Repairs and Maintenance	-	500	500	500	500	500	500	500	500	500	500	500	-	5,500	6,000	500
	39,173	24,854	24,854	24,854	24,854	24,854	24,854	24,854	24,854	24,854	24,854	24,854	10,343	322,910	298,248	(24,662)
Professional/Consulting Services																
5801 IT	38	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	-	40,371	44,000	3,629
5802 Audit & Taxes	-	-	-	4,667	4,667	4,667	-	-	-	-	-	-	-	14,000	14,000	-
5803 Legal	-	9,500	9,500	9,500	9,500	9,500	9,500	9,500	9,500	9,500	9,500	9,500	-	104,500	114,000	9,500
5804 Professional Development	43,067	1,913	1,913	1,913	1,913	1,913	1,913	1,913	1,913	1,913	1,913	1,913	-	64,109	346,000	281,891
5805 General Consulting	-	1,913	1,913	1,913	1,913	1,913	1,913	1,913	1,913	1,913	1,913	1,913	-	21,042	(143,000)	(164,042)
5806 Special Activities/Field Trips	31,165	233,524	279,185	295,631	69,778	36,413	52,122	67,393	296,018	246,815	219,448	243,142	-	2,070,635	2,144,060	73,425
5807 Bank Charges	94	250	250	250	250	250	250	250	250	250	250	250	-	2,844	3,000	156
5808 Printing	54	500	500	500	500	500	500	500	500	500	500	500	-	5,554	6,000	446
5809 Other taxes and fees	4,738	2,417	2,417	2,417	2,417	2,417	2,417	2,417	2,417	2,417	2,417	2,417	-	31,322	29,000	(2,322)
5810 Payroll Service Fee	13,448	15,583	15,583	15,583	15,583	15,583	15,583	15,583	15,583	15,583	15,583	15,583	-	184,865	187,000	2,135
5811 Management Fee	163,058	166,631	166,631	166,631	166,631	166,631	166,631	166,631	166,631	166,631	166,631	166,631	-	1,995,999	1,956,691	(39,308)
5812 District Oversight Fee	-	45,068	46,078	73,769	73,769	77,593	73,769	73,769	94,038	88,644	88,644	88,644	128,048	951,835	937,941	(13,895)
5813 County Fees	-	-	-	875	-	-	875	-	-	875	-	-	875	3,500	3,500	-
5814 SPED Encroachment	2,615	8,956	8,956	16,121	16,121	16,121	16,121	16,121	19,354	19,354	19,354	19,354	54,089	232,637	231,653	(984)
5815 Public Relations/Recruitment	-	500	500	500	500	500	500	500	500	500	500	500	-	5,500	6,000	500
	258,278	490,422	537,093	593,936	367,209	337,668	345,761	360,157	612,284	558,562	530,320	554,014	183,012	5,728,714	5,879,845	151,131
Depreciation																
6900 Depreciation Expense	3,448	20,406	20,406	20,406	20,406	20,406	20,406	20,406	20,406	20,406	20,406	20,406	-	227,917	244,875	16,958
	3,448	20,406	20,406	20,406	20,406	20,406	20,406	20,406	20,406	20,406	20,406	20,406	-	227,917	244,875	16,958
Interest																
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	4,853,983	8,288,035	11,960,393	10,116,776	8,426,814	7,830,517	9,463,641	7,223,794	9,445,604	8,953,582	8,687,147	6,764,138	4,965,805	106,980,230	106,932,340	(47,890)
Monthly Surplus (Deficit)	(563,035)	(3,450,332)	(6,820,401)	(1,276,724)	(454,361)	1,293,688	(167,401)	748,658	661,551	1,937,951	880,597	2,816,762	11,674,083	7,281,034	4,878,581	2,402,453

FY25-26 Pacific Coast Academy**Monthly Cash Flow/Forecast FY25-26**

Revised 9/8/2025

ADA = 7647.87



	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
Cash Flow Adjustments																
Monthly Surplus (Deficit)	(563,035)	(3,450,332)	(6,820,401)	(1,276,724)	(454,361)	1,293,688	(167,401)	748,658	661,551	1,937,951	880,597	2,816,762	11,674,083	7,281,034	Cert.	Instr.
Cash flows from operating activities															56.1%	84.3%
Depreciation/Amortization	3,448	20,406	20,406	20,406	20,406	20,406	20,406	20,406	20,406	20,406	20,406	20,406	-	227,917	17,975,123	4,886,003
Public Funding Receivables	7,272,891	-	-	3,192,453	-	-	(867,600)	-	-	(867,600)	-	-	(16,639,888)	(7,909,743)		
Grants and Contributions Rec.	438,051	-	-	-	-	-	-	-	-	-	-	-	-	438,051		
Due To/From Related Parties	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Prepaid Expenses	(27,356)	-	-	-	-	-	-	-	-	-	-	-	-	(27,356)		
Other Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Accounts Payable	(622,129)	-	-	-	-	-	-	-	-	-	-	-	4,965,805	4,343,676	Pupil:Teacher Ratio	
Accrued Expenses	290,123	-	-	-	-	-	-	-	-	-	-	-	-	290,123	21.24	
Other Liabilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Deferred Revenue	121,467	-	-	-	-	-	-	-	-	-	-	-	(3,470,399)	(3,348,932)		
Cash flows from investing activities																
Purchases of Prop. And Equip.	-	-	(10,000,000)	-	-	-	-	-	-	-	-	-	-	(10,000,000)		
Notes Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Cash flows from financing activities																
Proceeds from Factoring	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Payments on Factoring	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Proceeds(Payments) on Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Change in Cash	6,913,461	(3,429,926)	(16,799,995)	1,936,135	(433,955)	1,314,094	(1,014,595)	769,064	681,957	1,090,757	901,004	2,837,168				
Cash, Beginning of Month	18,414,207	25,327,667	21,897,741	5,097,747	7,033,882	6,599,927	7,914,021	6,899,426	7,668,490	8,350,448	9,441,205	10,342,208				
Cash, End of Month	25,327,667	21,897,741	5,097,747	7,033,882	6,599,927	7,914,021	6,899,426	7,668,490	8,350,448	9,441,205	10,342,208	13,179,376				

Pacific Coast Academy**Budget vs Actual**

For the period ended July 31, 2025

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Revenue							
State Aid - Revenue Limit							
LCFF Revenue	\$ 3,940,366	\$ 0	\$ 3,940,366	\$ 3,940,366	\$ 0	\$ 3,940,366	\$ 90,346,624
Economic Protection Account Funding	0	0	0	0	0	0	1,529,573
In Lieu of Property Taxes	0	0	0	0	0	0	1,917,855
Total State Aid - Revenue Limit	3,940,366	0	3,940,366	3,940,366	0	3,940,366	93,794,052
Federal Revenue							
Federal Special Education - IDEA	0	0	0	0	0	0	915,253
Title I, Part A - Basic Low Income	0	0	0	0	0	0	686,119
Title II, Part A - Teacher Quality	0	0	0	0	0	0	119,280
Title III - Limited English	0	0	0	0	0	0	13,155
Total Federal Revenue	0	0	0	0	0	0	1,733,807
Other State Revenue							
State Special Education - AB602	297,065	0	297,065	297,065	0	297,065	6,806,524
State - Mandated Cost Reimbursement	0	0	0	0	0	0	160,764
State - State Lottery	0	0	0	0	0	0	2,087,867
State - Other State Revenue	27,741	0	27,741	27,741	0	27,741	7,227,906
Total Other State Revenue	324,806	0	324,806	324,806	0	324,806	16,283,061
Other Local Revenue							
Interest Revenue	25,776	0	25,776	25,776	0	25,776	0
Total Other Local Revenue	25,776	0	25,776	25,776	0	25,776	0
Total Revenue	4,290,948	0	4,290,948	4,290,948	0	4,290,948	111,810,920
Expenses							
Certificated Salaries							
Certificated Teachers' Salaries	640,244	1,100,290	(460,046)	640,244	1,100,290	(460,046)	30,197,412
Certificated Teachers' Extra Duties/Stipends	143,137	159,483	(16,346)	143,137	159,483	(16,346)	3,508,641
Certificated Pupil Support Salaries	133,718	177,438	(43,720)	133,718	177,438	(43,720)	4,075,755
Certificated Supervisors' and Administrators' Salaries	271,841	235,240	36,602	271,841	235,240	36,602	2,866,514
Other Certificated Salaries	78,241	45,529	32,710	78,241	45,529	32,710	1,048,811
Total Certificated Salaries	1,267,181	1,717,980	(450,800)	1,267,181	1,717,980	(450,800)	41,697,133
Classified Salaries							
Classified Instructional Salaries	14,188	0	14,189	14,188	0	14,189	300,710
Classified Support Salaries	186,430	137,580	48,849	186,430	137,580	48,849	1,751,355
Classified Supervisors' and Administrators' Salaries	70,699	51,267	19,433	70,699	51,267	19,433	615,200
Clerical, Technical, and Office Staff Salaries	234,689	181,879	52,811	234,689	181,879	52,811	2,182,545
Other Classified Salaries	27,678	18,230	9,448	27,678	18,230	9,448	309,043
Total Classified Salaries	533,684	388,956	144,730	533,684	388,956	144,730	5,158,853
Benefits							
State Teachers' Retirement System, certificated positions	230,302	300,523	(70,222)	230,302	300,523	(70,222)	12,066,452
OASDI/Medicare/Alternative, certificated positions	32,258	24,115	8,143	32,258	24,115	8,143	319,849
Medicare certificated positions	25,238	30,551	(5,313)	25,238	30,551	(5,313)	679,412
Health and Welfare Benefits, certificated positions	799,177	850,200	(51,023)	799,177	850,200	(51,023)	5,590,200
State Unemployment Insurance, certificated positions	6,788	10,069	(3,281)	6,788	10,069	(3,281)	201,390
Workers' Compensation Insurance, certificated positions	98,308	21,070	77,238	98,308	21,070	77,238	468,559
Other Benefits, certificated positions	0	0	0	0	0	0	773,828
Total Benefits	1,192,071	1,236,528	(44,458)	1,192,071	1,236,528	(44,458)	20,099,690
Books & Supplies							
Textbooks and Core Curricula Materials	17,189	19,666	(2,478)	17,189	19,666	(2,478)	236,000
Books and Other Reference Materials	0	9,500	(9,500)	0	9,500	(9,500)	114,000
School Supplies	55,423	267,828	(212,404)	55,423	267,828	(212,404)	10,184,287
Software	1,111,687	323,583	788,103	1,111,687	323,583	788,103	3,883,000
Office Expense	5,550	18,167	(12,616)	5,550	18,167	(12,616)	218,000
Business Meals	6,814	3,417	3,397	6,814	3,417	3,397	41,000
Noncapitalized Equipment	131,538	89,065	42,473	131,538	89,065	42,473	1,876,053
Total Books & Supplies	1,328,201	731,226	596,975	1,328,201	731,226	596,975	16,552,340
Subagreement Services							
Nursing	0	83	(84)	0	83	(84)	1,000
Special Education	0	236,167	(236,166)	0	236,167	(236,166)	2,834,000
Security	596	417	179	596	417	179	5,000
Other Educational Consultants	0	(4,433)	4,433	0	(4,433)	4,433	12,596,355
Total Subagreement Services	596	232,234	(231,638)	596	232,234	(231,638)	15,436,355
Professional/Consulting Services							
IT	38	3,667	(3,629)	38	3,667	(3,629)	43,999
Audit and Tax	0	0	0	0	0	0	14,000
Legal	0	9,500	(9,500)	0	9,500	(9,500)	114,000
Professional Development	43,067	28,833	14,234	43,067	28,833	14,234	346,000
General Consulting	0	(11,917)	11,917	0	(11,917)	11,917	(143,000)
Special Activities	31,165	104,590	(73,425)	31,165	104,590	(73,425)	2,144,061
Bank Charges	94	250	(157)	94	250	(157)	3,000
Printing	54	500	(446)	54	500	(446)	6,000
Other Taxes and Fees	4,738	2,417	2,322	4,738	2,417	2,322	29,000
Payroll Service Fee	13,449	15,583	(2,135)	13,449	15,583	(2,135)	187,000

Pacific Coast Academy**Budget vs Actual**

For the period ended July 31, 2025

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Management Fee	163,058	163,058	1	163,058	163,058	1	1,956,691
District Oversight Fee	0	0	0	0	0	0	937,940
LACOE Fees	0	0	0	0	0	0	3,500
SELPA Fees	2,615	0	2,615	2,615	0	2,615	231,654
Public Relations	0	500	(500)	0	500	(500)	6,000
Total Professional/Consulting Services	258,278	316,981	(58,703)	258,278	316,981	(58,703)	5,879,845
Facilities, Repairs & Other Leases							
Rent	37,103	18,771	18,333	37,103	18,771	18,333	225,248
Additional Rent	2,070	3,583	(1,515)	2,070	3,583	(1,515)	43,000
Other Leases	0	2,000	(2,000)	0	2,000	(2,000)	24,000
Repairs and Maintenance	0	500	(500)	0	500	(500)	6,000
Total Facilities, Repairs & Other Leases	39,173	24,854	14,319	39,173	24,854	14,319	298,248
Operations & Housekeeping							
Auto and Travel Expense	10,759	20,250	(9,491)	10,759	20,250	(9,491)	243,000
Dues & Memberships	219	3,250	(3,031)	219	3,250	(3,031)	39,000
Insurance	216,121	83,333	132,787	216,121	83,333	132,787	1,000,000
Utilities	0	3,500	(3,500)	0	3,500	(3,500)	42,000
Janitorial/Trash Removal	0	417	(416)	0	417	(416)	5,000
Communications	25	16,917	(16,892)	25	16,917	(16,892)	203,000
Postage and Shipping	4,227	2,750	1,477	4,227	2,750	1,477	33,000
Total Operations & Housekeeping	231,351	130,417	100,934	231,351	130,417	100,934	1,565,000
Depreciation							
Depreciation Expense	3,448	20,406	(16,958)	3,448	20,406	(16,958)	244,875
Total Depreciation	3,448	20,406	(16,958)	3,448	20,406	(16,958)	244,875
Total Expenses	4,853,983	4,799,582	54,401	4,853,983	4,799,582	54,401	106,932,339
Change in Net Assets	(563,035)			(563,035)			
Net Assets, Beginning of Period	18,917,541			18,917,541			
Net Assets, End of Period	\$ 18,354,506			\$ 18,354,506			

Pacific Coast Academy**Statement of Financial Position****July 31, 2025**

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
Assets				
Current Assets				
Cash & Cash Equivalents	\$ 25,333,668	\$ 18,420,207	\$ 6,913,461	38 %
Accounts Receivable	342,065	780,116	(438,051)	(56) %
Public Funding Receivables	1,770,312	9,043,203	(7,272,892)	(80) %
Prepaid Expenses	1,090,946	1,063,591	27,356	3 %
Total Current Assets	28,536,991	29,307,117	(770,126)	(3) %
Long-term Assets				
Property & Equipment, Net	405,541	408,989	(3,448)	(1) %
Deposits	50,999	50,999	0	0 %
Total Long-term Assets	456,540	459,988	(3,448)	(1) %
Total Assets	\$ 28,993,531	\$ 29,767,105	\$ (773,574)	(3) %
Liabilities				
Current Liabilities				
Accounts Payable	\$ 607,768	\$ 1,229,898	\$ (622,129)	(51) %
Accrued Liabilities	2,556,562	2,266,439	290,123	13 %
Deferred Revenue	7,474,694	7,353,227	121,467	2 %
Total Current Liabilities	10,639,024	10,849,564	(210,539)	(2) %
Total Liabilities	10,639,024	10,849,564	(210,539)	(2) %
Net Asset	18,354,506	18,917,541	(563,035)	(3) %
Liabilities & Net Assets	\$ 28,993,531	\$ 29,767,105	\$ (773,574)	(3) %

Pacific Coast Academy***Statement of Cash Flows***

For the period ended July 31, 2025

	Month Ended 07/31/25	YTD Ended 07/31/25
Cash Flows from Operating Activities		
Change in Net Assets	\$ (563,035)	\$ (563,035)
Adjustments		
Depreciation	3,449	3,449
(Increase) Decrease in Operating Assets		
Public Funding Receivables	7,272,891	7,272,891
Grants, Contributions & Pledges Receivable	438,051	438,051
Prepaid Expenses	(27,356)	(27,356)
Increase (Decrease) in Operating Liabilities		
Accounts Payable	(622,129)	(622,129)
Accrued Expenses	290,123	290,123
Deferred Revenue	121,467	121,467
Total Cash Flows from Operating Activities	6,913,461	6,913,461
 Change in Cash and Cash Equivalents	 6,913,461	 6,913,461
Cash & Cash Equivalents, Beginning of Period	18,420,207	18,420,207
Cash & Cash Equivalents, End of Period	\$ 25,333,668	\$ 25,333,668

Coversheet

Charter Impact Contract

Section:	II. Finance
Item:	D. Charter Impact Contract
Purpose:	Vote
Submitted by:	
Related Material:	CI Contract Supplement - PCA FY26.pdf



CHARTER IMPACT, LLC

BUSINESS MANAGEMENT AGREEMENT SUPPLEMENT

This second supplemental agreement (the “Second Supplement”) to the Business Management and Accounting Services Agreement dated March 10, 2020 (the “Agreement”) is entered into as of September 11, 2025 (the “Effective Date”) by and between Charter Impact, LLC (“CI”), and Pacific Coast Academy (“Client”).

WHEREAS, CI and Client are parties to the Business Management and Accounting Services Agreement dated March 10, 2020 (the “Agreement”);

WHEREAS, CI and Client are parties to the First Supplement to the Business Management and Accounting Services Agreement dated May 23, 2023 (the “First Supplement”);

WHEREAS, CI and Client now desire to amend the Agreement and First Supplement pursuant to the terms and conditions set forth herein;

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual promises of the parties as set forth herein, the parties hereto agree as follows:

ARTICLE 2. TERM OF AGREEMENT

1. Change to Section 2.01. Effective as of the Effective Date, the parties hereby agree that Section 2.01 of the Agreement and First Supplement is hereby deleted in its entirety and replaced with the following:

“Section 2.01. Client retains CI to work as a consultant for Client in the field of business management, accounting and consulting, from **July 1, 2025** until June 30, 2030. CI accepts this engagement. CI will use CI's best efforts to accomplish the technical and commercial goals identified by Client during the term of this Agreement.”

2. Change to Section 3.01. Effective as of the Effective Date, the parties hereby agree that Section 3.01 of the Agreement and First Supplement is hereby deleted in its entirety and replaced with the following:

“Section 3.01 Fees.

Business Management Services and Payroll Services: For services in Exhibits A and B, the Client will pay CI a fee equal to 1.80% of revenue as calculated based on each reporting unit (i.e. charter school, department, location, central office and any other additional reporting units which may be added at the discretion of the Client).



Student Data Services: Data services in Exhibit C will be based on hourly usage. 50 hours of complimentary service will be provided each fiscal year; additional services will be billed at a fee of \$130 per hour through the entirety of the term. Services will only be provided as requested by Client.

Rush Check Processing (optional): Upon special request of Client, emergency checks can be processed on a same-day basis in addition to the regular weekly cycle as described in Exhibit A, Section 2D. CI will include 50 complimentary rush checks per fiscal year; additional rush checks will incur a processing fee of \$75 per check.

Other Services: For other services requested by Client outside of the items included in Exhibit A, B, or C, the Client will pay CI a fee based on CI's standard hourly rates as listed in Exhibit D."

All other services, fees, and terms will continue as described in the Agreement and First Supplement.

ARTICLE 4. GENERAL PROVISIONS

Section 4.01. Corporate Power and Authorization. The parties hereto have full corporate power and authority to execute and deliver this Second Supplement and to perform their obligations hereunder. The execution, delivery and performance of this Supplement by each party has been duly authorized by all necessary corporate action. This Supplement has been duly executed and delivered by each party and constitutes the valid and legally binding obligation of Client and CI enforceable in accordance with the terms and conditions included in both the Agreement and Supplement.



Accepted and Agreed, as of the Effective Date first written above:

PACIFIC COAST ACADEMY

Signed: _____

Name: Krystin Demofonte

Title: Executive Director

CHARTER IMPACT, LLC

By _____
David Lueck, Co-CEO

Coversheet

Work Sample Policy

Section:	III. Other Business
Item:	B. Work Sample Policy
Purpose:	Vote
Submitted by:	
Related Material:	PCA Work_Sample_Policy_RED 07.24.2025.pdf



Work Sample Policy

Pacific Coast Academy offers independent study to meet the needs of pupils enrolled in the charter school; and as such, teachers much collect work samples from students to ensure that all students meet the State student academic achievement standards. This policy ensures that student work samples contain the information necessary to ensure the student's learning success.

~~The purpose of the Pacific Coast Academy Governing Board approving this Work Sample Policy is to accomplish the following:~~

- ~~1. Provide an overview for the Work Sample Policy~~
- ~~2. Explain the requirements of an Acceptable Work Sample~~
- ~~3. Identify criteria for Non-Compliant Work Samples~~

- 1. Overview:** As an independent study program, Pacific Coast Academy is required to collect work samples from each of its students as a condition of apportionment. Work samples allow the student's supervising teacher to determine the time value of the completed student work. Work samples are turned in to the student's supervising teacher in accordance with the student's Master Agreement.
- 2. Procedures:** Work samples must contain the following information:
 1. Student's First Name and Last Name (nicknames are okay)
 2. Date that the work was completed, including the year. The work sample must be the student's original work. If anything gets changed on the original work sample, the student must initial such changes. All initialed changes mean that the student made the changes, not the parent/guardian/caretaker or teacher.

The supervising teacher must verify the work sample by including the following:

1. Homeschool teacher's name
2. Student's full name
3. Course name (must match the Master Agreement)
4. Date the teacher reviewed the material
5. Date the student completed the sample
6. HST grade

3. Acceptable Work Sample Criteria:

- Original or scanned PDF version
- Demonstrates neat and organized work
- Demonstrates a good reflection of your child's learning and abilities
- Includes student's name and date in the top right-hand corner
- The sample needs to be completed and dated within the collection Learning Period

- Must be non-sectarian (non-religious)
- **Must be completed on a school day per the School's attendance calendar**
- Photographs must include a summary from the student's perspective
- Samples may be typed or handwritten by the student. Younger students may dictate to the parent to write or type for them

4. Non-Compliant Work Samples Include:

- **Missing student first and last name**
- Scanned documents that are difficult to read or are very light
- A scanned or printed document of a certificate of completion or report from an online learning platform
- Samples completed and dated not within the Learning Period
- A photograph which does not include the student's summary of the project/concept
- Incomplete worksheets or work

Coversheet

Resolution Regarding Curriculum Fair

Section:	III. Other Business
Item:	C. Resolution Regarding Curriculum Fair
Purpose:	Vote
Submitted by:	
Related Material:	PCA Resolution 2025-08 CURRICULUM FAIR_proposed 8.27.2025.pdf



Pacific Coast Academy

13915 Danielson St. #103, Poway, CA 92064

Ph (619) 215-0704

Resolution of Pacific Coast Academy Board of Directors 2025-08

RESOLUTION REGARDING CURRICULUM FAIR

WHEREAS, the Pacific Coast Academy Board of Directors (“Board”) governs the Pacific Coast Academy (“PCA”), a nonprofit public benefit corporation, within the confines of both federal and state statutes governing charter schools and nonprofit corporations;

WHEREAS, PCA’s school model relies on learning coaches to support the education of the students of PCA;

WHEREAS, professional development for the improved efficacy of learning coaches will better support PCA’s students in their learning styles and needs;

WHEREAS, PCA’s offer of professional development through a curriculum fair in the 2025-2026 school year that will inform and educate families about the various programs offered by PCA;

WHEREAS, the curriculum fair will help address common concerns about PCA’s academic standards and social aspects for educating students from home;

WHEREAS, PCA will identify a qualified and dynamic speaker to present guidance to the learning coaches in attendance at the curriculum fair;

WHEREAS, the Board believes that payment to the speaker and costs to attend the curriculum fair and share their expertise with learning coaches are in the best interest of the educational program of PCA and serve the public purpose for which PCA is organized;

WHEREAS, speaker fees are approximately \$5,000;

WHEREAS, the cost to rent the location of the curriculum fair is estimated at \$7,000;

NOW, THEREFORE BE IT RESOLVED, that the Pacific Coast Academy Board of Directors:

Authorizes the Executive Director to pay the fees and costs of the speaker of choice up to the amount of \$5,000.00, as their participation and expertise furthers the educational goals of Pacific Coast Academy. The Executive Director is further authorized to pay the fee to rent an appropriate location to house the curriculum fair in the 2025-2026 school year up to the amount of \$7,000.

SECRETARY'S CERTIFICATE

I, Jessica Ackermann, Secretary of the Board of Directors of Pacific Coast Academy a California nonprofit public benefit corporation, County of San Diego, California, hereby certify as follows:

The attached is a full, true, and correct copy of the resolutions duly adopted at a meeting of the Board of Directors of Pacific Coast Academy, which was duly and regularly held on September 11, 2025, at which meeting all of the members of the Board of Directors had due notice and at which a quorum thereof was present; and at such meeting such resolutions were adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

I have carefully compared the same with the original minutes of such meeting on file and of record in my office; the attached resolution is a full, true, and correct copy of the original resolution adopted at such meeting and entered in such minutes; and such resolution has not been amended, modified, or rescinded since the date of its adoption, and the same is now in full force and effect.

Secretary of the Board of Directors of
Pacific Coast Academy

Coversheet

Education Records and Student Information Policy

Section: III. Other Business
Item: D. Education Records and Student Information Policy
Purpose: Vote
Submitted by:
Related Material:
PCA Education Records & Student Information Policy_Rev 6.28.23_RED 9.10.25 (1).pdf



Pacific Coast Academy

Education Records and Student Information Policy

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EDUCATION RECORDS AND STUDENT INFORMATION POLICY

Pacific Coast Academy is committed to protecting student privacy in accord with the Family Educational Rights and Privacy Act or “FERPA” and the California Constitution.

~~The purpose of the Pacific Coast Academy Governing Board approving this Education Records and Student Information Policy is to accomplish the following:~~

- ~~● Define Education Records~~
- ~~● Establish the Procedures for Requesting Copies of Education Records~~
- ~~● Establish the Procedures for Requesting to Review Education Records~~
- ~~● Establish the Procedures for Requesting for Amendment to Education Records~~
- ~~● Outline the Procedures for Challenging the Education Record~~
- ~~● Outline the Disclosure of Education Records and Directory Information~~
- ~~● Outline the Process of Record Keeping~~
- ~~● Outline Parental and Eligible Student Right to File a Complaint with U.S. Department of Education.~~

EDUCATION RECORD

An education record is any written or computerized document, file, entry, or record containing information directly relating to a student that is compiled and maintained by the Charter School. Such information includes but is not limited to:

- Date and place of birth, parent and/or guardian’s address, and where the parties may be contacted for emergency purposes;
- Grades, test scores, courses taken, academic specializations and school activities;
- Special education records;
- Disciplinary records;
- Medical and health records;
- Attendance records and records of past schools attended;
- Personal information such as, but not limited to, student identification numbers, social security numbers, photographs, or any other type of information that aids in identification of a student. Please note that, as of January 1, 2017, the Charter School shall not collect or solicit social security numbers or the last four digits of social security numbers from students or their parents/guardians, unless otherwise required to do so by state or federal law.

The Charter School shall not use any school resources or data to be used to create a registry based on race, gender, sexual orientation, religion, ethnicity or national origin.

An education record does not include any of the following:

- Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to another person except a temporary substitute for the

maker of the record;

- Records maintained by a law enforcement unit of the Charter School that were created by that law enforcement unit for the purpose of law enforcement;
- Records relating to a Charter School employee that are made and maintained in the normal course of business, relate exclusively to the individual in that individual's capacity as an employee; and are not available for use for any other purpose;
- Records on a student who is 18 years of age or older, or is attending an institution of postsecondary education, that are: a) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity; b) made, maintained, or used only in connection with treatment of the student; and c) disclosed only to individuals providing the treatment. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at the Charter School.
- Records that only contain information about an individual after he or she is no longer a student at the Charter School.
- Grades on peer-graded papers before they are collected and recorded by a teacher.

Parents and eligible students that they have the right to:

- Inspect and review the student's education records;
- Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights;
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Code of Federal Regulations authorize disclosure without consent;
- File with the Department of Education a complaint concerning alleged failures by the Charter School to comply with the requirements of FERPA and its promulgated regulations.
- Request that the Charter School not release student names, addresses and telephone listings to military recruiters or institutions of higher education without prior written parental consent.

REQUESTING TO REVIEW EDUCATION RECORDS

Parents and eligible students have the right to review the student's education records. In order to do so, parents and eligible students shall submit a request to review education records in writing to the Director of Records. Within forty-five (45) days, the Charter School shall comply with the request. Special Education records will be provided within five (5) business days.

If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the Charter School will provide the parent or eligible student with a copy of the requested records or make other arrangements for inspection and review of the requested records.

REQUESTING COPIES OF EDUCATION RECORDS

The Charter School will provide copies of requested documents within 45 days (five (5) business days for Special Education) of a request for copies. The Charter School will charge reasonable fees for copies it provides to parents or eligible students, unless it effectively prevents a parent or eligible student from exercising the right to inspect and review the education records. The charge will not include a fee to search for or to retrieve the education records.

REQUESTING FOR AMENDMENT TO EDUCATION RECORDS

If upon review, a parent or eligible student discovers any information or notation that is factually inaccurate, misleading or in violation of the student's right of privacy, he or she may request, in writing, that the Charter School amend the record. The request must be submitted within thirty (30) days of the discovery of the inaccurate or misleading information or a violation of the student's right of privacy. The Charter School will respond within ten (10) business days of the receipt of the request to amend. The Charter School's response will be in writing and if the request for amendment is denied, the Charter School will set forth the reason for the denial and inform the parent or eligible student of his or her right to a hearing challenging the content of the education record. Please note that records are generally able to be amended only by the institution that generated the record.

CHALLENGING THE EDUCATION RECORD

If the Charter School denies a parent or eligible student's request to amend an education record, the parent or eligible student may request in writing that he/she be given the opportunity for a hearing to challenge the content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading or in violation of the privacy rights of the student.

The hearing to challenge the education record shall be held within twenty (20) business days of the date of the request for a hearing, notice of the date, time and place of the hearing will be sent by the Charter School to the parent or eligible student no later than ten (10) business days before the hearing.

The hearing will be conducted by the Executive Director or their designee. The parent or eligible student will be given a full and fair opportunity to present evidence relevant to the issues relating to the challenge to the education record. The parent or eligible student may also, at his/her own expense, be assisted or represented by one or more individuals of his/her choice, including an attorney. The Executive Director's decision will be based solely on the evidence presented at the hearing. Within ten (10) school days of the conclusion of the hearing, the Charter School's decision regarding the challenge will be made in writing and will include a summary of the evidence and the reasons for the decision.

If, as a result of the hearing, the Charter School decides that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the student, it will amend the record accordingly and inform the parent or eligible student of the amendment in writing.

If, as a result of the hearing, the Charter School decides that the information in the education record is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall inform the

parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he/she disagrees with the decision of the Charter School, or both. If the Charter School places a statement by the parent or eligible student in the education records of a student, it will maintain the statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

DISCLOSURE OF EDUCATION RECORDS AND DIRECTORY INFORMATION

With the exceptions listed below, the Charter School will not release educational records to any person or entity outside the Charter School without the written consent of a parent or eligible student. **When a parent/guardian/educational rights holder places an order for services/items through the Homeschool Hub, this action is deemed to be written permission for the Charter School to share student and parent demographic information with the vendor fulfilling that order.** The written permission must specify the records that may be disclosed, the purpose of the disclosure and the party or class of parties to whom the disclosure may be made. When disclosure is made pursuant to written permission, the parent or eligible student may request a copy of the disclosed records. Signed and dated written consent may include a record and signature in electronic form if it identifies and authenticates a particular person as the source of the electronic consent and indicates such person's approval of the information contained in the electronic consent. The Charter School shall permanently keep the consent notice with the record file. A parent, guardian or eligible student is not required to sign the consent form. If the parent, guardian or eligible student refuses to provide written consent for the release of student information that is not otherwise subject to release, the Charter School shall not release the information.

The Charter School shall avoid the disclosure of information that might indicate a student's or family's citizenship or immigration status if the disclosure is not authorized by FERPA. No student information shall be disclosed to immigration authorities for immigration-enforcement purposes without a court order or judicial subpoena. Immigration-enforcement agencies do not have a legitimate educational interest in a student's or family's citizenship or immigration status. A student's or family's citizenship or immigration status is not considered to be directory information.

Except for investigations of child abuse, child neglect, or child dependency, or when the subpoena served on the Charter School prohibits disclosure, the Charter School shall provide parental or guardian notification of any court orders, warrants, or subpoenas before responding to such requests.

The Charter School will only disclose personally identifiable information on the condition that the receiving party not disclose the information to any party without the prior consent of the parent or eligible student and that the receiving party use it for the purposes for which the disclosure was made. This restriction does not apply to disclosures that fall within the disclosure exceptions listed below and the Charter School maintains the appropriate records, as described below. Except for disclosures pursuant to a judicial order or lawfully issued subpoena, of directory information or to parents or eligible students, the Charter School will inform a receiving party of the requirement that the party not disclose the information to any other party without the prior written consent of the parent or eligible student and that the receiving party use it for the purpose for which the disclosure was made.

If the Charter School receives an information request related to a student's or family's immigration or citizenship status, the Charter School personnel shall take the following action steps:

- Notify the Executive Director or Deputy Executive Director about the information request;
- Provide students and families with appropriate notice and a description for the immigration officer's request;
- Document any verbal or written request for information by immigration authorities;
- Unless prohibited, provide students and parents/guardians with any documents issued by the immigration-enforcement officer.

The Charter School will train its personnel regarding gathering and handling sensitive student information as identified in this policy.

The Charter School will disclose education records, without consent, to the following parties:

- Charter School employees who have a legitimate educational interest as defined by 34 C.F.R. Part 99, which include person(s) employed by the Charter School in an administrative, counseling, supervisory, academic, student support services, or research position, or a support person to these positions, a person employed by or under contract to the Charter School to perform a specific task, educational partnerships, or a member of the board of directors;
- Contractors, consultants, volunteers or other parties to whom the Charter School has outsourced institutional services or functions may be considered a Charter School official provided that the outside party performs an institutional service or function for which the Charter School would otherwise use employees, is under the direct control of the Charter School with respect to the use and maintenance of records, and is subject to the requirements of 34 C.F.R. § 99.33(a) governing the use and redisclosure of personally identifiable information;
- Other schools to which a student seeks or intends to enroll;
- Certain government officials listed in 20 U.S.C. § 1232g(b)(1) in order to carry out lawful functions;
- Appropriate parties in connection a student's application for, or receipt of, financial aid to a student if it is necessary to determine eligibility, amount of aid, conditions for aid or enforcing the terms and conditions of the aid;
- Organizations conducting certain studies for the Charter School in accordance with 20 U.S.C. § 1232g(b)(1)(F);
- Accrediting organizations in order to carry out their accrediting functions;
- Parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1986;
- Individuals who have obtained lawful court orders or subpoenas, with prior notice to parents or eligible students with some exceptions;
- Persons who need to know in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific State law;
- A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include final results of the disciplinary proceedings conducted by the Charter School with respect to that alleged crime or offense. The Charter School may disclose the final

results of the disciplinary proceeding, regardless of whether the Charter School concluded a violation was committed.

- An agency caseworker or other representative of a State or local child welfare agency or tribal organization who has the right to access a student's case plan, when such agency or organization is legally responsible, in accordance with State law, for the care and protection of the student, provided those records will not be disclosed by such agency or organization, except as required by law;
- Other disclosures as provided by applicable law.

THIRD-PARTY WEB APPLICATION DISCLAIMER AND CONSENT POLICY

By placing orders for web applications through the Homeschool Hub, parents acknowledge and understand that third-party applications may present security risks and engage in data collection practices beyond the School's control. Parents are responsible for reviewing all application terms, privacy policies, and security practices prior to placing any order. By completing an order, parents provide explicit consent to the web application's data collection and privacy policies and acknowledge that the School bears no responsibility for any security breaches, data collection, or privacy practices of third-party applications. Parents assume full responsibility for evaluating the suitability and safety of all web applications before authorizing their use.

RECORD KEEPING

The Charter School will maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student for as long as the records are maintained. For each request, the record will include the following information: the parties who have requested or received the information and the legitimate interests the parties had in requesting or obtaining the information.

For disclosures of personally identifiable information to institutions that make disclosures of the information on behalf of the Charter School in accordance with 34 C.F.R. 99.33(b), the record will include the names of the additional parties to which the receiving party may disclose the information on behalf of the Charter School and the legitimate interests that each of the additional parties has in requesting or obtaining the information.

These record keeping requirements do not apply to requests from or disclosure to parents and eligible students, the Charter School officials with a legitimate purpose of inspecting the records, a party with written consent from the parent or eligible student, a party seeking directory information, or a party seeking or receiving the records as directed by a court order or subpoena.

The records relating to disclosures of personally identifiable student information may be inspected by parents and eligible students, the Charter School officials (or their assistants) responsible for the custody of the records, and parties authorized by regulations for the purpose of auditing the recordkeeping procedures of the Charter School.

COMPLAINTS

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Charter School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue. S.W.
Washington, D.C. 20202

Coversheet

NCUST Contract Agreement

Section:	III. Other Business
Item:	E. NCUST Contract Agreement
Purpose:	Vote
Submitted by:	
Related Material:	Pacific Coast Academy and NCUST Contract 2025-27_PE.pdf

AGREEMENT FOR PROFESSIONAL SERVICES

San Diego State University Research Foundation (Contractor)

5250 Campanile Drive
San Diego, CA 92182

on behalf of

NATIONAL CENTER FOR URBAN SCHOOL TRANSFORMATION

3910 University Avenue
San Diego, CA 92105

Attention:

Renee Lechner

Interim Senior Director

SR Administration, SR Contracting & Compliance

Email: sdsurfawards@sdsu.edu

With copy to:

Greg Ottinger, NCUST Executive Director

and

Pacific Coast Academy

13915 Danielson Street

Suite 103

Poway, CA 92064

USA

Attention: Krystin Demofonte

Executive Director, Pacific Coast Academy

krystin.demofonte@pacificcoastacademy.org

NOW, THEREFORE, the Parties-agree as follows:

1. PERIOD OF AGREEMENT. The term of this Agreement shall be from September 15, 2025 through September 15, 2027.
2. DUTIES OF THE CONTRACTOR. Contractor shall provide services in accordance with EXHIBIT A, Section 1, which is attached hereto and made a part hereof.
3. STAFFING. Contractor shall be solely responsible for staff providing services under this Agreement. Contractor certifies that staff and/or trainees providing the services are adequately trained and prepared according to prevailing professional standards for providing such services. Contractor assumes full responsibility for workers' compensation insurance and for payment of all Federal, State and local taxes or contributions, including but not limited to unemployment insurance, social security, Medicare and income taxes with respect to Contractor's staff providing services under this Agreement.
4. INDEPENDENT CONTRACTOR. While engaged in performance of this Agreement the Contractor is an independent contractor and is not an officer, agent, or employee of the School.
5. CONTRACT VALUE. The School shall pay the Contractor a fixed price, not to exceed \$400,000 for implementing and providing the services described in EXHIBIT A, Section 1. Payment shall be made by School

September 15, 2025

to the Contractor in accordance with the schedule specified in EXHIBIT A, Section 2 which is attached hereto and made a part hereof. The School acknowledges that scheduled meetings may need to be canceled or postponed. While every effort will be made to reschedule these events in a timely manner, any changes requested after travel accommodations have been arranged may result in additional costs. The Contractor shall be reimbursed for reasonable, documented expenses incurred due to such changes.

6. RIGHTS TO REPORTS. The rights to any report or evaluation developed by the Contractor in connection with this Agreement shall belong to the Contractor. School shall have the right to use material developed under this contract for non-commercial education and research purposes.

7. ENTIRE AGREEMENT/AMENDMENT. This Agreement and any exhibits attached hereto constitute the entire Agreement between the parties to the Agreement and supersede any prior or contemporaneous written or oral understanding or agreement and may be amended only by written amendment executed by both Parties to this Agreement.

8. SEVERABILITY. If any section, provision or portion of this Agreement is held to be invalid, illegal or void by a court of proper jurisdiction, the remainder of this Agreement shall nevertheless subsist and continue in full force and effect.

9. AUTHORITY. The Contractor has full power and authority to enter into this Agreement and to perform hereunder, and such entry and performance do not and will not violate any rights of any third party.

10. INDEMNIFICATION. Contractor shall defend, indemnify and hold harmless School, its officers, employees, and agents from and against any and all liability, loss, expense, attorney's fees, or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorney's fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Contractor, its officers, agents or employees.

School shall defend, indemnify and hold harmless Contractor, San Diego State University, Trustees of the CSU, the State of California, its officers, employees and agents from and against any and all liability, loss, expense, attorney's fees, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorney's fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of School, its officers, agents or employees.

11. TERMINATION. Either Party may, by thirty (30) days written notice stating the extent and effective date, terminate this Agreement for convenience in whole or in part, at any time. Contractor shall be entitled to payment of allowable and any uncancellable costs up to and including date of termination or such reasonable part of the fee as shall apply to services properly performed prior to the date of postponement, suspension or termination.

12. ORDER OF PRECEDENCE. The use of any purchase orders to facilitate issuance of payments under this Agreement shall be in accordance with the terms of the Agreement, and any terms or conditions contained within such purchase order that directly contradict or conflict with the Agreement or subsequent amendments shall be deemed "RESERVED" or self-deleting.

September 15, 2025

IN WITNESS HEREOF, THE PARTIES HAVE CAUSED THIS AGREEMENT TO BE DULY EXECUTED.

- SCHOOL-

Pacific Coast Academy

-CONTRACTOR-

**SAN DIEGO STATE UNIVERSITY
RESEARCH FOUNDATION
on behalf of
NATIONAL CENTER FOR URBAN
SCHOOL TRANSFORMATION**

BY _____

Executive Director, Pacific Coast Academy

TITLE: _____

Dated _____

BY _____

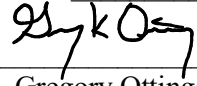

Digitally signed by Renee
L. Lechner
Date: 2025.08.21
12:36:00 -07'00'

Renee Lechner

TITLE: Senior Interim Director, SR Contracting and
Compliance, SR Administration
Fed. I.D. #: 95-6042721

Dated: 08/21/2025

and BY



Gregory Ottinger, Ed.D.

TITLE: Exec. Director, National Center for Urban School Transformation

Dated: 8/21/25

September 15, 2025

DRAFT PCA Exhibit A**1. SERVICES TO BE PROVIDED BY CONTRACTOR.****Executive Coaching Support**

NCUST will provide Executive Coaching to PCA school administrator team through the services of an Executive Coach(s). Monthly services include:

- Take a team of PCA employees (4 employees per trip) to visit 15 America's Best Urban Schools based on the needs of the school. The 15 schools are to be visited over the duration of the contract.
- Provide coaching & professional development and data analysis on Focus student groups based on the California School Dashboard English Learners, African American Students (approximately 500 hours a school year)
- Integration of NCUST's research and frameworks aligned with school's instructional focus
- Support coordinated with PCA organization-wide goals

Duration: 9 months 2025-2026 and 2026-2027 school year.

Also included in the contract for school staff:

- America's Best School Network
- Attendance to the Virtual Symposium

FINANCIAL PROPOSAL

The proposal describes coaching services that are designed to support PCA in advancing equitable and excellent educational services throughout their school. The table below summarizes the cost of our proposed services.

2025-2026 NCUST/Pacific Coast Academy (PCA)
September 15, 2025

TOTAL AMOUNT OF CONTRACT \$ 400,000

Pacific Coast Academy has requested the maximum allowable indirect fees cannot exceed 6%.

II. PAYMENT SCHEDULE.

In accordance with the agreement, PCA shall pay Contractor the following amount by the date listed:

Year 1 (2025-2026): \$200,000

- October 1, 2025: \$200,000

Year 2 (2026-2027): \$200,000

- October 1, 2026: \$200,000

Invoices will be submitted to PCA for payment upon delivery of services. PCA agrees to process payments promptly upon receipt of invoice.

September 15, 2025

<i>2025-2027 NCUST/Pacific Coast Academy</i>		
WORKING BUDGET YEAR 2025 – September 15, 2025 THROUGH September 15, 2027		
SPENDING CATEGORY	AMOUNT	EXPLANATION
Coaching, School Visits, ABS Membership	\$400,000	Nine months of coaching, per year, including school visits and two years of membership to the America’s Best Schools Network.
TOTAL AMOUNT OF CONTRACT	\$400,000	

Coversheet

Assignment of Purchase and Sale Agreement

Section:	III. Other Business
Item:	F. Assignment of Purchase and Sale Agreement
Purpose:	Vote
Submitted by:	
Related Material:	Poway Executive Plaza - Assignment of PSA.pdf

**ASSIGNMENT OF PURCHASE AND SALE AGREEMENT
AND JOINT ESCROW INSTRUCTIONS**

This ASSIGNMENT OF PURCHASE AND SALE AGREEMENT AND JOINT ESCROW INSTRUCTIONS (this “**Assignment**”) is entered into as of September __, 2025 (the “**Effective Date**”), by and between PACIFIC COAST ACADEMY, a California nonprofit public benefit corporation (“**Assignor**”), and PCA SCHOOL FACILITIES LLC, a California limited liability company (“**Assignee**”).

RECITALS

A. Poway Executive Plaza, LLC, a California limited liability company (“**Seller**”), and Assignor, as “**Buyer**”, are parties to that certain Purchase and Sale Agreement and Joint Escrow Instructions, dated as of May 28, 2015, as amended by that certain First Amendment to Purchase and Sale Agreement and Joint Escrow Instruction, dated July 18, 2025 (as so amended, the “**Purchase Agreement**”), relating to the sale and acquisition of certain real property located in Poway, California.

B. Assignee is an entity that is directly owned and controlled by Buyer.

C. Assignor now wishes to assign all of its right, title and interest in the Purchase Agreement to Assignee, and Assignee wishes to accept such assignment and assume all obligations of Assignor under the Purchase Agreement, each as more particularly set forth below.

AGREEMENT

NOW, THEREFORE, in consideration of the terms and conditions contained herein, and for other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties hereby agree as follows:

1. **Recitals; Definitions.** The recitals set forth above are hereby incorporated into and shall be considered a part of this Assignment. Each capitalized term used but not otherwise defined herein shall have the meaning given to such term in the Purchase Agreement.

2. **Assignment.** In accordance with Section 21.6 of the Purchase Agreement, Assignor hereby assigns and transfers to Assignee all of Assignor’s right, title, and interest in and to the Purchase Agreement (including without limitation, all deposits, instruments, documents, and agreements described therein) as of the Effective Date.

3. **Assumption.** Assignee hereby accepts the foregoing assignment, assumes all obligations and liabilities of Buyer under the Purchase Agreement, and agrees to perform and observe all of Buyer’s covenants and agreements contained therein from and after the Effective Date.

4. **Notices.** Assignee’s address for notices under the Purchase Agreement shall be:

c/o Pacific Coast Academy
13915 Danielson Street, Suite 200
Poway, CA 92064
Attn: Shari Erlendson
Telephone: (619) 749-1928
E-mail: shari.erlendson@pacificcoastacademy.org

with a copy to:

Procopio, Cory, Hargreaves & Savitch LLP
525 B Street, Suite 2200
San Diego, CA 92101
Attn: Kevin M. Davis
E-mail: kevin.davis@procopio.com

5. Miscellaneous.

(a) Ratification; Entire Agreement. The parties agree that, except as expressly modified by this Assignment, the Agreement remains unmodified and is in full force and effect in accordance with its terms. This Assignment constitutes the entire agreement between the parties pertaining to the subject matter contained in this Assignment and supersedes all prior agreements and understandings, whether written or oral, between the parties hereto with respect to the subject matter hereof.

(b) Governing Law. This Assignment shall be interpreted according to California law and shall be construed as a whole and in accordance with its fair meaning and without regard to, or taking into account, any presumption or other rule of law requiring construction against the party preparing this Assignment or any part hereof.

(c) Severability. If any provision of this Assignment or any portion thereof shall be deemed to be invalid, illegal, or unenforceable, such invalidity, illegality or unenforceability shall not alter the remaining portion of such provision, or any other provision hereof, as each provision of this Assignment shall be deemed severable from all other provisions hereof.

(d) Counterparts. This Assignment may be executed in several counterparts, each of which shall be deemed an original but all of which taken together shall constitute one and the same Assignment. Signatures by electronic means (including DocuSign and .pdf) shall be equally effective as delivery of a manually executed counterpart of this Assignment.

[Remainder of page intentionally left blank; signature page follows]

IN WITNESS WHEREOF, this Assignment has been executed by the parties hereto as of the Effective Date.

ASSIGNOR:

PACIFIC COAST ACADEMY,
a California nonprofit public benefit corporation

By: _____
Krystin Demofonte, Executive Director

By: _____
Shari Erlendson, Deputy Executive Director

ASSIGNEE:

PCA SCHOOL FACILITIES LLC,
a California limited liability company

By: Pacific Coast Academy,
a California nonprofit public benefit corporation,
its Sole Member

By: _____
Krystin Demofonte, Executive Director

By: _____
Shari Erlendson, Deputy Executive Director

Coversheet

Operating Agreement of PCA Facilities

Section:	III. Other Business
Item:	G. Operating Agreement of PCA Facilities
Purpose:	Vote
Submitted by:	
Related Material:	Operating Agreement of PCA School Facilities LLC.pdf

PCA SCHOOL FACILITIES LLC OPERATING AGREEMENT

This Operating Agreement (this “Agreement”) is entered into and executed as of September ____, 2025, by Pacific Coast Academy, a California nonprofit public benefit corporation, as the sole member (“Member”) of PCA School Facilities LLC, a California limited liability company (“Company”), with respect to the following:

A. The Company was formed pursuant to Articles of Organization filed with the California Secretary of State on September 2, 2025.

B. The Member is now entering into and executing this Agreement to establish the organization and operating terms under which the Company will be operated.

NOW, THEREFORE, for the purpose of perfecting the organization of the Company, the Member hereby enters into this Agreement with the intent and purpose that it shall be the Operating Agreement of the Company pursuant to the California Revised Uniform Limited Liability Company Act (the “Act”).

ARTICLE I. ORGANIZATIONAL MATTERS

Name. The name of the Company is PCA School Facilities LLC.

Purposes and Powers. The Company is organized and formed exclusively for the purpose of, and its activities shall be limited to, providing support to the Member with respect to the acquisition, development, lease and operation of real property, charter school facilities situated on such property, and related charter school operations, all for and on behalf of the Member for the use and benefit of the public charter schools operated by the Member.

Registered Principal Office and Agent for Service of Process. The registered principal office of the Company shall be located at 13915 Danielson Street, Suite 200, Poway, CA 92064. The agent for service of process of the Company shall be the individual serving as Manager of the Company, who is currently Mike Sandler, and whose address shall be the same as that of the registered principal office. The Manager may cause the Company to establish such other offices as it deems advisable.

Perpetual Existence. The Company shall exist perpetually until its existence is terminated by operation of law or pursuant to this Agreement.

Foreign Qualification. The Manager shall cause the Company to comply with all requirements necessary to qualify the Company as a foreign limited liability company in any jurisdiction in which such qualification is or becomes necessary.

No State Law Partnership. The Company shall be operated in a manner consistent with its treatment as a disregarded entity for federal and state income tax purposes consistent with Article V below and its Articles of Organization. The Company shall not be operated or treated as a “partnership” (including, without limitation, a limited partnership or joint venture) for any purpose, including, but not limited to, Section 303 of the United States Bankruptcy Code, and this Agreement shall not be construed to suggest otherwise.

ARTICLE II. MEMBER

Member. Until changed by amendment of this Agreement, Pacific Coast Academy is and shall remain the sole Member of the Company.

Certificates Representing Membership Interests. The Company shall not issue any certificates evidencing the membership interest of the Member in the Company.

Written Consent. The Member shall appoint a Manager to exercise its rights, powers and privileges as a member of the Company pursuant to the Act, either by (i) its delivery of certified copies of resolutions adopted at duly called and held meetings of the Member to the Manager, or (ii) its execution and delivery of written consents to the Manager. Any Manager appointed by the Member shall consent to serve as the Manager of the Company by signing **Exhibit A** attached hereto. All such certified copies of resolutions, such written consents, and such executed consents by the Manager, shall be filed in a minute book or other permanent form of record of the Company.

ARTICLE III. APPOINTMENT OF MANAGER; RIGHTS, DUTIES AND POWERS OF THE MANAGER

Appointment of Manager. The operations of the Company shall be conducted by one or more managers ("Manager") who shall be appointed by the Member and may be removed by the Member at any time for any reason. The Company shall initially have one (1) Manager who, unless otherwise designated by the Member's Board of Directors, shall be the individual currently serving as the Building Manager for the Member and its charter school. The initial Manager of the Company is therefore Mike Sandler.

In the event the Manager is no longer serving as the Building Manager of the Member at any particular time (e.g., upon the death, resignation or removal), then the individual serving as the Chief Executive Officer of the Member's charter school shall automatically and without further action succeed to serve as the next Manager of the Company. In the event there is gap in time between Chief Executive Officers of the Member's charter school or there is otherwise no designated Member of the Company at any time, then the President of the Member's Board of Directors shall automatically and without further action serve as the interim Manager of the Company until the Member's Board of Directors appoints a successor Manager. In addition, each member of the Board of Directors of the Member shall be authorized to act as the Manager of the Company until the successor Manager is appointed (unless the Member otherwise directs).

If the Company subsequently has more than one Manager, then the Company's Articles of Organization shall be amended to so provide, and all actions requiring the consent or approval of the "Manager" under this Agreement shall require the consent or approval of any Manager (and all references in this Agreement to the "Manager" shall mean and refer to any Manager).

Authority. The Manager shall have the responsibility and authority to manage the business, property and affairs of the Company in all respects, to execute and deliver on behalf of the Company such documents and instruments as it deems reasonably required in connection therewith and to enter into such contracts and to take such actions as it deems from time to time to be in the best interests of the Company. All third parties are entitled to rely upon the execution and delivery by any one (1) Manager of all documents on behalf of the Company as conclusive evidence that such documents have been duly and

validly executed by and on behalf of the Company and are binding upon the Company (without necessity of further evidence of authority on the part of any other Manager or the Member).

Resignation and Removal. The Manager may resign at any time by giving notice to such effect to the Member. The Manager's resignation shall take effect as of any future date specified in the notice or, if no future date is specified, immediately upon delivery of the notice. The Member may remove a Manager by notice to such Manager at any time. In the event of the sole Manager's death, resignation or removal, then the individual serving as the Chief Executive Officer at the Member's charter school shall automatically and without further action serve as the Manager of the Company. In the event that there is gap in time between Chief Executive Officers of the Member's charter school or there is otherwise no designated Member of the Company at any time, then the President of the Member's Board of Directors shall automatically and without further action serve as the interim Manager of the Company until the Member's Board of Directors appoints a successor Manager. In addition, each member of the Board of Directors of the Member shall be authorized to act as the Manager of the Company until the successor Manager is appointed (unless the Member otherwise directs).

Appointment of Officers. The Manager may, from time to time as it deems advisable, appoint officers of the Company (the "Officers") and assign in writing titles (including, without limitation, President, Vice President, Secretary and Treasurer) to any such person. Unless the Manager decides otherwise, if the title is one commonly used for officers of a business corporation formed under the California General Corporation Law, the assignment of such title constitutes the delegation to such person of the authorities and duties that are normally associated with that office, including, without limitation, the execution of documents, instruments and agreements in the name of and on behalf of the Company. Any delegation pursuant to this section may be revoked at any time by the Manager in writing, or by the Member.

Time Devoted to Business. Neither the Manager, the Member, nor the Officers (if any), shall be required to devote their full time or efforts in furtherance of the business and affairs of the Company, but only so much of their time and efforts as are reasonably necessary to perform their duties and responsibilities to the Company.

Indemnification. The Company shall, to the maximum extent permitted by law, indemnify, defend, and hold harmless the Manager, the Member and each of its and the Company's officers, employees and other agents (each, an "Agent") from, and against any liability, damage, cost, expense, loss, claim, or judgment incurred by the Agent arising out of any claim based upon acts performed or omitted to be performed in furtherance of the business and affairs of the Company, or as a consequence of such person's status as an Agent, including without limitation, attorneys' fees and costs incurred by the Agent in settlement or defense of such claims.

ARTICLE IV. INCOME AND FINANCIAL MATTERS

Company Tax Status: Allocation of Income to Member. For so long as the Company has only one Member, the Company is and shall remain a "disregarded entity" for federal and California income tax purposes, consistent with Article V below and its Articles of Organization, with the result that all income, expense and credit of the Company, as well as all of its assets and liabilities, shall, for income tax reporting purposes, be the income, expense and credit, and the assets and liabilities of the Member.

Capital Contributions. The Member is not required to make any capital contributions to the

Company, but may make such contributions that, in its sole and absolute discretion, are necessary and appropriate for the Company's business.

Distributions to Member. To the extent that the Company holds cash or cash equivalents in excess of the reasonable needs of its business, the Member may cause the Company to distribute such excess amounts to it.

Joint Account. So long as the Member maintains accurate and complete books of account that permit the ready identification of such assets that belong to the Company, the Member may hold the cash and cash equivalents of the Company jointly with those of its own for purposes of efficient cash management, including the achievement of higher rates of return on investments.

ARTICLE V. TAX EXEMPT STATUS

Income Tax Exemption. The Company shall be a title-holding entity for the Member within the meaning of Section 23701h of the California Revenue and Taxation Code. The Member is a California nonprofit public benefit corporation that is exempt from income taxation pursuant to Section 501(c)(3) of the Internal Revenue Code and Section 23701d of the California Revenue and Taxation Code, and qualifies for exemption under Section 214 of the California Revenue and Taxation Code.

Property Tax Exemption. For purposes of qualifying for California's Welfare Exemption from real property taxation pursuant to the Board of Equalization's Rule 136, the Company shall comply with the following organizational requirements:

- (a) The Company is organized and operated exclusively for charitable purposes as specified in Section 214 of the California Revenue and Taxation Code.
- (b) The Company shall be operated exclusively to further the exempt purposes, as specified in Section 214 of the California Revenue and Taxation Code, of its Member.
- (c) The Member of the Company shall be a qualifying organization as specified in California Code of Regulations, Title 18, Section 136, Subsection (b)(1) or (b)(2).
- (d) No membership interest of the Company shall directly or indirectly transfer to any nonqualified person or entity.
- (e) The property owned by the Company is irrevocably dedicated to charitable purposes, as specified in Sections 214 and 214.01 of the California Revenue and Taxation Code.
- (f) Upon the dissolution or winding up of the Company, all assets remaining after payment, or provision of payment, of all debts and liabilities of the Company shall be distributed to its Member, which is organized and operated exclusively for exempt purposes, as specified in Section 214 of the California Revenue and Taxation Code, and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code or Section 23701d of the California Revenue and Taxation Code; and, if the Member is not so organized at the time of said dissolution, then to an organization which is so organized and operated and has established such tax exempt status.
- (g) Any amendment to the Articles of Organization of the Company or this Agreement shall be

consistent with Section 214 of the California Revenue and Taxation Code.

- (h) The Company is prohibited from merging with or converting into a for-profit entity.
- (i) The Company shall not distribute any assets to a Member that ceases to be an organization described in Section 214 of the California Revenue and Taxation Code.

ARTICLE VI. DISSOLUTION; WINDING UP

Dissolution. The Company shall be dissolved and its affairs wound up and terminated upon the first to occur of the following:

- (a) The determination of the Manager, as applicable, and of the Member to dissolve the Company;
- (b) The sale or other disposition of all or substantially all of the assets of the Company in one transaction or a series of related transactions; or
- (c) The occurrence of any event causing dissolution of the Company under the Act, unless the Company is continued as permitted under the Act.

Winding-Up. If the Company is dissolved pursuant to Section 6.1, the Manager together with the Member shall proceed to wind up the business and affairs of the Company in an orderly and expeditious fashion and otherwise in accordance with the requirements of the Act and Article V above. A reasonable amount of time shall be allowed for the period of winding-up in light of prevailing market conditions and so as to avoid undue loss in connection with any sale of Company assets. This Agreement shall remain in full force and effect and continue to govern the rights and obligations of the Member and the Manager, as applicable, and the conduct of the Company during the period of winding-up the Company's affairs. The Manager and the Member shall have and may exercise all powers reasonably necessary or desirable to carry out the liquidation and winding-up of the Company in accordance with the Act and Article V above.

ARTICLE VII. MISCELLANEOUS

Limitation of Liability. The debts, obligations and liabilities of the Company, whether arising in contract, tort or otherwise, shall be solely the debts, obligations and liabilities of the Company, and neither any manager or officer of the Company nor the Member shall be obligated personally for any such debt, obligation or liability of the Company solely by reason of being a manager, officer or member.

Rules of Construction. The captions in this Agreement are inserted only as a matter of convenience and in no way affect the terms or intent of any provision of this Agreement. All defined phrases, pronouns, and other variations thereof shall be deemed to refer to the masculine, feminine, neuter, singular, or plural, as the context may require. No provision of this Agreement shall be construed against a party hereto by reason of the extent to which such party or its counsel participated in the drafting hereof.

Choice of Law and Severability. This Agreement shall be construed in accordance with the internal laws of California. If any provision of this Agreement shall be contrary to the internal laws of California or any other applicable law, at the present time or in the future, such provision shall be deemed null and void, but shall not affect the legality of the remaining provisions of this Agreement. This Agreement shall

be deemed to be modified and amended so as to comply with applicable law and this Agreement shall then be construed in such a way as will best serve the intention of the parties at the time of the execution of this Agreement.

Entire Agreement. This Agreement, together with Company's Articles of Organization, as amended, contains the entire agreement with respect to the subject matter hereof and supersedes all prior agreements.

IN WITNESS WHEREOF, the Member has executed this Agreement as of the date first set forth above.

Pacific Coast Academy,
a California nonprofit public benefit corporation

By: _____
Name: _____
Its: _____

Exhibit A
Consent to Serve as Manager of the Company

The undersigned consents and agrees to serve as the Manager of PCA School Facilities LLC, pursuant to the foregoing Operating Agreement dated as of September ____, 2025, which may be amended from time to time.

Dated: _____, 2025

By: _____

Name: Mike Sandler

Coversheet

Approve Minutes

Section:	IV. Consent Agenda
Item:	A. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Regular Scheduled Board Meeting on June 25, 2025



Pacific Coast Academy

Minutes

Regular Scheduled Board Meeting

Date and Time

Wednesday June 25, 2025 at 6:00 PM

Location

Pacific Coast Academy Office
13915 Danielson St. #200, Poway, CA 92064

Directors Present

Benjamin Fung, Eric Banatao, Jessica Ackermann, Kim Gill, Rose Arevalo

Directors Absent

None

Guests Present

Jennifer Faber, Krystin Demofonte, Shari Erlendson

I. Opening Items

A. Call the Meeting to Order

Benjamin Fung called a meeting of the board of directors of Pacific Coast Academy to order on Wednesday Jun 25, 2025 at 6:03 PM.

B. Roll Call of Board Members

C. Public Comments

There was no public comment.

D. Approval of the Agenda

Jessica Ackermann made a motion to Approve the Agenda.

Eric Banatao seconded the motion.

The board **VOTED** unanimously to approve the motion.

II. Finance

A. 2024-2025 Local Indicators

B. 2025-2026 Local Control Accountability Plan (LCAP)

Eric Banatao made a motion to Approve 2025-2026 Local Control Accountability Plan (LCAP).

Kim Gill seconded the motion.

The board **VOTED** unanimously to approve the motion.

C. 2024-2025 Proposition 28 Annual Report

Rose Arevalo made a motion to Approve 2024-2025 Proposition 28 Annual Report.

Jessica Ackermann seconded the motion.

The board **VOTED** unanimously to approve the motion.

D. 2025-2026 Budget

Kim Gill made a motion to Approve the 2025-2026 Budget.

Eric Banatao seconded the motion.

The board **VOTED** unanimously to approve the motion.

E. Education Protection Account (EPA) Resolution and Spending Plan

Jessica Ackermann made a motion to Approve Education Protection Account (EPA) Resolution and Spending Plan.

Rose Arevalo seconded the motion.

The board **VOTED** unanimously to approve the motion.

F. 2025-2026 Spring Consolidated Application

Rose Arevalo made a motion to Approve the 2025-2026 Spring Consolidated Application.

Kim Gill seconded the motion.

The board **VOTED** unanimously to approve the motion.

G. May Financials

Kim Gill made a motion to Approve May Financials.

Eric Banatao seconded the motion.

The board **VOTED** unanimously to approve the motion.

H. Memorandum of Understanding for Shared Services

Eric Banatao made a motion to Approve the Memorandum of Understanding for Shared Services.

Jessica Ackermann seconded the motion.

The board **VOTED** unanimously to approve the motion.

III. Other Business

A. Resolution Regarding Participation in the Exact Path Program

Jessica Ackermann made a motion to Approve Resolution Regarding Participation in the Exact Path Program.

Kim Gill seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Reduced Schedule Policy for Students with Temporary Medical Needs

Eric Banatao made a motion to Approve Reduced Schedule Policy for Students with Temporary Medical Needs.

Rose Arevalo seconded the motion.

The board **VOTED** unanimously to approve the motion.

C. Comprehensive Safety Plan with Instructional Continuity Plan

Jessica Ackermann made a motion to Approve Comprehensive Safety Plan with Instructional Continuity Plan.

Eric Banatao seconded the motion.

The board **VOTED** unanimously to approve the motion.

D. 2025-2026 Board Meeting Calendar

Motion to 2025-2026 Board Meeting Calendar.

The 2025-2026 board meeting calendar is approved with the change of the June 2 meeting to June 3.

The board **VOTED** unanimously to approve the motion.

E. Affirming of Board Members

Jessica Ackermann made a motion to Affirm Eric Banatao as a board member for 2 years.

Kim Gill seconded the motion.

Eric will renew for a 2 year term as a board member.

The board **VOTED** unanimously to approve the motion.

F. Executive Director Report

IV. Consent Agenda

A. Approve Minutes

Jessica Ackermann made a motion to approve the minutes from Regular Scheduled Board Meeting on 05-22-25.

Kim Gill seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. 2025-2026 Employee Handbook

C. 2025-2026 Parent Student Handbook

D. 2025-2026 Compensation Policy and Students in Crisis Salary Schedule

E. Grade Appeal Policy

F. Expenses

G. Approve Consent Agenda

Jessica Ackermann made a motion to Approve the Consent Agenda.

Kim Gill seconded the motion.

The board **VOTED** unanimously to approve the motion.

V. Closing Items

A. Announcement of Next Scheduled Meeting- August 14 at 6:00pm

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:19 PM.

Respectfully Submitted,
Benjamin Fung

Prepared By:
Jennifer Faber

Noted By:

Board Secretary

Public comment rules: Members of the public may address the Board on agenda or non-agenda items. Please communicate orally your desire to address the board when the board asks for public comments. Speakers may be called in the order that requests are received. We ask that comments are limited to 2 minutes each, with no more than 15 minutes per single topic so that as many people as possible may be heard. When a member of the public utilizes a translator to address the board, those individuals are granted twice the allotted time. When the board utilizes simultaneous translation equipment in a manner that allows the board to hear the translated public testimony simultaneously, those individuals are allotted 2 minutes each. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to school staff or calendar the issue for future discussion.

Note: Pacific Coast Academy Governing Board encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Pacific Coast Academy Office at [\(619\) 749-1928](tel:6197491928) at least 48 hours before the scheduled board meeting so that we may make every reasonable effort to accommodate you. (Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)).

Coversheet

2025-2026 Employee Handbook

Section:	IV. Consent Agenda
Item:	B. 2025-2026 Employee Handbook
Purpose:	
Submitted by:	
Related Material:	PCA 2025-26 Employee Handbook_Rev 06.25.25_RED 9.03.2025.pdf



Pacific Coast Academy

Employee Handbook

2025-26

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SECTION 1 – WELCOME

Welcome to Pacific Coast Academy!

We are happy to have you join us at Pacific Coast Academy (PCA or School). We believe our School is truly unique. We serve a diverse group of talented and hardworking students. We regard the work we do as being of utmost importance. Therefore, we have very high expectations for professionalism and performance for each one of our employees. All employees should treat all individuals, including students, teachers, administrators, volunteers, and family members, with respect, and approach all situations as opportunities to learn.

This handbook has been written to provide you with an overview of PCA, its personnel policies and procedures, and your benefits as a PCA employee.

This handbook is intended to explain in general terms those policies that most often apply to your day-to-day work activities. This handbook cannot anticipate every situation or answer every question about employment, and it is not an employment contract. Employees are expected to read this handbook thoroughly upon receipt, to know and abide by the policies outlined herein, and as revised over time, throughout their employment. No PCA guideline, practice, manual or rule may alter the “at-will” status of your relationship with PCA.

In order to retain necessary flexibility in the administration of its policies, procedures and benefits, PCA reserves the right to change, deviate from, eliminate, or revise the handbook, except for the at-will provisions, at any time, without notice, whenever PCA determines that such action is warranted. For these reasons, we urge you to check with your supervisor to obtain current information regarding the status of any particular policy, procedure or practice. This handbook supersedes and replaces all previous personnel policies, practices and procedures.

We welcome you and wish you great success and fulfillment at PCA.

SECTION 2 – GENERAL

This handbook serves as a guide for the employer/employee relationship. This handbook applies to faculty and staff at PCA.

This handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to your supervisor or Human Resources. You are responsible for reading, understanding, and complying with the provisions of this handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

Neither this handbook nor any other PCA document confers any contractual right, either express or implied, to remain in PCA's employ, nor does it guarantee any fixed term or condition of your employment. Except as otherwise provided in an executed employment agreement, your employment is not for any specified period of time and may be terminated at will, with or without cause and without prior notice, by PCA or you may resign for any reason at any time.

No supervisor or other representative of PCA except the Executive Director, with the approval of the Board of Directors, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. Further, the procedures, practices, policies and benefits described herein may be modified or discontinued from time to time with or without advance notice. We will try to inform you of any changes as they occur.

SECTION 3 – PHILOSOPHY

CORE PURPOSE

PCA exists to inspire children to realize their potential to become extraordinary and active members of society.

CORE VALUES

The following three core values are what distinguish PCA from other schools:

- Mentoring – to inspire students to forge their paths in the world
- Passionate – to strive for excellence
- Collaborative – to be active, engaging, and contributing team members

PERMISSION-TO-PLAY VALUES

The following Permission-to-Play values are minimum behavioral standards that all employees must exhibit consistently:

- Innovative
- Dynamic
- Results-oriented
- Data-driven
- Extraordinary
- Confident
- Energetic

STRATEGIC ANCHORS

To ensure success of our core purpose and core values, PCA will use the following two strategic anchors to inform every decision the School makes and the basis for how decisions and actions will be evaluated:

- Academic achievement through relevant curricula, clear expectations, and shared accountability
- Relationship building through mentorship and consistent communication

SCHOOLWIDE LEARNER OUTCOMES

At Pacific Coast Academy, we have goals for our students that are known as Schoolwide Learner Outcomes (SLOs). SLOs are a part of our School culture: they reflect our School vision, the College and Career Readiness standards, and the education of the whole child.

Pacific Coast Academy's Students are:

- **Inquisitive Learners** - Inquisitive learners are investigative, inquiring, ask probing questions, and desire to learn more.
- **Navigators of the Digital World** - Navigators of the digital world who are proficient in the use of technology, media, and online resources.
- **Self-Directed** - Self-directed and motivated students who are able to set attainable goals to achieve academic success.
- **Personalized Learners** - Personalized learners who are able to thrive in the style of education that best fits their individual needs.
- **Independent Critical Thinkers** - Independent critical thinkers who have the ability to problem solve, take ownership, and apply their knowledge to a variety of problems.
- **Responsible Citizens** - Responsible citizens who demonstrate integrity and respect while actively seeking knowledge of local and global issues.
- **Effective Communicators** - Effective communicators who can thoughtfully articulate their thinking with confidence while collaborating with peers.

SECTION 4 – EMPLOYMENT

EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment. Certificated applicants are required to provide prospective employers with a complete list of every local educational agency by which the applicant had been employed. Failure to provide a complete and accurate list, or receipt by the School of information from a prior employer, may result in exclusion of the individual from further consideration for employment, or if the person has been hired, termination of employment.

AT WILL EMPLOYMENT

We believe that an employment relationship is successful as long as both parties are mutually satisfied. Accordingly, both you and PCA will have the right to terminate your employment and all related compensation and benefits at any time, with or without cause and with or without notice. In addition, PCA may eliminate or change any term or condition of your employment (including but not limited to your job assignment, duties, or salary) at will, at any time, for any reason not prohibited by law, with or without cause and with or without previous notice.

This is called “employment at will,” and no one other than the Executive Director of PCA with the approval of the Board of Directors, has the authority to alter your employment at-will status, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Further, any such agreement must be in writing and must be signed by the Executive Director. Statements of specific grounds for termination set forth in this Handbook, or elsewhere, are not all-inclusive and are not intended to restrict PCA’s right to terminate at-will.

EQUAL EMPLOYMENT OPPORTUNITY

PCA is an equal opportunity employer. In accordance with applicable law, PCA prohibits discrimination against any employee or applicant for employment on the basis of an individual’s protected status, including race (which includes ~~historically~~ associated traits, such as hair styles and protective hair styles, e.g., braids, locks, ~~and~~ twists, ~~and~~ hair texture), color, religious creed (which includes, without limitation to religious dress and grooming practices), gender, gender identity, gender expression, transgender identity whether or not the employee is transitioning or has transitioned, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ethnicity (including ethnic group identification and ethnic background), ancestry, physical disability (including HIV and AIDS), mental disability, medical condition (including cancer and genetic characteristics), genetic information, age (forty (40) and over), sexual orientation, marital status, registered domestic partner status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), reproductive health decision-making (including but not limited to a decision to use

or access a particular drug, device or product or medical services for reproductive health), military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical and other protected leaves, domestic violence victim status, political affiliation, refusal to participate in an employer-sponsored meeting(s) or employer communications, the purpose of which is to communicate the employer's opinion about religious or political matters, or any other consideration protected by applicable law, or a combination of any of those characteristics. These categories include a perception that the individual has any of these characteristics or a combination thereof is associated with a person who has (or is perceived to have) any of these characteristics or a combination thereof. PCA will ensure that applicants and employees are treated in all aspects of employment without unlawful discrimination because of these or any other protected basis. Such aspects of employment include, but are not limited to, recruitment, hiring, promotion, demotion, transfer, layoff, termination, compensation, and training.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, PCA will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified applicant or employee with a disability, unless undue hardship would result to PCA. An applicant or employee who believes they require an accommodation in order to perform the essential functions of the job should contact Human Resources and request such an accommodation, specifying what accommodation they need to perform the job. PCA will analyze the situation, engage in an interactive process with the individual, and respond to the individual's request.

If you believe you have been subjected to discrimination, please follow the complaint procedure outlined below.

HARASSMENT

It is the policy of PCA to ensure equal employment opportunity without harassment on the basis of race (which includes, but is not limited to, traits **historically** associated with race, including, but not limited to, hair texture and protective hairstyles, **e.g., braids, locs, twists, and hair texture**), religious creed (which includes, without limitation, to religious dress and grooming practices), gender, gender identity, gender expression, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, genetic information, age, sexual orientation, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), reproductive health decision-making (including but not limited to a decision to use or access a particular drug, device or product or medical services for reproductive health), military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical leaves, domestic violence victim status, political affiliation, or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics **or a combination of these characteristics**.

PCA prohibits any such harassment in the workplace. In addition, we prohibit abusive conduct/workplace bullying in the work environment. It is our mission to provide a professional work and learning environment free of harassment, discrimination and/or workplace bullying and that maintains equality, dignity, and respect for all. This policy protects all employees of the School as well as interns, volunteers, and potential employees (applicants). All employees of the School are required to abide by this policy, regardless of position or status, including supervisors, administration, and co-workers. In addition, this policy prohibits unlawful harassment by third parties, including students, parents, vendors or other third parties, who have workplace contact with our employees. This policy applies to all applicants and employees (or other listed individuals), whether related to conduct engaged in by fellow employees or someone not directly connected to PCA (e.g., an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business or field trips, meetings and business or School-related social events.

What is Harassment?

Harassment can take many forms. As used in this Employee Handbook, the term “harassment” includes all unwelcome conduct that comprises the following behavior pertaining to any of the above protected categories or characteristics:

- Offensive remarks, comments, jokes or slurs pertaining to an individual’s race, religion, sex, sexual orientation, gender or gender identity or gender expression, age, national origin or ancestry, disability, citizenship, veteran status, or any other protected status as defined by law or regulation whether verbally or by electronic means including email, and/or text messages
- Offensive sexual remarks, sexual advances, flirtations, or requests for sexual favors regardless of the gender of the individuals involved and whether verbally or by electronic means
- Offensive physical conduct, including, but not limited to, touching, blocking normal movement or interfering with another’s work regardless of the gender of the individuals involved, including, but not limited to threats of harm, violence or assault
- Offensive pictures, drawings or photographs or other communications, including email, text messages, or other forms of electronic communication
- Holding work functions in inappropriate venues, such as a strip-club
- Sex or gender based practical jokes, sexual favoritism
- Threatening reprisals due to an employee’s refusal to respond to requests for sexual favors or for reporting a violation of this policy
- Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, regardless of gender, when:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment
 - Submission to, or rejection of, such conduct by an individual is used as a basis for employment decisions affecting such individual
 - Such conduct has the purpose or effect of substantially interfering with the individual’s work performance or creating an intimidating, hostile or offensive working environment

What Is Abusive Conduct/Workplace Bullying?

- Conduct of an employee in the workplace that a reasonable person would find hostile, threatening, intimidating, humiliating and unrelated to an employer's legitimate business interests. Examples may include:
 - Use of derogatory remarks, insults and/or epithets.
 - Verbal or physical conduct that sabotages or undermines a person's work performance that is threatening, humiliating or intimidating.
- Bullying, gossip, profanity, abusive conduct and negative comments are destructive to our School culture, create false rumors, disrupt School operations and interfere with the privacy of others.

What is Retaliation?

Retaliation against an individual for reporting harassment, discrimination, or for participating in an investigation of a claim of such conduct is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

As used in this policy, "retaliation" means taking any adverse employment action against an employee because the employee engaged in protected activity pursuant to this policy. Protected activity may include, but is not necessarily limited to, reporting or assisting in reporting suspected violations of this policy, cooperating or participating in investigations or proceedings arising out of a violation of this policy, or engaging in any other activity protected by applicable law.

As used in this policy, an "adverse employment action" means conduct or an action that materially affects the terms and conditions of the employee's employment status or is reasonably likely to deter the employee from engaging in further protected activity. Adverse employment actions may include, but are not limited to, the following: demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusing to promote or consider for promotion because of reporting a violation of this policy; harassing another employee for filing a complaint; denying employment opportunities; changing an employee's work assignments for identifying harassment or other forms of discrimination in the workplace; treating an employee differently such as denying an accommodation; not talking to an employee (the "cold shoulder") when otherwise required by job duties; or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

Any retaliatory adverse action because of a protected activity will not be tolerated. If an employee believes they have been subjected to, has witnessed, or has knowledge of retaliation in violation of this policy, please follow the complaint procedure outlined below.

Responsibility

All PCA employees have a responsibility for keeping our work environment free of harassment, discrimination, retaliation and abusive conduct in accordance with this policy.

Reporting

PCA encourages reporting of all perceived incidents of discrimination, harassment, abusive conduct or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been subjected to such conduct should immediately discuss their concerns with their immediate supervisor, the Executive Director or Human Resources. Do not report your complaint to any individual who has allegedly engaged in the inappropriate behavior that is the subject of your complaint. In addition, PCA encourages individuals who believe they are being subjected to such conduct to promptly advise the offender their behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. PCA recognizes, however, that an individual may prefer to pursue the matter through formal complaint procedures. Every effort will be made to keep such reports as confidential as possible, although confidentiality cannot be guaranteed. PCA is serious about enforcing its policy against harassment; however, PCA cannot resolve a harassment problem that it does not know about. Therefore, employees are responsible for bringing any such problems to PCA's attention so it can take whatever steps are necessary to correct the problems.

All employees who witness potential violations of this policy, and particularly supervisors, are required to immediately report such incidents to their immediate supervisor, the Executive Director, or Human Resources. Supervisors must report any and all conduct of which they are made aware, which violates, or may violate, policies regarding discrimination, unlawful harassment, or retaliation to Human Resources, the Executive Director or the Chair of the Board of Directors, if appropriate. Supervisors who fail to report alleged violations may be subject to disciplinary action, up to and including termination.

All complaints submitted pursuant to this policy can be done in writing or verbally. Your complaint should be specific and should include the names of the individuals involved, the names of any witnesses, and any supporting documentation. Employees may choose to submit their complaints anonymously.

Investigation/Complaint Procedure

All complaints of harassment, discrimination, retaliation or abusive conduct will be promptly investigated.

PCA encourages the prompt reporting of complaints or concerns so that rapid and appropriate remedial action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

PCA's investigation methods will vary depending on the nature of the complaint, the allegations, the witnesses, and other factors. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. All complaints will be handled as confidentially as possible and information will be disclosed only as it is necessary to complete the investigation and resolve the matter.

All employees are required to fully cooperate with PCA's investigation. which includes, but is not limited to, providing all pertinent information in a truthful manner, submitting pertinent documents in their possession, not interfering with the investigation in any manner, and maintaining an appropriate level of discretion regarding the investigation. Failure to do so may result in disciplinary action, up to and including

termination.

During the investigation, PCA will provide regular progress updates, as appropriate, to those directly involved. PCA will strive to complete its investigation as efficiently as possible in light of the allegations and will reach any conclusions based on the evidence collected and credibility of the witnesses.

PCA may investigate conduct in the absence of a formal complaint if PCA has reason to believe that an individual has engaged in conduct that violates PCA policies or applicable law. Further, PCA may continue its investigation even if the original complainant withdraws their complaint during the course of the investigation.

Any conduct which PCA believes constitutes harassment, discrimination, abusive conduct, or retaliation in violation of this policy will be dealt with appropriately. Corrective action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as PCA believes appropriate under the circumstances. Due to privacy protections, PCA may not be able to fully disclose its entire decision regarding corrective action to the complainant. False and malicious complaints of harassment, discrimination, abusive conduct, or retaliation as opposed to complaints, which, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

Conclusion

This policy was developed to ensure that all employees work in an environment free from harassment, discrimination, abusive conduct and retaliation. PCA will make every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately. Any employee who has questions or concerns about these policies should talk with Human Resources or the Executive Director. Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion in order to avoid allegations of harassment. The law and the policies of PCA prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibitions against harassment, discrimination, abusive conduct, and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

If you believe you have experienced discrimination, harassment, or abusive conduct you may file a Civil Rights Department ("CRD") or Equal Employment Opportunity Commission complaint. For information contact the CRD or EEOC. You may find their phone numbers online at www.eeoc.gov and, <http://www.calcivilrights.ca.gov> respectively.

TITLE IX

Title IX provides for separate processes and procedures for sexual harassment and sexual assault when the type of conduct falls within the definitions of sexual harassment and sexual assault as provided in 34 C.F.R. § 106.30. In addition, the conduct must have taken place at school locations, events or

circumstances over which the School exercised substantial control over both the individual who has been accused of sexual harassment and/or assault and the context in which the sexual harassment occurs. For these types of complaints, the School will follow the Title IX policy processes and procedures, which may be found in the School's Title IX grievance policy. If the conduct does not fall within Title IX, this policy will be followed. There may be instances where the conduct falls within both policies and the School will follow both policies. The School's Title IX Coordinator is the Director of Special Programs, Phone: (619) 215-0704, email: schoolsupport@pacificcoastacademy.org.

TRAINING REQUIREMENTS

PCA requires all employees to abide by California's training requirements, which includes training within six months of hire and retraining every two years thereafter. Employees who fail to complete this required training will be subject to disciplinary action, up to and including termination.

WHISTLEBLOWER POLICY

PCA is committed to maintaining a workplace where employees are free to raise good faith concerns regarding certain business practices, specifically: (1) reporting suspected violations of law, including but not limited to federal laws and regulations; (2) providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body; and (3) identifying potential violations of PCA policy, specifically the policies contained in PCA's Employee Handbook.

An employee who wishes to report a suspected violation of law or PCA Policy may do so by contacting the Executive Director, Deputy Executive Director, or Human Resources.

PCA expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of PCA policy. Any employee who engages in retaliation will be subject to discipline, up to and including termination.

Any employee who believes they have been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to one of the following: the Executive Director, Deputy Executive Director, or Human Resources. Any supervisor, manager, or human resources staff member that receives complaints of retaliation must immediately inform the Executive Director or Chair of the Board of Directors, if appropriate.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality as much as possible (although confidentiality cannot be guaranteed) and consistent with a full and fair investigation. Human Resources and a member of PCA's administration will conduct the investigation or designate other internal or external parties to conduct the investigations. The investigating parties will notify the concerned individuals of their findings as appropriate.

OPEN COMMUNICATION POLICY

We want to hear from you. PCA strongly encourages employee participation in decisions affecting their employment and their daily professional responsibilities. Our greatest strength lies in our employees and our ability to work together. We encourage open communication about all aspects of our School and organization. Employees are encouraged to openly discuss with their supervisors any problems or suggestions they believe would make our organization better and stronger. PCA is interested in all our employee's success and fulfillment. We welcome all constructive suggestions and ideas.

Employees who have work-related concerns or complaints are encouraged to discuss them with their supervisor or the Executive Director. Employees are encouraged to raise their work-related concerns as soon as possible after the events that cause concern. PCA will attempt to keep the employee's concerns and complaints and any resulting investigation confidential to the extent feasible. However, in the course of an investigation and/or in resolving the matter, some dissemination of information to others may be necessary, appropriate, and/or required by law. Employees with concerns or complaints relating to harassment, discrimination or retaliation should follow the reporting procedure outlined in this Handbook.

LACTATION ACCOMMODATION POLICY

PCA provides a reasonable amount of break time to accommodate an employee's need to express breast milk for the employee's infant child.

A private location to express breast milk will be provided in close proximity to the employee's work area. The employee's normal work area may be used if it allows the employee to express milk in private. In certain circumstances, a temporary location, multipurpose room, or shared space may be provided in accordance with applicable law. The location will also meet the following requirements: not be a bathroom; be free from intrusion; be shielded from view; be safe, clean, and free of hazardous materials; contain a surface to place a breast pump and personal items; contain a place to sit; and have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump. In addition, the School shall provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee's work area. If a refrigerator cannot be provided, the School may provide another cooling device suitable for storing milk, such as a School-provided cooler.

Employees requesting an accommodation under this policy should comply with the following requirements:

- The employee should complete an accommodation request form and contact the employee's supervisor or Human Resources to request designation of a location and time to express breast milk under this policy.
- The requested break time should, if possible, be taken concurrently with other scheduled break periods. Nonexempt employees should clock out for any lactation breaks that do not run concurrently with normally scheduled rest periods. Any such breaks will be unpaid.

The School will engage the employee in an interactive process with the employee to determine when and where lactation breaks will occur, and will respond accordingly, generally within two business days. The School reserves the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations.

Retaliation for making a lactation accommodation request is strictly forbidden. If the employee believes they have been retaliated against it should be reported immediately to their supervisor, Human Resources or Executive Director. Discrimination against and harassment of lactating employees in any form is unacceptable, a form of prohibited sex/gender discrimination, will not be tolerated at PCA and will be handled in accordance with PCA's policy on discrimination and harassment.

If any employee believes they have experienced retaliation or discrimination as a result of conduct protected by this policy, the employee may also file a complaint with their supervisor and/or the Labor Commissioner's Office. For more information, contact the Labor Commissioner's Office by phone or visit a local office by finding the nearest one on the website: www.dir.ca.gov/dlse/DistrictOffices.htm. The Labor Commissioner's Office provides an interpreter at no cost to the employee, if needed.

PUBLIC RELATIONS

The success of a school depends upon the quality of the relationship among the school, its employees, students, parents and the general public. The public impression of PCA and its interest in our School will be formed in part, by PCA employees. Our employees are ambassadors. The more goodwill an employee promotes, the more employees, students, parents and the general public will respect and appreciate the employee, PCA, and our School's services.

Below are several things employees can do to help leave people with a good impression of PCA. These are the building blocks for our continued success:

- Communicate with parents regularly
- Act competently and deal with others in a courteous and respectful manner
- Communicate pleasantly and respectfully with other employees at all times
- Follow up on requests and questions promptly, provide business-like and personable replies to inquiries and requests, and perform all duties in an orderly manner
- Respond to email and voicemail within 24 hours during the workweek
- Take great pride in your work and enjoy doing your very best

SECTION 5 – THE EMPLOYMENT PROCESS

EMPLOYEE STATUS AND CLASSIFICATIONS

Each PCA employee is either a “full-time,” “part-time,” or “temporary” employee and either an “exempt” or “non-exempt” employee. Some of the policies and benefits described in this handbook depend on whether the employee is full-time or part-time. Full-time employees are those employees regularly scheduled to work 35 or more hours or more each week. Part-time employees are those regularly scheduled to work less than 35 hours each week. Temporary employees are those employed for short-term assignments or in connection with a specific project or event. Temporary employees are not eligible for employee benefits, except those mandated by applicable law.

Every member of the team is designated as a “Certificated employee” or “Classified employee.” Some of the policies and benefits described in this handbook depend on how the employee is designated.

Exempt

This category includes all employees who are determined by the School to be exempt from certain wage and hour provisions of state and federal laws. Exempt employees are paid a fixed salary that is intended to cover all of the compensation to which they are entitled. Exempt employees will be expected to work the number of hours necessary to complete their assigned responsibilities. Because they are exempt, such employees are not entitled to additional compensation for extra hours of work. Typically, full-time Teachers and Administrators are exempt employees.

Non-Exempt

This category includes all employees who are covered by certain wage and hour provisions of state and federal laws. Non-exempt employees are entitled to overtime and double time pay as well as meal and rest breaks, as prescribed by law. Typically, all part-time and temporary employees are non-exempt. Additionally, most Classified staff are typically non-exempt employees.

Certificated Employee

Certificated Employees are teachers and administrators and work according to specified days on their board approved staff calendar.

Classified Employee

Classified Employees include those employees hired by PCA that do not primarily instruct students, nor require state certification, such as maintenance, assistants and other operational employees.

WORK SCHEDULES

All employees will be assigned a work schedule suitable for their job assignment and will be expected to begin and end work according to the schedule. Please note that schedules may vary depending on a variety of factors including whether you work during the academic year or on an annual basis. The Executive Director or your supervisor will assign your individual work schedule. In order to accommodate

the needs of our business, it may be necessary to change individual work schedules on either a short-term or long-term basis. All employees are expected to be at their desks or workstations at the start of their scheduled shift, ready to work. If you need to modify your schedule, request the change with Human Resources or your supervisor. All schedule changes or modifications must be approved by the Executive Director.

PCA reserves the right to assign employees to jobs other than their usual assignment when necessary, provided the employee is capable of performing the essential functions of the alternate assignment.

Non-exempt employees are not to work before or to continue working after their scheduled hours unless specifically assigned by the supervisor. Non-exempt employees are not allowed to work “off the clock.” Attendance at School-sponsored functions is not compensated unless the supervisor has required you to attend. Employees violating these rules may be subject to disciplinary action up to and including termination.

SPECIAL VIRTUAL CLASSROOM EMPLOYMENT CONDITIONS

Position Responsibilities

- Teachers may be assigned a “Virtual Class” or “Virtual Classes.”
- Teachers are provided, at PCA’s expense, a computer capable of maintaining a high-speed internet connection for their entire virtual class.
- Teachers must be available each school day from 8:30 a.m. – 5:00 p.m. by internet and/or phone.
- Teachers must be available to conduct virtual classroom sessions as assigned during the school day.
- Teachers must have access to a phone for calling/responding to students/parents during the teacher’s scheduled time within two (2) hours by phone or four (4) hours by internet.
- Teachers will use the tracking and monitoring system integrated into the student’s assigned course. Teachers will provide continual monitoring of the student’s progress and their scheduled benchmarked progress status.
- Teachers will be responsible for all virtual School required record keeping and reporting.

Training

Teachers are required to attend training sessions hosted virtually or in-person. Mileage reimbursement will follow standard PCA protocols and procedures.

Worksites

Most classes will be held virtually. Teachers may work from home.

REMOTE WORK POLICY

The conditions of remote work include, but are not limited to the following:

Employee Expectations

Availability

As a condition of working on a remote basis, the employee must be available for contact via telephone and email and perform work during their normal scheduled hours. For designated meetings and as requested by the supervisor, staff will be required to have their cameras on, be engaged in the conversation, and be prepared to respond when asked. Unless expressly authorized by their supervisor, non-exempt employees do not have permission to work at any time outside of their scheduled hours. If an employee will not be available for work during their normal hours, the employee must notify and obtain advanced approval from their supervisor.

Timekeeping Requirements

Non-exempt employees working remotely must comply with the School's timekeeping and meal and rest period policies while working remotely. Specifically, employees must accurately record all hours worked remotely in the School's timekeeping system. This means employees must record all times the employee begins, stops, or resumes working remotely. Non-exempt employees are also required to take a meal period while working remotely in accordance with School policies and must accurately record the start and stop times of each meal period. Employees are not required to record the times of any rest periods. If an employee forgets to record any hours worked or the start and stop times of meal periods or experiences any issues with taking required meal or rest periods, the employee must immediately report these issues to their supervisor and Human Resources.

Compliance With School Policies

Employees must comply with all School policies and procedures while working remotely, including, but not limited to, all policies and procedures governing Employee's use of the School's electronic communications and computer systems and Confidential Information, including but not limited to student information.

Leave of Absence

Employees must request and obtain written approval for any leave taken in the same manner as though the employee were not working remotely.

Security Measures

Employees must continue to follow approved safeguards in order to protect the data, property, records and assets of the School. All work product done at the home work area will be treated in the same manner as work product from the School's primary location and is the property of the School. All records, computer files, and correspondence must be safeguarded for return to the School's primary location. Computer files must be regularly backed up and saved. All School property, unless otherwise specifically authorized by a supervisor, must be returned to the School's primary location upon the employee's conclusion of the remote work period. Employee is expected to ensure the protection of student and personnel privacy concerns, including, but not limited to ensuring that no private student information requiring protection by FERPA is disclosed to third parties without the parent's/guardian's consent, protecting School computers from access by third persons, keeping confidential information in locked

cabinets and any other protective measures in light of your particular position.

Travel

Employees must remain available to be physically present at the work site as needed by School operations. Employees may not work remotely from other states or locations which prevent physical presence without written permission.

Remote work is not a substitute for dependent care. Employees shall remain available during agreed upon work hours to work for the School.

Workspace Safety

- While working from home, Employee shall maintain a clearly defined workspace that is kept clean, orderly and free from hazardous conditions.
- The work area shall have adequate light so the Employee may successfully perform the requirements of the Employee's job.
- All exits from the worksite shall be free from obstructions.
- All equipment used by Employee (both School provided and Employee owned) shall be in good working condition.
- Employee's desk, chair and other equipment are appropriately designed and arranged to eliminate strain on all parts of the body. Employee shall indemnify Employer for any injury to third parties at the teleworking location.
- If the Employee is injured while performing work in the course of scope of Employee's employment with the School while working at home, Employee shall notify the Employee's supervisor immediately. During work hours and while performing work functions in the designated work area of the home, Employee is covered by worker's compensation, only during agreed upon work hours.

Equipment, Tools, and Materials

- School will supply Employee with necessary office supplies to perform the Employee's job. School will not reimburse Employee for any additionally purchased supplies without the prior written consent of the Employee's supervisor.
- Employee acknowledges that all School provided equipment and tools required for Employee to perform that Employee's job remain the property of the School. The School will provide for repairs to School equipment and tools only. The Employee is responsible for repairs to any Employee-owned equipment or tools used by Employee. The Employee is financially responsible for School owned equipment and tools if any are lost, stolen or damaged because of that employee's intentional conduct, gross negligence, misuse or abuse.
- No one other than Employee shall use any School provided equipment or tools for any purpose and Employee shall only use School provided equipment and tools for business purposes.
- Within three (3) days of written notice, Employee must return School owned equipment for inspection, repair, replacement, or repossession.
- If the Employee's employment is terminated, Employee agrees to return all School owned

equipment, tools and materials to School within 48 hours of receiving a shipping label or ability to drop off at a School site.

Miscellaneous

- An employee's ability to work remotely remains at the sole and absolute discretion of the School. As with all of its policies and procedures, the School reserves the right to modify, alter, or otherwise amend this policy at its sole and absolute discretion.
- Unless otherwise required by law, remote working is voluntary.
- Employee understands that Employee is responsible for tax consequences, if any, of this arrangement.

ATTENDANCE AND PUNCTUALITY

Employees are expected to observe regular attendance and be punctual. Each of our employees is critical to our success. Therefore, regular attendance and punctuality is considered an essential function of all positions. Employees are expected to report to work as scheduled, on time, and prepared to work. Employees also are expected to remain at work for their entire work schedule, except meal periods, rest periods or when required to leave on authorized School business. Late arrivals, early departures or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided. If you are unable to report for work on any particular day, you must call your supervisor at least one hour before the time you are scheduled to begin working for that day. If you call in less than one hour before your scheduled time to begin work, you will be considered tardy for that day. Absent extenuating circumstances or a medical provider's order excusing you from work for a period of time, you must call in on any day you are scheduled to work and will not report to work. The School understands that in some cases, advance notice is not possible. In these cases, notify your supervisor personally at the earliest possible moment. In some circumstances, you may be required to provide verification of the reason or documentation for your absence.

More than three instances of non-illness related tardiness by any employee during any twelve-month period are considered excessive. Any unexcused absence is considered excessive.

If you fail to report for work without any notification to your supervisor and the absence continues for a period of three business days, the School will determine that you have abandoned your job and voluntarily terminated your employment.

Absences protected by local, state and federal law do not count as violations of this policy. Paid sick time protected under California law does not count as a violation of this policy.

PROFESSIONAL DEVELOPMENT

Employees are expected to attend and participate in all professional development sessions and other School sponsored training that may be scheduled. While we understand that scheduling conflicts may arise, consistent tardiness, absenteeism and early departures may result in disciplinary action. Mandatory professional development or other mandatory staff meetings that are missed are required to be made up

by the employee at the School's sole discretion and at a time scheduled solely in the School's discretion. Failure to participate in mandatory professional development or other mandatory staff meetings may result in disciplinary action.

When an employee attends a School sponsored professional development and/or training, the time spent in attendance shall be counted as time worked. All employees are required to sign-in and out for the purpose of record keeping. These records will serve as the official roster of attendance.

PCA will pay hourly employees for attendance at mandatory training, lectures and meetings outside of regular working hours at the employee's hourly rate. As exempt employees, salaried staff may be required to attend training seminars that may be outside of PCA's normal business hours with no additional pay, including missed professional development or other mandatory staff meetings.

In the event that an employee must leave early or is unable to attend a scheduled training (i.e., Professional Development sessions), during their normal work hours, an employee **MUST** put in a time-off request according to the time-off policy. Employees will be required to attend make-up sessions of any missed training.

Failure to comply with this policy may result in disciplinary action.

TIME RECORDS (NON-EXEMPT EMPLOYEES)

Non-exempt employees must accurately complete time records within the School's time keeping system on a daily basis. Each time record must show the exact time each work period began and ended, and the meal periods taken. Absences and overtime must be accurately identified on your time record. Any work performed before or after any regularly scheduled work shift must be approved in advance by the employee's supervisor or School leadership. Non-exempt employees are not allowed to work "off the clock." All time actually worked must be recorded. This includes the use of laptops, computers, PDAs or cell phones to check work email, voicemail or to send text messages after hours. You cannot record time and/or submit a time record for another employee. Any errors on an employee's time record should be reported immediately to the employee's supervisor or Human Resources. Submission of your electronic timecard indicates you have certified the hours entered are accurate and you have adhered to all policies and procedures.

Exempt employees must report full days of absence from work. Deductions from an exempt employee's salary will be made only in accordance with applicable law. Employees should immediately contact Human Resources with any questions concerning their pay so that inadvertent errors can be corrected.

WORKWEEK AND WORKDAY

PCA's workweek is from Sunday at 12:00 A.M. through the following Saturday at 11:59 P.M. PCA's standard workday is 12:00 A.M. to 11:59 P.M. (midnight) each day.

OVERTIME

All non-exempt employees are required to obtain approval from their supervisor prior to working overtime or double time. Failure to obtain such approval may subject an employee to discipline, up to and including termination. However, in all cases, the School will compensate its non-exempt employees for all hours worked.

OFF THE CLOCK WORK

PCA prohibits all non-exempt employees from working off the clock at any time. All time worked must be recorded on the employee's timesheet. This includes the use of laptops, computers, PDAs or cell-phones to check work email, voicemail or to send text messages after hours.

MEAL AND REST PERIODS (NON-EXEMPT EMPLOYEES)

All non-exempt employees are provided with an opportunity to take meal and rest periods consistent with the law. During your meal periods and rest periods, you may not work at all. You are excused from all duties. In addition, please understand that you may not combine required meal or rest periods in order to take a longer break. Also, you may not miss a required meal or rest period in order to start work later or leave work earlier. In the rare event that you believe you cannot take a meal or rest period, or you are unable to take a full meal or rest period pursuant to School policy or you must begin your meal period more than five hours after your work period began, you must notify Human Resources in advance whenever possible (and, in any event, as soon as possible) so that the proper measures may be taken.

Failure to comply with the School's policy regarding meal and/or rest periods can lead to discipline, up to and including termination.

Meal Periods

Non-exempt employees (hourly employees) scheduled to work more than five hours in a day are given a 30-minute duty-free unpaid meal period. The meal period must be taken before the end of the fifth (5th) hour of work. For example, if the employee begins working at 7:00 a.m., then the employee must clock out to begin their meal period no later than 11:59 a.m. The supervisor may schedule the employee's meal periods. The employee may waive this meal period if their workday will be completed within a total of six hours or less. To waive a meal period, the employee must receive prior written approval from their supervisor and complete a "Meal Period Waiver" form. This needs to be completed in advance or immediately as the situation occurs, but in no event after the meal period has been missed. If you are a part-time employee who consistently works 5-6 hours a day and would like to waive your meal break on a regular basis, please note that you will have to fill out a new form every 90 days to continue to waive your meal break. Reach out to HR to receive a copy of the "Meal Period Waiver" form.

If an employee's day exceeds ten hours of work time, the employee is entitled to an additional 30-minute duty-free meal break. The employee may only waive this second meal period if they have taken the required first meal break of at least 30 minutes and their workday will not exceed 12 hours. To waive the second meal period, the employee must receive prior written approval from their supervisor and

complete a “Second Meal Period Waiver” form.

<u>Hours Worked</u>	<u>Number of Meal Periods</u>
0 hours to 5 hours	No meal period
Over 5 hours to 10 hours	1, 30-minute meal period
Over 10 hours to 14 hours	2, 30-minute meal periods

Non-exempt employees must observe assigned working hours, the time allowed for meal periods, and report any missed, late or short meal periods on that days’ time record and to the employee’s supervisor immediately. The meal period must be accurately recorded on the employee’s timesheet. Meal periods are unpaid time and employees are free to leave the premises. Meal periods may not be combined with rest periods or used to come in later or leave earlier on a workday.

Rest Periods

Non-exempt employees are authorized and permitted to take a 10-minute rest period for each four (4) hours of work or major portion thereof. Your supervisor may schedule your rest periods. Rest periods should be taken as close to the middle of a work period as possible and cannot be taken in conjunction with a meal period. Rest periods are paid work time; they cannot be waived by the employee in order to shorten the workday or used towards additional time off.

<u>Hours Worked</u>	<u>Number of Rest Periods</u>
3.5 hours to 6 hours	1, 10-minute rest period
Over 6 hours to 10 hours	2, 10-minute rest periods
Over 10 hours to 14 hours	3, 10-minute rest periods

Non-exempt employees must observe assigned working hours, the time allowed for rest periods, and report any missed rest period immediately as set forth below. The meal period must be accurately recorded on the employee’s time sheet. Meal periods are unpaid time and employees are free to leave the premises. Meal periods may not be combined with rest periods or used to come in later or leave earlier on a workday. Non-exempt employees are expected to return to work promptly at the end of any meal period. Employees are encouraged to report any concerns regarding meal or rest periods to Human Resources.

Reporting Missed, Late or Short/Interrupted Meal and Rest Periods

In addition to reporting it on their time record, any employee who misses a meal or rest period or who experiences a late, short, or interrupted meal period—for any reason—must immediately report this issue to their supervisor and complete a Non-Exempt Employee Meal Waiver Agreement. The employee must fill out all fields on the form, including providing a thorough explanation for the non-compliant meal or rest period. The employee must complete and turn in this form to their supervisor on the same workday

they experienced the non-compliant meal or rest period. If an employee voluntarily chooses to miss a meal or rest period or take a late, short, or interrupted meal period (e.g., I chose to take my lunch later in the day or I chose to refuse an “authorized” meal period at the time provided by), the employee is not entitled to premium pay (one additional hour of pay). If an employee involuntarily experiences a missed meal or rest period or a late, short, or interrupted meal period (e.g., my supervisor 32 asked me to handle a client call or meeting that caused me to miss or take a late meal period), the employee is entitled to premium pay. Employees must report the reason for the noncompliant meal or rest on the Non-Exempt Employee Meal Period Waiver Agreement, or to Human Resources. Non-Exempt Employee Meal Period Waiver Agreement.

PAYDAYS

Employees are paid semi-monthly on the 10th and 25th of the month in accordance with the School’s payroll schedule. The Payroll Coordinator or designee will distribute checks to those who do not have direct deposit. If a normally scheduled pay day falls on a weekend or holiday, paychecks will be distributed the preceding business day.

A written, signed authorization is required for mail delivery or for delivery of your paycheck to any other person. If you have an automatic deposit for your paycheck, your funds will be deposited to the financial institution you requested by the end of business on the scheduled payday. While an automatic deposit may actually credit to your account before your actual “payday,” the School is not responsible for automatic payments or withdraws dated prior to your actual payday and you should not depend on early deposits of your pay.

If a wage garnishment order is received by PCA for one of our employees, we are obligated by law to comply with the demand. The affected employee will receive notice from their supervisor or Human Resources as soon as possible.

OVERPAYMENT OF WAGES

If the School determines a wage overpayment has been made to a School employee, the School will notify the employee of the overpayment in writing, afford the employee an opportunity to respond before commencing recoupment actions and provide the employee with notice of the employee’s rights if the employee disputes the existence or amount of the overpayment. Reimbursement shall be made to the School through one of the following methods mutually agreed to by the employee and the School:

- Cash payment or cash installment payments.
- Installment payments through payroll deduction covering at least the same number of pay periods in which the error occurred. When overpayments from the School have occurred for more than one year, the employer may require full repayment from the employee through payroll deductions over the period of one year.
- The adjustment of appropriate leave credits, provided that the overpayment involves the accrual or crediting of leave credits such as vacation leave. Any errors in sick leave balances shall only be adjusted with sick leave credits.

Installment payment amounts deducted from an employee's salary or wages shall not exceed the amounts specified in California Code of Civil Procedure section 706.050. The deductions shall not result in an employee making less than the minimum wage for that payroll period.

Absent mutual agreement on a method of reimbursement, the School will proceed with recoupment by installment payments as provided in bullet (2) above.

If an employee is separated from employment before full repayment of the overpayment amount owed, the School may deduct an amount sufficient to provide full repayment from any money owed to the employee upon separation. If the amount of money owed to the employee upon separation is insufficient to provide full reimbursement to the School, the School shall have the right to exercise any and all other legal means to recover the additional amount owed.

PAYROLL WITHHOLDINGS

PCA is required by law to withhold Federal Income Tax, State Income Tax, Social Security (FICA), State Teachers Retirement Service (STRS for eligible credentialed faculty) and State Disability Insurance from each employee's paycheck as outlined below. Additionally, if a garnishment, tax levy, or an order to withhold child support payments should be delivered, PCA must comply with that order within the time allowed by law, and cannot postpone the payroll deduction for any reason. Voluntary deductions, which must be authorized in writing by employees, may include retirement plans, employee portion of insurance premiums, or any other benefit made available to employees.

If an employee believes an error has been made in their pay or deductions, PCA will work in good faith to resolve errors as soon as possible. The employee should notify the Payroll Coordinator or designee of any errors in pay or deductions withheld within seven (7) days from the date paid.

Every deduction from the employee's paycheck is explained on the check voucher/paystub. If the employee does not understand the deduction, they should ask Human Resources to explain it. The employee may change the number of withholding allowances they wish to claim for Federal and/or State Income Tax purposes before any pay period by filling out a new W4 form and submitting it to Human Resources.

SECTION 6 - CONDITIONS OF EMPLOYMENT

IMMIGRATION LAW COMPLIANCE

PCA employs only those authorized to work in the United States in compliance with the Immigration and Control Act of 1986. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 no later than the first day of work for pay and present original documentation establishing identity and employment eligibility as outlined on the I-9 instruction forms no later than three business days after they begin work. Former employees who are rehired must also complete the form if they have not completed an I-9 with PCA within the past three years or if their previous I-9 is no longer retained or valid.

CREDENTIAL REQUIREMENTS

If you are a credentialed team member, you must provide evidence of your credential including EL Authorization, official transcripts, and/or test scores prior to your first day of actual work. Failure to provide these documents may delay your ability to begin work.

You are also responsible for keeping required **valid** certificates, credentials, and registrations current and in good standing, for paying the costs associated with renewal, and for providing both your Executive Director and the School with verification of renewals. Failure to provide these updated documents to the School may result in suspension without pay until such time as the necessary documentation has been provided. **Continued employment is contingent upon verification and maintenance of any applicable licensure and/or credentials as well as any other requirements mandated by law. Credentialing requirements are subject to change at any time at the discretion of the CTC or other governing agencies, and the School is not responsible for providing pathways or support for employees to meet new or updated requirements. Failure to maintain valid credentials and qualifications or satisfy other requirements for the position may result in termination.**

If a teacher fails to obtain the appropriate credential, or allows a credential, certificate, registration, or required course deadline to expire, or fails recertification, training, or testing, or otherwise fail to maintain the necessary credential for your assignment, the School reserves the right to suspend the teacher without pay until the teacher's credential is valid, **and reserves the right to ~~or~~** release the teacher from at-will employment as necessary. Employees' credentials must show as valid on the California Commission on Teacher Credentialing (CTC) website by the Friday before the credential is set to expire. Employees whose credential has expired will not be permitted to report to work, and will be placed on unpaid leave in increments of five (5) work days. For example, if an employee's credential expires on Tuesday, March 7, the credential renewal would need to appear as valid on the CTC website by Friday, March 3. If the employee does not have their credential showing on the CTC website as valid by Friday, March 3, the employee will be placed on unpaid leave for March 6-10. The credential appearing as valid/renewed during the 5-day unpaid leave period does not cancel the 5-day unpaid leave period.

TUBERCULOSIS RISK ASSESSMENT OR TEST

Before the first day of employment, all new employees must have had a tuberculosis test as described in Education Code 49406 or a TB Risk Assessment within the past 60 days. Employees transferring from other public or private schools within the State of California must either provide proof of an examination or a completed Risk Assessment within the previous 60 days or a certification showing they were examined within the past four (4) years and was found to be free of communicable tuberculosis. The current physician's **or other approved health care provider's** statement or Risk Assessment must be on file in the office before the first day of employment. Failure to provide documentation on time may result in delay of your ability to begin work or termination.

TB Clearance is good for four years and it is the employee's responsibility to remain in compliance and ensure the School has a valid certificate on file. As a condition of continued employment, all employees will be required to present evidence once every four (4) calendar years that they are free from active tuberculosis. Employees shall be required to provide TB clearance to Human Resources no later than the last Friday business day prior to the expiration date of their current TB clearance. Employees whose TB clearance has expired will not be permitted to report to work, and will be placed on unpaid leave in increments of five (5) work days. For example, if an employee's TB clearance expires on Tuesday, March 7, the TB clearance would be due to HR by Friday, March 3. If the employee does not submit the TB clearance to HR by Friday, March 3, the employee will be placed on unpaid leave for March 6-10. Turning in the TB clearance during the 5-day unpaid leave period does not cancel the 5-day unpaid leave period.

CRIMINAL BACKGROUND CHECK

As required by law, all individuals working or volunteering at the School will be required to submit to fingerprinting and a criminal background investigation.

Applicants and employees with adverse background information (such as certain specific criminal conviction) may be ineligible for employment with the School.

The School shall, on a case-by-case basis, determine whether a volunteer will have more than limited contact with pupils or consider other factors requiring a criminal background check for such a volunteer.

EMPLOYMENT BACKGROUND CHECK

All certificated applicants are required to provide the School with a complete list of every local educational agency (LEA) for which the applicant has previously been an employee for an employment background check. If a certificated employee applicant has been offered a position with the School before all LEAs have responded, any position offered is conditional until the applicant has successfully passed the employment background check. An applicant that was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct as defined in Education Code section 44932(a)(1) that was required to be reported to the Commission on Teacher Credentialing may not be hired for a certificated position with the School and any conditional position offered will be revoked. After reviewing the employment background check results, the School will notify the applicant

that the conditional job offer has become final or notify the applicant that the job offer has been revoked because of the results of the employment background check.

CHILD ABUSE AND NEGLECT REPORTING ACT

If, within your professional capacity or within the scope of your employment, you observe or gain possession of knowledge that a child has been a victim of child abuse or sexual abuse or neglect, or you reasonably suspect it, California Penal Code Section 11166 requires you to immediately report this information or suspicion to a child protective agency or the police. The report shall be made by phone as soon as possible and a subsequent written report must be sent within 36 hours of your knowledge or suspicion of the abuse. Failure to meet these obligations can result in a monetary fine and/or jail.

While each employee has the responsibility to ensure the reporting of any child they suspect is a victim of abuse, the employee is not to verify the suspicion or prove that abuse has occurred. Teachers or staff who become aware of suspected child abuse should report the suspicions as required.

It is extremely important that PCA's employees comply with the requirements of the Child Abuse and Neglect Reporting Act (CANRA). No mandated reporter can be held civilly or criminally liable for any report required or authorized by CANRA. In addition, any other person who voluntarily reports a known or suspected incident of child abuse or neglect will not incur civil or criminal liability unless it is proven that the report was false and the person knew the report was false or made the report with reckless disregard of its truth or falsity.

Your direct supervisor is available to answer any questions employees may have about their responsibilities under CANRA, or to assist an employee in making a report under CANRA. If an employee makes a report pursuant to CANRA without PCA's assistance, they are required to notify PCA of the report if it is based on incidents they observed or became aware of during the course and scope of their employment with PCA.

All employees that are mandated reporters are required to participate in approved mandated reporter training provided by the School within six weeks of the employee's hire date and annually thereafter within the first six weeks of each school year. If the employee attends an approved mandated reporter training that is not offered by the School using a sign-in sheet confirming participation, the employee is required to provide a copy of any certificate of completion to the human resources department of the School after completion. If the employee attends a training not offered by the School, and the training does not also provide training on the prevention of abuse, including sexual abuse, of children on school grounds, by school personnel, or in school-sponsored programs, the employee is required to provide proof that the employee has received this additional training within the timelines identified above.

PERSONNEL FILES

An employee or former employee (or designee) has the right to inspect or receive a copy of their personnel records at reasonable times, at a reasonable place, and on reasonable advance notice to Human Resources. All requests should be put in writing preferably on the form maintained by PCA. If the request includes a request for copies the employee or former employee may be required to pay for the actual

costs of copying. Employer will respond to such a request within 30 days of receipt of the written request.

Employees are not entitled to inspect or copy: letters of reference, records that relate to an investigation of possible criminal activity, ratings, reports, or records obtained prior to employment, prepared by examination committee members or obtained in connection with a promotional examination.

CHANGES IN EMPLOYEE INFORMATION

An employee is responsible for notifying Human Resources about changes in the employee's personal information and changes affecting the employee's status (ex. name changes, address or telephone number changes, marriages or divorces, etc.). This notification by the employee must occur as close to the change as possible, but no later than 30 days following the change.

SECTION 7 – PERFORMANCE

PERFORMANCE EVALUATIONS

Staff will be evaluated annually or every other year per the Evaluation Policy.

Staff will meet with their direct supervisor annually to establish and review goals for the school year.

Any transfers between job titles are always at the discretion of the School and may require an interview and application. Changing positions in the School is not a guarantee. Any transfers while on a Performance Improvement Plan (PIP) will not be recommended. A PIP will follow the employee to the new position and the next school year, if applicable.

SECTION 8 – LEAVES

FAMILY MEDICAL LEAVE ACT

Eligible employees may request a family and medical leave of absence under the circumstances described below. Eligible employees are those who have been employed by the School for at least 12 months (not necessarily consecutive), have worked at least 1250 hours during the 12 months immediately prior to the family and medical leave of absence, and are employed at a worksite where there are 50 or more employees of the School within 75 miles.

Ordinarily, you must request a planned family and medical leave at least 30 days before the leave begins. If the need for the leave is not foreseeable, you must request the leave as soon as possible. You should use the School's request form, which is available upon request from Human Resources. Failure to comply with this requirement may result in a delay of the start of the leave.

A family and medical leave may be taken for the following reasons:

- The birth of an employee's child or the placement of a child with the employee for foster care or adoption, so long as the leave is completed within 12 months of the birth or placement of the child.
- The care of the employee's spouse, child, parent, or registered domestic partner with a "serious health condition."
- The "serious health condition" of the employee.
- The care of the employee's spouse, child, parent, or next of kin who is a member of the Armed Forces, including a member of the National Guard or Reserves, and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- Any qualifying exigency as defined by the applicable regulations arising out of the fact that the employee's spouse, child, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

A "serious health condition" is one that requires inpatient care in a hospital or other medical care facility or continuing treatment or supervision by a health care provider. You may take a leave under paragraph (2) above only if due to a serious health condition, your spouse, child, parent, or registered domestic partner requires your care or assistance as certified in writing by the family member's health care provider. If you are seeking a leave under paragraph (3) above, you must provide the School with a medical certification from your health care provider establishing eligibility for the leave, and you must provide the School with a release to return to work from the health care provider before returning to work. You must provide the required medical certification to the School in a timely manner to avoid a delay or denial of leave. You may obtain the appropriate forms from Human Resources.

Family and medical leave is unpaid and may be taken for up to 12 workweeks during the designated 12-month period (with the exception of qualifying leaves to care for a member of the Armed Services who has a serious illness or injury, which may be taken for up to a total of 26 workweeks of leave during a

single 12-month period). The 12-month period will be defined as a “rolling twelve months” looking backward over the preceding 12 months to calculate how much family and medical leave time has been taken and therefore determine the amount of leave that is available. Qualifying leaves to care for a member of the Armed Services who has a serious illness or injury will be calculated on the 12-month period looking forward. All time off that qualifies as family and medical leave will be counted against your state and federal family and medical leave entitlements to the fullest extent permitted by law.

You will be required to use any available PTO during unpaid family and medical leave (e.g., for example, any period in which you are not receiving a wage supplement through the EDD). You will also be required to use any available paid sick leave during unpaid family and medical leave that is due to your own or a family member’s serious health condition. However, if an employee is receiving benefit payments pursuant to a disability insurance plan (such as California’s State Disability Insurance plan or Paid Family Leave program) or workers’ compensation insurance plan, the employee and the School may mutually agree to supplement such benefit payments with available PTO and/or paid sick leave.

Benefit accrual, such as PSL, PTO, and holiday benefits, will be suspended during the approved leave period and will resume upon return to active employment. During a family and medical leave, group health benefits will be maintained as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

If the employee out on leave chooses not to return to work from a leave allowed by this policy after the expiry of the leave, the employee will be required to repay the School the premium amounts it paid during leave, unless the employee does not return to work because of circumstances beyond their control or because of recurrence, continuation, or onset of a serious health condition.

If you do not return to work on the first workday following the expiration of an approved family and medical leave, you will be deemed to have resigned from your employment. Upon returning from such a leave, you will normally be reinstated to your original or an equivalent position and will receive pay and benefits equivalent to those you received prior to the leave, as required by law. In certain circumstances, “key” employees may not be eligible for reinstatement following a family and medical leave. The School will provide written notice to any “key” employee who is not eligible for reinstatement.

Before an employee will be permitted to return from leave taken because of their own serious health condition, the employee must obtain a certification from their health care provider that they are able to resume work.

If you have any questions concerning or would like to submit a request for a family and medical leave of absence, please contact Human Resources. In some instances, FMLA leave and CFRA leave run concurrently and in some instances they do not. FMLA runs concurrently with Pregnancy Disability Leave, while CFRA does not.

CALIFORNIA FAMILY RIGHTS ACT (“CFRA”)

Employees may be eligible for CFRA leave only if the School has 5 or more employees for each working day during each of the 20 or more calendar workweeks in the current or preceding calendar year. Eligible

employees may request a CFRA leave of absence under the circumstances described below. Eligible employees are those who have been employed by the School for at least 12 months (not necessarily consecutive) and have worked at least 1250 hours during the 12 months immediately prior to the CFRA leave of absence.

Ordinarily, you must request a planned CFRA leave at least 30 days before the leave begins. If the need for the leave is not foreseeable, you must request the leave as soon as practicable. You should use the School's request form, which is available upon request from Human Resources. Failure to comply with this requirement may result in a delay of the start of the leave.

A CFRA leave may be taken for the following reasons:

- The birth of an employee's or a domestic partner's child or the placement of a child with the employee for foster care or adoption, so long as the leave is completed within 12 months of the birth, adoption or placement of the child.
- The care of the employee's spouse, child, registered or domestic partner, domestic partner's child, parent, parent-in-law, grandparent, grandchild, sibling, or designated person with a "serious health condition."
- The "serious health condition" of the employee; or
- The qualifying exigency related to covered active duty or call to covered active duty of an employee's spouse, domestic partner, child, or parent in the Armed Forces of the United States.

The definition of child includes any adult child, regardless of the child's age or dependency status.

The definition of "designated person" includes any individual related by blood or association with the employee that is the equivalent of a family relationship. The designated person may be identified by the employee at the time the employee requests leave. Employees are limited to one designated person per 12-month period for family care and medical leave.

A "serious health condition" is one that requires inpatient care in a hospital or other medical care facility or continuing treatment or supervision by a health care provider. You may take a leave under bullet (2) above only if due to a serious health condition, your spouse, child, registered or domestic partner, domestic partner's child, parent, parent-in-law, grandparent, grandchild, sibling, or designated person requires your care or assistance as certified in writing by the family member's health care provider. If you are seeking a leave under bullet (3) above, you must provide the School with a medical certification from your health care provider establishing eligibility for the leave, and you must provide the School with a release to return to work from the health care provider before returning to work. You must provide the required medical certification to the School in a timely manner to avoid a delay or denial of leave. You may obtain the appropriate forms from Human Resources.

CFRA leave is unpaid and may be taken for up to 12 workweeks during the designated 12-month period. The 12-month period will be defined as a "rolling twelve months" looking backward over the preceding 12 months to calculate how much CFRA leave time has been taken and therefore determine the amount of leave that is available. Qualifying leaves to care for a member of the Armed Services who has a serious illness or injury will be calculated on the 12-month period looking forward. All time off that qualifies as

CFRA will be counted against your state and federal family and medical leave entitlements to the fullest extent permitted by law. Intermittent leave for baby bonding should be limited to 2-week increments but the School will permit up to 2 requests for intermittent leave in less than 2-week increments.

You will be required to use any accrued vacation during unpaid CFRA leave (e.g., for example, any period in which you are not receiving a wage supplement through the EDD). You will also be required to use any accrued paid sick leave during unpaid CFRA leave that is due to your own serious health condition. However, if an employee is receiving benefit payments pursuant to a disability insurance plan (such as California's State Disability Insurance plan or Paid Family Leave program) or workers' compensation insurance plan, the employee and the School may mutually agree to supplement such benefit payments with available PTO and/or paid sick leave.

Benefit accrual, such as PTO, PSL, and holiday benefits, will be suspended during the approved leave period and will resume upon return to active employment. During a CFRA leave, group health benefits will be maintained as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

If the employee out on leave chooses not to return to work from a leave allowed by this policy after the expiry of the leave, the employee will be required to repay the School the premium amounts it paid during leave, unless the employee does not return to work because of circumstances beyond their control or because of recurrence, continuation, or onset of a serious health condition.

If you do not return to work on the first workday following the expiration of an approved CFRA leave, you will be deemed to have resigned from your employment. Upon returning from such a leave, you will normally be reinstated to your original or an equivalent position and will receive pay and benefits equivalent to those you received prior to the leave, as required by law.

Before an employee will be permitted to return from leave taken because of their own serious health condition, the employee must obtain a certification from their health care provider that they are able to resume work.

If you have any questions concerning a CFRA leave, or would like to submit a request for a CFRA leave of absence, please contact Human Resources.

PREGNANCY DISABILITY LEAVE

The School provides pregnancy disability leaves of absence without pay to eligible employees who are temporarily unable to work due to a disability related to pregnancy, childbirth, or related medical conditions. Employees should make requests for pregnancy disability leave to their supervisor and Human Resources at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. A health care provider's statement must be submitted, verifying the need for such leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to Human Resources. Employees returning from pregnancy disability leave must submit a health care provider's verification of their fitness to return to work.

The School will make a good faith effort to provide reasonable accommodations and/or transfer requests when such a request is medically advisable based on the certification of a health care provider. When an employee's health care provider finds it is medically advisable for an employee to take intermittent leave or leave on a reduced work schedule and such leave is foreseeable based on planned medical treatment because of pregnancy, the School may require the employee to transfer temporarily to an available alternative position. This alternative position will have an equivalent rate of pay and benefits and must better accommodate recurring periods of leave than the employee's regular job.

Eligible employees are normally granted unpaid leave for the period of disability, up to a maximum of four months (or 17 1/3 weeks or 693 hours) per pregnancy. Employees will be required to use any unused allotted sick time during any unpaid portion of pregnancy disability leave (e.g., any period in which you are not receiving a wage supplement through the EDD). Employees may also elect to use any available PTO during any unpaid portion of pregnancy disability leave. If an employee is receiving benefit payments pursuant to a disability insurance plan (such as California's State Disability Insurance plan or Paid Family Leave program), the employee and the School may mutually agree to supplement such benefit payments with available PTO and/or sick leave.

Benefit accrual, such as PTO, sick leave, and holiday benefits, will be suspended during the approved pregnancy disability leave period and will resume upon return to active employment. Group health benefits will be maintained during the approved pregnancy disability leave as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

Additionally, if an employee does not return to work after the expiration of the pregnancy disability leave, and the reasons for failure to return to work do not include one of the following: 1) the employee is on CFRA leave; or 2) the continuation, recurrence or onset of a health condition entitling the employee to pregnancy disability leave in the first instance, non-pregnancy-related medical conditions requiring other leave or other circumstances beyond the control of the employee, the School reserves the right to recover from the employee the premium the School paid for the employee's group health plan coverage while out on leave.

So that an employee's return to work can be properly scheduled, an employee on pregnancy disability leave is requested to provide the School with at least one week's advance notice of the date they intend to return to work.

When an approved pregnancy disability leave ends, the employee will be reinstated to the same position, unless the job ceases to exist because of legitimate business reasons. An employee has no greater right to reinstatement to the same position or to other benefits and conditions of employment than if they had been continuously employed in this position during the pregnancy disability leave or transfer. If the same position is not available, the employee will be offered a comparable position in terms of such issues as pay, location, job content, and promotional opportunities, if one exists. An employee has no greater right to reinstatement to a comparable position or to other benefits or conditions of employment than an employee who has been continuously employed in another position that is being eliminated.

If you have any questions regarding pregnancy disability leave, please contact Human Resources.

MILITARY SPOUSE LEAVE

An eligible employee-spouse of a qualified service member is entitled to take ten (10) days of unpaid leave during a period when the spouse or domestic partner is on leave from deployment during a period of military conflict.

An eligible employee must work an average of 20 hours per week; must provide notice of their intention to take the leave within two (2) business days of receiving official notice that the service member will be on leave from deployment; and submit written documentation certifying that the service member will be on leave during the time the leave is required.

The employee may use unused and available PSL or PTO for this leave.

WORKERS' COMPENSATION LEAVE

Employees that are temporarily disabled due to a work-related illness or injury will be placed on workers' compensation leave. The duration leave will depend upon the rate of recovery and the medical provider's recommendation. Workers' compensation leave will run concurrently with any other applicable medical leave of absence (i.e., FMLA/CFRA if applicable). Human Resources will reach out to employees that have requested a workers' compensation leave regarding employer provided health insurance benefits. If you have any questions concerning this leave and/or any benefit related questions, please contact Human Resources.

BEREAVEMENT AND REPRODUCTIVE LOSS LEAVE

PCA provides employees who have been employed by PCA for at least 30 days prior to the commencement of leave up to three (3) days of paid bereavement leave, beyond sick or personal time, due to the death of a family member. PCA provides 2 additional unpaid days of leave due to the death of a family member. If an employee has paid sick leave or personal time, the employee may use that time during the unpaid leave. If the eligible employee travels more than 500 miles for bereavement leave, PCA will provide the 2 additional days of leave with pay. This includes a parent (including an in-law and stepparent), spouse, domestic partner, dependent, sibling, stepsibling, grandparent or grandchild. Bereavement leave may be taken intermittently, but the leave shall be completed within three months of the date of death of the family member. PCA reserves the right, in its sole discretion, to request documentation of the death of the family member, so long as the request is made within 30 days of the first day of leave.

Bereavement leave may also be used for covered reproductive loss events as defined in statute. If an employee experiences more than one reproductive loss event within a 12-month period, the employee may not take more than 20 days within a 12-month period. Leave taken for reproductive losses must be completed within three months of the event entitling the employee to that leave, unless the employee is on other leave provided under state or federal law. In that case, the employee shall complete the reproductive loss leave within three months of the end of the other leave. Reproductive loss leave may be nonconsecutive.

JURY DUTY ~~AND WITNESS LEAVE~~

All employees who receive a notice of jury duty (for an inquest jury or trial jury) ~~or a subpoena or other court order for appearance in court or other judicial proceeding~~ must notify their supervisor as soon as possible so that arrangements may be made to cover the absence. In addition, employees may be required to provide a copy of the official jury duty notice ~~or subpoena/court order~~ to their supervisor. Employees must report for work whenever the court schedule permits. Either the School or the employee may request an excuse from jury ~~/witness~~ duty if, in the School's judgment, the employee's absence would create serious operational difficulties.

Non-exempt employees who are called for jury duty will be provided time off without pay. Exempt employees will receive their regular salary unless they do not work any hours during the course of a workweek. Eligible employees may elect to use any available Sick Leave or PTO during jury ~~/witness~~ duty leave.

~~In the event that the employee must serve as a witness within the course and scope of their employment with the School, the School will provide time off with pay.~~

TIME OFF TO VOTE

The School will allow any non-exempt employee who is a registered voter and does not have enough time outside of working hours to vote in a statewide election up to two (2) hours of work time without loss of pay to vote. The request must be made at least two (2) working days in advance. The time must be at the beginning or end of the employee's regular shift, whichever provides the least disruption to the normal work schedule unless the School and the employee agree otherwise. The employee may be required to prove they are a registered voter.

An employee may also serve as an election official on Election Day without being disciplined, however the School will not pay the employee for this time off. Available PTO may be used for this time off.

SCHOOL ACTIVITIES LEAVE

The School encourages employees to participate in the school activities of their child(ren). If you are the parent or guardian of a child who is in school up to grade 12, or who attends a licensed daycare facility, you may take up to 40 hours of unpaid leave per year to participate in the activities of the school or daycare facility, to find, enroll or reenroll your child in a school or with a licensed childcare provider and/or to address a childcare provider or school emergency.

The leave is subject to all of the following conditions:

- The time off for school activity participation cannot exceed eight (8) hours in any calendar month, or a total of forty (40) hours each year.
- Unless it is an emergency, employees planning to take time off for school visitations must provide as much advance notice as possible to their supervisor.
- If the School employs both parents, the first employee to request such leave will receive the time

off. The other parent will receive the time off only if the leave is approved by their supervisor.

- Employees must use existing PTO in order to receive compensation for this time off.
- Employees who do not have paid time off available will take the time off without pay.
- Documentation of participation may be requested and will be sufficient if it is provided in writing by the school or the licensed childcare/day care facility.

SCHOOL APPEARANCE/SUSPENSION LEAVE

If the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert their supervisor as soon as possible before leaving work. In compliance with California Labor Code section 230.7, no discriminatory action will be taken against an employee for taking time off for this purpose. To be eligible for time off to attend a child's school, the employee must be the parent of a child in kindergarten or in grades 1-12 and must present the school's communication, which requests the employee's appearance at the school, to their supervisor at least two days before the requested time off.

This leave is unpaid but the employee may choose to use available PTO. You will not be discharged or discriminated against because of an absence protected by this law.

TIME OFF FOR JUDICIAL PROCEEDINGS AND VICTIMS OF CRIME

The law provides the right for employees to take a leave of absence if the employee is a victim of a qualifying act of violence or if a family member is a victim of a qualifying act of violence under the rules described below.

For purposes of this policy, a "qualifying act of violence" means any of the following, regardless of whether anyone is arrested for, prosecuted for, or convicted of committing any crime: domestic violence, sexual assault; stalking, an act, conduct, or pattern that includes any of the following: 1) in which an individual causes bodily injury or death to another individual, 2) in which an individual exhibits, draws, brandishes, or uses a firearm or other dangerous weapon, with respect to another individual, 3) in which an individual uses, or makes a reasonably perceived or actual threat to use, force against another individual to cause physical injury or death.

For purposes of this policy, a "family member" means a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner, as those terms are defined in Government Code section 12945.2, or designated person. Designated person means any individual related by blood or whose association with the employee is the equivalent of a family relationship. The designated person may be identified by the employee at the time the employee requests the leave. An employee is limited to one designated person per 12-month period for leave.

Leave may be taken for the following reasons:

- Any employee may take leave to appear in court to comply with a subpoena or other court order

as a witness in any judicial proceeding.

- An employee victim may take time off to obtain or attempting to obtain any relief, which includes, but is not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the employee victim or the employee's child(ren).
- An employee who has a family member who is a victim may take leave to obtain or attempt to obtain any relief for the family member, which includes, but is not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the family member of the victim.
- An employee who is a victim or who has a family member who is a victim may take leave to seek, obtain or assist a family member to seek or obtain, medical attention for or to recover from injuries caused by a qualifying act of violence (up to 12 weeks).
- An employee victim, or employee who has a family member who is a victim, may take leave to seek, obtain or assist a family member to seek or obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of a qualifying act of violence.
- An employee victim, or employee who has a family member who is a victim, may take leave to seek, obtain, or assist a family member to seek or obtain psychological counseling or mental health services related to an experience of a qualifying act of violence.
- An employee victim, or employee who has a family member who is a victim, may take leave to participate in safety planning or take other actions to increase safety from future qualifying acts of violence.
- An employee victim, or employee who has a family member who is a victim, may take leave to relocate or engage in the process of securing a new residence due to the qualifying act of violence, including, but not limited to, securing temporary or permanent housing or enrolling children in a new school or childcare.
- An employee victim, or employee who has a family member who is a victim, may take leave to provide care to a family member who is recovering from injuries caused by a qualifying act of violence.
- An employee victim, or employee who has a family member who is a victim, may take leave to seek, obtain, or assist a family member to seek or obtain civil or criminal legal services in relation to the qualifying act of violence.
- An employee victim, or employee who has a family member who is a victim, may take leave to prepare for, participate in, or attend any civil, administrative, or criminal legal proceeding related to the qualifying act of violence.
- An employee victim, or employee who has a family member who is a victim, may take leave to seek, obtain, or provide childcare or care to a care-dependent adult if the childcare or care is necessary to ensure the safety of the child or dependent adult as a result of the qualifying act of violence.

As a condition of taking time off for the purposes set forth above, the employee shall give the School reasonable advance notice of the employee's intention to take time off, unless the notice is not feasible.

When an unscheduled absence occurs, the School shall not take any action against the employee if the employee, within a reasonable time after the absence, provides a certification to the School upon request of the School. Documentation may be from any of the following:

- A police report indicating that the employee or family member of the employee was a victim.
- A court order protecting or separating the employee or a family member of the employee from the perpetrator of the qualifying act of violence, or other evidence from the court or prosecuting attorney that the employee or a family member of the employee has appeared in court.
- Documentation from a licensed medical professional, domestic violence counselor, a sexual assault counselor, victim advocate, licensed health care provider, or counselor that the employee or a family member of the employee was undergoing treatment or seeking or receiving services directly related to the qualifying act of violence ; or
- Any other form of documentation that reasonably verifies that the qualifying act of violence occurred, including but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for a purpose authorized by this Crime Victim Leave.

An employee must give reasonable advance notice to the School by providing documentation of the proceeding, unless advanced notice is not feasible.

This leave is unpaid but the employee may choose to use available sick or personal time off (PTO). You will not be discharged or discriminated against because of an absence protected by this law.

The School will also, to the extent possible and allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

The School will provide a reasonable accommodation for an employee who is a victim or whose family member is a victim of a qualifying act of violence who requests an accommodation for the safety of the employee while at work. A reasonable accommodation may include the implementation of safety measures, including a transfer, reassignment, modified schedule, changed work telephone, permission to carry a telephone at work, changed work station, installed lock, assistance in documenting domestic violence, sexual assault, stalking, or another qualifying act of violence that occurs in the workplace, an implemented safety procedure, or another adjustment to a job structure, workplace facility, or work requirement in response to domestic violence, sexual assault, stalking, or other qualifying act of violence, or referral to a victim assistance organization.

The School is not required to provide a reasonable accommodation to an employee who has not disclosed the employee's status, or the employee's family member's status, as a victim. The School will engage in a timely, good faith, and interactive process with the employee to determine effective reasonable accommodations. In looking at reasonable accommodations, the School will consider an exigent circumstance or danger facing the employee or their family member. The School is not required to undertake an action that constitutes an undue hardship on the School's business operations.

If circumstances change and an employee needs a new accommodation, the employee shall request a new accommodation from the School. Upon receiving the request, the School will engage in a timely,

good faith, and interactive process with the employee to determine effective reasonable accommodations.

If an employee not longer needs an accommodation, the employee shall notify the School that the accommodation is no longer needed.

Certifications

The School may request an employee requesting a reasonable accommodation to provide the School with a written statement signed by the employee (or the employee's representative) certifying that the accommodation is for a purpose authorized by this policy. The School may also request certification from an employee requesting an accommodation pursuant to this policy demonstrating the employee's status, or the employee's family member's status, as a victim. If a certification is requested, the School may request recertification of an employee's status, or an employee's family member's status, as a victim, or ongoing circumstances related to the qualifying act of violence, every six months after the date of the previous certification. Any certifications provided shall be maintained as confidential by the School and not disclosed except as required by federal or state law.

An employee may use vacation, personal leave, or paid sick leave (as applicable) that is otherwise available to the employee under the applicable terms of employment.

If the employee is a victim of a qualifying act of violence, the maximum total leave time may be 12 weeks. If the employee's family member is the victim of a qualifying act of violence, the employee may take 5 days off for purposes related to relocation, and may take 10 days off, unless the family member victim is deceased, in which case the employee may take up to 12 weeks of leave. Leave taken under this policy runs concurrently with any leave taken under FMLA and CFRA and does not provide the employee with a right to leave that exceeds that provided under FMLA.

~~CRIME VICTIM LEAVE~~

~~The law provides the right for employees to take a leave of absence if the employee is a victim of a qualifying act of violence or if a family member is a qualifying act of violence under the rules described below.~~

~~For purposes of this policy, a "qualifying act of violence" means any of the following, regardless of whether anyone is arrested for, prosecuted for, or convicted of committing any crime: domestic violence, sexual assault; stalking, an act, conduct, or pattern that includes any of the following: 1) in which an individual causes bodily injury or death to another individual, 2) in which an individual exhibits, draws, brandishes, or uses a firearm or other dangerous weapon, with respect to another individual, 3) in which an individual uses, or makes a reasonably perceived or actual threat to use, force against another individual to cause physical injury or death.~~

~~For purposes of this policy, a "family member" means a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner, as those terms are defined in Government Code section 12945.2, or designated person. Designated person means any individual related by blood or whose association with~~

~~the employee is the equivalent of a family relationship. The designated person may be identified by the employee at the time the employee requests the leave. An employee is limited to one designated person per 12-month period for leave.~~

~~Leave may be taken for the following reasons:~~

- ~~• Any employee may take leave to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding.~~
- ~~• An employee victim, or an employee with a family member victim, may take time off to obtain or attempting to obtain any relief, which includes, but is not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the employee victim, the employee's child(ren), the family member who is a victim or their family member.~~
- ~~• An employee victim, or employee who has a family member who is a victim, to seek, obtain or assist a family member to seek or obtain, medical attention for or to recover from injuries caused by a qualifying act of violence (up to 12 weeks).~~
- ~~• An employee victim, or employee who has a family member who is a victim, to seek, obtain or assist a family member to seek or obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of a qualifying act of violence.~~
- ~~• An employee victim, or employee who has a family member who is a victim, to seek, obtain or assist a family member to seek or obtain psychological counseling or mental health services related to an experience of a qualifying act of violence.~~
- ~~• An employee victim, or employee who has a family member who is a victim, to participate in safety planning and take other actions to increase safety from future qualifying acts of violence.~~
- ~~• An employee victim, or employee who has a family member who is a victim, to relocate or engage in the process of securing a new residence due to the qualifying act of violence, including, but not limited to, securing temporary or permanent housing or enrolling children in a new school or childcare.~~
- ~~• An employee victim, or employee who has a family member who is a victim, to provide care to a family member who is recovering from injuries caused by a qualifying act of violence.~~
- ~~• An employee victim, or employee who has a family member who is a victim, to seek, obtain, or assist a family member to see or obtain civil or criminal legal services in relation to the qualifying act of violence.~~
- ~~• An employee victim, or employee who has a family member who is a victim, to prepare for, participate in, or attend any civil, administrative, or criminal legal proceeding related to the qualifying act of violence.~~
- ~~• An employee victim, or employee who has a family member who is a victim, to seek, obtain, or provide childcare or care to a care dependent adult if the childcare or care is necessary to ensure the safety of the child or dependent adult as a result of the qualifying act of violence.~~

~~As a condition of taking time off for the purposes set forth above, the employee shall give the School reasonable advance notice of the employee's intention to take time off, unless the notice is not feasible.~~

~~When an unscheduled absence occurs, the School shall not take any action against the employee if the employee, within a reasonable time after the absence, provides a certification to the School upon request of the School. Documentation may be from any of the following:~~

- ~~● A police report indicating that the employee or family member of the employee was a victim.~~
- ~~● A court order protecting or separating the employee or family member of the employee from the perpetrator of a qualifying act of violence, or other evidence from the court or prosecuting attorney that the employee or family member of the employee has appeared in court.~~
- ~~● Documentation from a licensed medical professional, domestic violence counselor, a sexual assault counselor, victim advocate, licensed health care provider, or counselor that the employee or family member of the employee was undergoing treatment or seeking or receiving services directly related to the qualifying act of violence; or~~
- ~~● Any other form of documentation that reasonably verifies that the qualifying act of violence occurred, including but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for a purpose authorized by this Crime Victim Leave.~~

~~An employee must give reasonable advance notice to the School by providing documentation of the proceeding, unless advanced notice is not feasible.~~

~~This leave is unpaid but the employee may choose to use available sick, or personal time off (PTO). You will not be discharged or discriminated against because of an absence protected by this law.~~

~~The School will also, to the extent possible and allowed by law, maintain the confidentiality of an employee requesting leave under this provision.~~

~~The School will provide a reasonable accommodation for an employee who is a victim or whose family member is a victim of a qualifying act of violence who requests an accommodation for the safety of the employee while at work. A reasonable accommodation may include the implementation of safety measures, including a transfer, reassignment, modified schedule, changed work telephone, permission to carry a telephone at work, changed work station, installed lock, assistance in documenting domestic violence, sexual assault, stalking, or another qualifying act of violence that occurs in the workplace, an implemented safety procedure, or another adjustment to a job structure, workplace facility, or work requirement in response to domestic violence, sexual assault, stalking, or other qualifying act of violence, or referral to a victim assistance organization.~~

~~The School is not required to provide a reasonable accommodation to an employee who has not disclosed the employee's status, or the employee's family member's status, as a victim. The School will engage in a timely, good faith, and interactive process with the employee to determine effective reasonable accommodations. In looking at reasonable accommodations, the School will consider an exigent circumstance or danger facing the employee or their family member. The School is not required to undertake an action that constitutes an undue hardship on the School's business operations.~~

~~If circumstances change and an employee needs a new accommodation, the employee shall request a new accommodation from the School. Upon receiving the request, the School will engage in a timely, good~~

~~faith, and interactive process with the employee to determine effective reasonable accommodations.~~

~~If an employee not longer needs an accommodation, the employee shall notify the School that the accommodation is no longer needed.~~

Certifications

~~The School may request an employee requesting a reasonable accommodation to provide the School with a written statement signed by the employee (or the employee's representative) certifying that the accommodation is for a purpose authorized by this policy. The School may also request certification from an employee requesting an accommodation pursuant to this policy demonstrating the employee's status, or the employee's family member's status, as a victim. If a certification is requested, the School may request recertification of an employee's status, or an employee's family member's status, as a victim, or ongoing circumstances related to the qualifying act of violence, every six months after the date of the previous certification. Any certifications provided shall be maintained as confidential by the School and not disclosed except as required by federal or state law.~~

~~An employee may use vacation, personal leave, or paid sick leave (as applicable) that is otherwise available to the employee under the applicable terms of employment.~~

~~If the employee is a victim of a qualifying act of violence, the maximum total leave time may be 12 weeks. If the employee's family member is the victim of a qualifying act of violence, the employee may take 5 days off for purposes related to relocation, and may take 10 days off, unless the family member victim is deceased, in which case the employee may take up to 12 weeks of leave. Leave taken under this policy runs concurrently with any leave taken under FMLA and CFRA, and does not provide the employee with a right to leave that exceeds that provided under FMLA.~~

MILITARY LEAVE

California's military leave laws, and the Uniformed Services Employment and Reemployment Rights Act ("USERRA") ensure that employees are not adversely affected in their employment after taking leave for military service. Employees who serve in the military and are entitled to a military leave of absence without pay from the School under applicable laws should notify Human Resources regarding the need for military leave.

Please see Human Resources for more information regarding job reinstatement rights upon completion of military service.

ADULT LITERACY LEAVE

Pursuant to California law, the School will reasonably accommodate any eligible employee who seeks to enroll in an adult literacy education program, provided that the accommodation does not impose an undue hardship on the School. The School does not provide paid time off for participation in an adult literacy education. However, you may utilize available PTO if you want compensation for this time off. If you do not have any PTO available, you will be permitted to take the time off without pay.

ORGAN DONOR / BONE MARROW DONOR LEAVE

The School will provide up to five business days of paid leave within a one-year period to an employee who donates bone marrow to another person. In addition, the School will provide up to 30 business days of paid leave within a one-year period and up to another 30 business days of unpaid leave within a one-year period to an employee who donates an organ to another person. The one-year period is measured from the date the employee's leave begins and shall consist of 12 consecutive months.

You must give as much notice as is practicable and must provide certification of the medical necessity of the procedure. You will be required to use up to ten (10) days of any available paid leave (sick and/or PTO) for organ donation and up to five (5) days of available paid leave (sick and/or PTO) for bone marrow donation. This leave does not run concurrently with FMLA/CFRA. You must have been employed for at least a 90-day period immediately preceding the beginning of the leave, if otherwise eligible.

The employee will also be given an additional unpaid leave of absence, not exceeding 30 business days in a one-year period, when that employee is an organ donor, for the purpose of donating the employee's organ to another person. The one-year period is measured from the date the employee's leave begins and shall consist of 12 consecutive months.

You may take this leave incrementally, as medically necessary, or all at one time. All health benefits shall be maintained during this leave to the extent they exist at the time of the leave. This leave shall not be considered a break in service and the employee shall continue to receive paid time off and other benefits as if they had continued working. The Employee shall be required to pay any portion of their benefits they are currently paying.

An employee shall not have any greater rights during this leave than if they had been actively working during this time, but will be reinstated to their same or equivalent job prior to the leave. No employee shall be discriminated or retaliated against for taking an organ donation or bone marrow leave.

DRUG & ALCOHOL REHABILITATION LEAVE

PCA will reasonably accommodate any employee who volunteers to enter an alcohol or drug rehabilitation program, if the reasonable accommodation does not impose an undue hardship on the School. Reasonable accommodation includes time off without pay and adjusting work hours. You may use allotted and unused sick leave. All reasonable measures to safeguard your privacy will be maintained.

This policy in no way restricts PCA's right to discipline an employee, up to and including termination of employment, for violation of PCA's Substance and Alcohol Policy.

VOLUNTEER CIVIL SERVICE LEAVE/TRAINING

In California, no employee shall receive discipline for taking time off to perform emergency duty/training as a volunteer firefighter, reserve peace officer, or emergency rescue personnel. If you are participating in this kind of emergency duty/training, please alert your supervisor so they may be aware of the fact that you may have to take unpaid time off for emergency duty/training. In the event that you need to take

time off for emergency duty/training, please alert your supervisor before doing so whenever possible. Time off for emergency training may not exceed 14 days per calendar year.

Emergency Duty/Training Leave is unpaid. You may choose to use your available sick, and/or PTO if you wish to receive compensation for this time off, but you are not required to do so.

If you feel you have been treated unfairly as a result of taking or requesting Emergency Duty/Training Leave, you should contact your supervisor or any other manager, as appropriate.

CIVIL AIR PATROL LEAVE

PCA provides eligible employees who are volunteer members of the California Wing of the Civil Air Patrol and are called to emergency operational missions up to (10) days of unpaid leave per calendar year. Leave for a single emergency operational mission will generally be limited to three days unless an extension is granted by appropriate government entities and approved by the School.

To be eligible, employees must have been employed with PCA for 90 days immediately preceding the commencement of leave. Additionally, the School may require certification from the proper Civil Air Patrol authority to verify the eligibility of the employee for the leave requested or taken.

Employees are required to give the School as much notice as possible of the intended dates upon which the leave would begin and end. The School will restore the employee to the position they held when the leave began or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment, unless the employee is not restored because of conditions unrelated to the exercise of the leave rights by the employee. The time off is unpaid. However, an employee may utilize accrued PTO.

STAFF OUT OF COUNTRY, STATE, OR SERVICE AREA

Pacific Coast Academy is authorized to serve students in the counties of San Diego, Orange, Riverside, and Imperial. Pacific Coast Academy's primary service area is San Diego County.

Non-Teaching staff will be allowed to live outside the State of California, but within the United States of America, with the express written prior permission of Pacific Coast Academy. Homeschool Teachers need to live in areas where students are served unless granted prior permission.

Homeschool Teachers must live in Pacific Coast Academy's primary service area unless granted prior written permission from the Executive Director. Counselors, itinerant teachers, special education assessors, job coaches, and paraprofessionals must live in one of the School's authorized counties of service unless granted prior written permission from the Executive Director. Staff without HST rosters or counseling rosters or serving as an itinerant teacher, special education assessor, job coach, or paraprofessional may be allowed to live outside of the School's primary service area. If an employee lives and/or moves outside of the School's serviced counties travel to School events within the School's primary service area that are part of the employee's job description will be considered commute time and not reimbursed by the School unless otherwise approved in advance in writing by the Executive Director.

In order for Pacific Coast Academy to grant permission, the employee will be required to continue to attend all in person meetings. This includes but is not limited to student meetings, staff meetings, School events, required field trips, testing etc.

Any travel from the employee's residence to Pacific Coast Academy's office in Poway, California is considered to be commute time and will not be reimbursed by Pacific Coast Academy since the employee's place of residence is the employee's choice and for the employee's sole benefit.

The employee will be required to check in at the Poway, California office on any day where the employee attends in person meetings (student meetings, staff meetings, School events, required field trips, testing, etc.) Any missed in person meeting will need to be taken as sick/ vacation or unpaid leave.

Employees are not allowed to perform any work for Pacific Coast Academy while the employee is located outside of the United States of America unless given prior written permission by the Executive Director, or in the case of the Executive Director, the Board of Directors. Any unapproved time taken outside of the United States of America will be taken as vacation leave or unpaid time off, but sick leave may not be used for time taken outside of the United States of America unless otherwise protected by law, such as, but not limited to FMLA.

Any dispute arising out of the employment context between Pacific Coast Academy and the employee will be filed in a court of competent jurisdiction located in San Diego County or with an arbitrator in accordance with an arbitration agreement located in San Diego County and in accordance with the laws of the state of California without regard to conflict of laws principles.

SECTION 9 – BENEFITS

SCHOOL HOLIDAYS

The School observes the following holidays during the year:

- Independence Break
- Labor Day
- Veteran's Day
- Thanksgiving Break
- Winter Break
- Martin Luther King Day
- Presidents' Break
- Spring Break
- Memorial Day
- Juneteenth

To be eligible for holiday pay, an employee must be full-time and non-exempt and must work both the business day before and after the holiday. Part-time employees, temporary employees, exempt employees (including, but not limited to teachers) are not eligible for holiday pay. Exempt employees and teachers will receive their regularly scheduled pay during holidays.

Eligible employees will receive time off with pay at their regular rate of pay on the School-observed holidays listed above. When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or following Monday. However, the School may close on another day. Holiday observance will be announced in advance. The School reserves the right to change this policy at any time, with or without notice.

Holiday hours do not count as hours worked for purposes of calculating overtime. For example, if you receive 8 hours of holiday pay on Monday and work 40 hours Tuesday-Saturday (8 hours/day), you will not be eligible for overtime.

Recognized religious holidays may be taken off by an employee whose religion requires observance of the particular day. Employees must request the day off in advance by written notice to their supervisor. The employee may use paid time off (PTO) if the employee has unused PTO available, otherwise the holiday will be unpaid. All steps will be taken to reasonably accommodate a religious holiday (or practice) absent an undue hardship.

To qualify for holiday pay, all employees must work the last scheduled day before and the first scheduled day after the holiday unless the employee is absent:

- Paid time off at the Supervisor's request/approval
- Due to closure of Schools because of inclement weather

- Qualified use of Paid Sick Leave with a doctor's note verifying need for absence
- Prior to or following Jury Duty or Bereavement Leave
- Due to a previously scheduled and approved paid time off
- Or as required by law

PAID TIME OFF (PTO)

Full-time 12 month classified employees and certificated directors, and administrators are entitled to paid time off (PTO) according to this policy. PTO days may be used for vacation, personal time, illness, or time off to care for family or dependents.

PTO must be scheduled at least five (5) days in advance and approved by your supervisor, except in the case of an illness or emergency. In the case of illness or emergency you are required to contact your immediate supervisor at least one (1) hour before your shift begins, if possible or otherwise as soon as practicable. Employees using extended PTO time (in excess of three (3) days) must submit a request at least two (2) weeks before the extended PTO or, if used as sick time, the employee may be required to submit a doctor's release upon return to work. Your supervisor uses their discretion to approve PTO without advance notice.

Unless used for illness related purposes, PTO may not be taken the last week of the school year, or on scheduled in-service and/or training days, testing administration day, or immediately before or after holidays without supervisor's permission.

Full-time, regular Administrative/Classified employees (12-month employees) accrue ten (10) paid vacation days per year. Vacation days are accrued at a rate of 6.667 hours) per month. Once an employee's PTO balance reaches twenty (20) days (i.e., 160 hours), the employee stops receiving any additional PTO until PTO is used and the employee's balance falls below the 20-day cap. PTO days will not accumulate during any unpaid leave of absence.

The following terms also apply to PTO:

- For both non-exempt and exempt employees, vacation time may be taken in minimum increments of .25 hours. If an exempt employee absents themselves from work for part or all of a workday, they will be required to use available PTO to make up for the absence.
- In the event a non-exempt employee has exhausted their PTO, any additional time off must be approved by their supervisor and will be taken without pay.

In the event an exempt employee requests to take an entire day off but does not have enough PTO to cover the entire time off, the time off must be approved by their supervisor and the entire day will be taken without pay. However, if the exempt employee works part of the day and has enough PTO to cover the remaining portion of the day, they will receive pay for the entire day.

- Any employee who misses three (3) consecutive days of work without notice to their supervisor

may be deemed to have abandoned their job and voluntarily resigned from employment.

- Any employee who converts from full-time to part-time status (less than 35 hours/week) will no longer be eligible for PTO. All accrued PTO will be paid out on the paycheck following the conversion.
- Upon separation of employment, eligible employees will be paid their accrued, but unused PTO based on their date of separation and their regular rate of pay. Employees are not entitled to pay in lieu of taking vacation except upon termination of employment.
- To the extent permitted by law, PTO accumulated prior to the start of a requested and approved unpaid leave of absence must be used to cover hours missed before the start of the unpaid leave.

Full-time 10 and 11 month certificated employees are entitled to personal time off (PTO) according to this policy. PTO days may be used for vacation, personal time, illness, or time off to care for family or dependents.

PTO must be scheduled at least five (5) days in advance and approved by your supervisor, except in the case of an illness or emergency. In the case of illness or emergency you are required to contact your immediate supervisor at least one (1) hour before your shift begins, if possible or otherwise as soon as practicable. Your supervisor uses their discretion to approve PTO without advance notice.

Unless used for illness related purposes, PTO may not be taken the last week of the school year, or on scheduled in-service and/or training days, testing administration day, or immediately before or after holidays without supervisor's permission.

PTO hours are accrued based on the chart below:

Workdays per Position	Start Date									
	7/1- 8/31	9/1- 9/30	10/1- 10/31	11/1- 11/30	12/1- 12/31	1/1- 2/28 or 29	3/1- 3/31	4/1- 4/30	5/1- 5/31	6/1- 6/30
191, 196, & 199 PT Staff	4	3	2	1	0	4	3	2	1	0
199, 201, 206 & 212	8	6	4	2	0	8	6	4	2	0

PTO hours will not accumulate during any unpaid leave of absence.

The following terms also apply to PTO:

- PTO time may be taken in minimum increments of .25 hours.
- In the event an exempt employee requests to take an entire day off but does not have enough PTO to cover the entire time off, the time off must be approved by their supervisor and the entire day will be taken without pay. However, if the exempt employee works part of the day and has enough PTO to cover the remaining portion of the day, they will receive pay for the entire day.
- Any employee who misses three (3) consecutive days of work without notice to their supervisor may be deemed to have abandoned their job and voluntarily resigned from employment.
- Any employee who converts from full-time to part-time status (less than 35 hours/week) will no longer be eligible for PTO. All accrued PTO will be paid out on the paycheck following the conversion.
- PTO ~~will be is not~~ rolled over from one year to the next ~~if there is a remaining balance at the end of the school year. Once a 191, 196, or 199 calendar day employee's PTO balance reaches one (1) day (i.e., 8 hours), the employee stops receiving any additional PTO until PTO is used and the employee's balance falls below the 1-day cap. Once a 201, 206, or 212 calendar day employee's PTO balance reaches two (2) days (i.e., 16 hours), the employee stops receiving any additional PTO until PTO is used and the employee's balance falls below the 2-day cap. Therefore, at the end of each school year, or upon separation of employment, eligible employees will be paid their accrued, but unused PTO based on their date of separation and their regular rate of pay.~~
- To the extent permitted by law, PTO accumulated prior to the start of a requested and approved unpaid leave of absence must be used to cover hours missed before the start of the unpaid leave.
- ~~Upon separation of employment, eligible employees will be paid their accrued, but unused PTO based on their date of separation and their regular rate of pay. Employees are not entitled to pay in lieu of taking vacation except upon termination of employment.~~

As with all of its policies and procedures, the School reserves the right to modify, alter, or otherwise eradicate this policy at its sole and absolute discretion to the extent allowed by law.

SICK LEAVE

The School enacted this policy in accordance with the California Healthy Workplaces, Healthy Families Act to provide paid sick leave ("PSL") to eligible employees.

Eligible Employees

All employees (including teachers, part-time and temporary employees) who work for the School more than 30 days within a year in California are eligible to accrue PSL beginning on the first day of employment under the accrual rate and cap as set forth in this policy.

Limits on Use

~~For certificated staff, PSL may be taken in minimum increments of 2 hours. For classified staff, PSL may be taken in minimum increments of 30 minutes.~~ If an exempt employee absents themselves from work for part or all of a workday for a reason covered by this policy, they will be required to use PSL to make up for the absence.

Permitted Use

Eligible employees may use their allotted PSL as follows:

- To take paid time off for the diagnosis, care, or treatment of an existing health condition of (or preventive care for) the employee, the employee's family member or a designated person.
- For an employee who is a victim, or whose family member is a victim, as defined by law, the purposes described in Government Code section 12945.8 (j) and for the purposes described in Government Code sections 12945.8 (a)(3) or (b); or for purposes articulated in Labor Code section 230.2.a)(3) or (b)
- For an employee who receives a notice of jury duty (for an inquest jury or trial jury) or a subpoena or other court order for appearance in court or other judicial proceeding
- To aid or care for a guide dog, signal dog, or service dog, as those terms are defined by Civil Code section 54.1, of the employee, employee's family member, or the person designated by the employee as identified below.
- If the employee's place of business is closed by order of a public official due to a public health emergency, or the employee is providing care or assistance to a child, whose school or childcare provider is closed by order of a public official due to a public health emergency.
- For purposes related to donating the employee's bone marrow or an organ of the employee to another person or to care for or assist a person for purposes related to that person's donating bone marrow or an organ to another person.
- For family emergencies, employees may use up to 2 sick leave days (up to 16 hours) per school year.
- For covered reproductive loss events as defined in statute. If an employee experiences more than one reproductive loss event within a 12-month period, the employee may not take more than 20 days within a 12-month period. Leave taken for reproductive losses must be completed within three months of the event entitling the employee to that leave, unless the employee is on other leave provided under state or federal law. In that case, the employee shall complete the reproductive loss leave within three months of the end of the other leave. Reproductive loss leave may be nonconsecutive.

For purposes of this policy, "family member" means a child, parent, spouse, registered domestic partner, grandparent, grandchild, sibling, a designated person, the child or parent of a spouse of the employee or those related to the employee by blood or affinity equivalent to a family relationship. "Child" means a biological child, a foster child, an adopted child, a stepchild, a child of a registered domestic partner, a legal ward, or a child of a person standing in loco parentis. "Parent" means a biological, foster, or adoptive parent, a stepparent, or a legal guardian of the employee or the employee's spouse or registered domestic partner or a person who stood in loco parentis when the employee was a minor child. "Spouse" means a legal spouse as defined by California law. "Designated person" means a person identified by the employee at the time the employee requests paid sick days. The employee may only designate one person per 12-month period for sick days.

Employees may also use their PSL to receive medical care or other assistance to address qualifying acts of violence, including but not limited to domestic violence, stalking, or sexual assault, that are committed

against themselves or a family member.

~~Employees may also use their PSL to take time off from work for reasons related to domestic violence, stalking, or sexual assault.~~

Accrual

PSL days are accrued as set forth below to eligible employees:

All employees that have worked within California for 30 days are eligible employees that will be awarded PSL beginning on their first day of employment in accordance with the details below:

Workdays per Position	Start Date									
	7/1-8/31	9/1-9/30	10/1-10/31	11/1-11/30	12/1-12/31	1/1-2/28 or 29	3/1-3/31	4/1-4/30	5/1-5/31	6/1-6/30
191, 196, & PT Staff	24	18	12	6	3	24	18	12	6	3
199, 201, 206, & 212	32	24	16	8	4	32	24	16	8	4
228	40	30	20	10	5	40	30	20	10	5

NOTE: Prorated amounts are determined by the percentage available to work during the remainder of the semester.

All employees shall accrue 24 hours by the employee's 120th day of employment and 40 hours by the employee's 200th day of employment.

Carry Over and Caps on Accrual

The maximum amount of PSL that an employee may accrue is 80 hours for the school year. Carry over into the next year is subject to a cap of 18 days or 144 hours for full-time employees. An employee will be awarded the number of hours from the above chart at the start of each semester based on their time of service unless they have already met the cap of 144 hours. Once the maximum accrual is reached, employees stop accruing until the next semester frontload and the amount of accrued sick leave is below 144 hours. Accrued and unused sick leave carries over from year to year, subject to the 144 hour accrual cap. At no time may an employee accrue more than 144 hours. Part-time employees will be capped at 80 hours.

Notification

The employee must provide reasonable advance notification, orally or in writing, of the need to use PSL, if foreseeable. If the need to use PSL is not foreseeable, the employee must provide notice as soon as practicable. ~~Subject to applicable law, in the event that five (5)-three (3) or more consecutive work days of sick leave are used, the employee must provide a health care provider's certificate for any absence due to illness or injury. The School also may require a health care provider's certification that an employee has~~

been released to return to work before the employee is permitted to return after an illness or injury.~~an employee must provide medical clearance to return to work.~~

Termination

Employees will not receive pay in lieu of unused PSL. Unused PSL will not be paid out upon termination.

No Discrimination or Retaliation

The School prohibits discrimination or retaliation against employees for using their PSL.

COBRA BENEFITS

The Federal Consolidated Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under PCA's health plan when a "qualifying event" would normally result in the loss of eligibility.

Some common qualifying events are resignation, termination of employment, or death of an employee, a reduction in an employee's hours or leave of absence, divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at PCA group rates plus an administration fee. PCA or our carrier provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under PCA's health insurance plan. The notice contains important information about the employee's rights and obligations.

SOCIAL SECURITY/MEDICARE

If you are a full-time regular employee contributing to a teacher's retirement system (PERS/STRS), your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your spouse, or former spouse, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected.

PCA withholds income tax from all employees' earnings and, if elected, participates in FICA (Social Security), for temporary employees and Medicare withholding and matching programs as required by law.

PENSION2 403(B) AND 457(B)

Pension2 is available to all staff members, certificated and classified. Pension2 offers voluntary supplemental savings plans including 403(b) and 457(b) plans with low costs and flexible investment options. The 403(b) plan includes an employer match - 100% of your contributions are matched, up to 5% of your annual BASE contract salary.

If you would like to learn more and enroll in Pension2, South Support Site Pension2 403(b) and 457(b)

informational videos provide an overview of what is available and how to enroll. For more information contact Pension2 customer service: (888) 394-2060.

Employer matches are subject to changes, as approved by the Board.

STATE DISABILITY INSURANCE (WAGE SUPPLEMENT)

All employees are enrolled in California State Disability Insurance (SDI), which is a partial wage replacement insurance plan for California workers. Employees may be eligible for SDI when they are ill or have non-work related injuries, or may be eligible for work related injuries if they are receiving workers' compensation at a weekly rate less than the SDI rate. Specific rules and regulations relating to SDI eligibility are available from Human Resources.

PAID FAMILY LEAVE (WAGE SUPPLEMENT)

Under California law, eligible employees may participate in the Paid Family Leave ("PFL") program, which is part of the state's unemployment compensation disability insurance program. The PFL program provides up to eight weeks of partial wage replacement benefits to employees who take time off to care for a seriously ill or injured child, spouse, parent, registered domestic partner, siblings, grandparents, grandchildren, or parents-in-law or to bond with a new child (birth, foster care, adoption) or participate in a qualifying event because of a family member's military deployment to a foreign country. The PFL program does not provide job protection or reinstatement rights. It is a wage supplement provided by the state concurrently while an employee takes an eligible leave of absence under PCA policy and applicable law.

The program will be administered in a manner consistent with California law. For more information regarding this program, you may contact the California Employment Development Department.

WORKER'S COMPENSATION INSURANCE

Eligible employees are entitled to workers' compensation insurance benefits when suffering from an occupational illness or injury. This benefit is provided at no cost to the employee.

In the event of an occupational injury or illness (as defined under Workers' Compensation Law) an employee may be covered by workers' compensation insurance instead of group insurance.

If an employee should become injured or in any way disabled on the job, they must report the injury immediately to their supervisor. It is a felony to file a fraudulent or false workers' compensation claim.

RETURN-TO-WORK POLICY

PCA strives to assist employees to return to work at the earliest possible date following an injury or illness. A return-to-work program has several benefits for both the School and employees by minimizing time lost from work.

This policy is not intended to supersede or modify the procedures applicable to employees eligible for reasonable accommodation under the Americans with Disabilities Act (ADA) or leave benefits under the Family and Medical Leave Act (FMLA) or California Family Rights Act (CFRA). Inquiries about the ADA, FMLA or CFRA should be directed to the human resource department (HR).

PCA defines "transitional work" as temporary, modified work assignments within the worker's physical abilities, knowledge and skills.

When possible, transitional positions may be made available to qualified employees to minimize or eliminate time lost from work. The School cannot guarantee a transitional position and is under no obligation to offer, create or encumber any specific position for purposes of offering placement to such a position.

Procedures

If a health care provider releases the employee to return to work on modified duty and has completed the return-to-work and job description forms, the employee should return the forms to HR within 24 hours or as soon as practicable. The employee cannot return to work without the release from the health care provider.

HR will review the return-to-work form and determine a transitional position for the employee if appropriate and transitional work falls within the School's operational needs. A transitional position job description, including physical requirements, will be prepared for review and approval by the employee's health care provider.

Transitional positions are developed based on the physical capability of the worker, the needs of the School, and the availability of transitional work. PCA will determine appropriate work hours, shifts, duration and locations of all work assignments. The School reserves the right to determine the availability, appropriateness and continuation of all transitional work assignments.

It is the responsibility of the employee to provide HR with a current telephone number and address, so the employee may be contacted. The employee must notify HR immediately of any and all changes in medical conditions.

It is the responsibility of the employee and the employee's supervisor to notify HR immediately of any work-related injuries, if the employee misses time from transitional work or of any changes to transitional work assignments.

The employee will be asked to sign the notice indicating their acceptance or refusal of the transitional work job offer and to return the notice to HR.

Any employee returning to a transitional position must not exceed the duties of the position or go beyond the restrictions indicated by the health care provider. If any medical restrictions change, the employee must immediately notify their supervisor and provide the supervisor a copy of the new medical release.

Supervisors will monitor work performance to ensure the employee does not exceed the requirements

set by the health care provider.

UNPAID LEAVE

When an exempt salaried employee does not have any available PTO or PSL and there is a need for time off, they must take the whole day unpaid. Exempt salaried staff members cannot take partial days off as unpaid leave.

At the discretion of the Executive Director, an employee may request up to thirty (30) days of unpaid personal leave. Leaves of this type are typically granted for those who would not qualify for the Family Medical Leave Act or California Family Rights Act. Typically, unpaid personal leave may be granted for a serious health condition that requires inpatient care in a hospital or other medical care facility or continuing treatment or supervision by a health care provider of your spouse, child, parent, or registered domestic partner and requires your care or assistance as certified in writing by the family member's health care provider.

Personal leaves, if granted, are without pay and will be considered on the basis of the employee's length of service, performance, responsibility level, and the impact of the leave on our School. Employees will be required to use sick and/or PTO hours, if available. An extension beyond thirty (30) days may be considered on a case-by-case basis but shall not exceed ninety (90) days (90 total days in a twelve-month period).

Ordinarily, you must request a planned unpaid personal leave at least 30 days before the leave begins. If the need for the leave is not foreseeable, you must request the leave as soon as possible. You should use the School's request form, which is available upon request from Human Resources.

Benefit accrual, such as PSL, PTO, and holiday benefits, will be suspended during the approved leave period and will resume upon return to active employment. Human Resources will contact employees taking personal leave regarding health and supplemental benefit continuation.

SECTION 10 – EMPLOYEE COMMUNICATIONS POLICY

COMMUNICATIONS POLICY

Every employee is responsible for using PCA’s computer system, including, without limitation, its computers, laptops, iPads, tablets, cellular phones, electronic mail (Email) system, telephone, video conferencing, voicemail, facsimile systems and the internet (“Communications Systems”), properly and in accordance with this policy. Any questions about this policy should be addressed to the employee’s immediate supervisor.

The School has provided each staff member with a laptop for the purpose of performing all School related functions. It is required that all staff use School issued laptops and refrain from using personal computers for School business, unless staff receives prior written permission from their supervisor to use a personal computer for a limited period of time.

The School and technology department utilize best practices for securing and maintaining laptops. The efforts and systems used are in place to:

- Create a secure, reliable and safe computing environment
- Prevent data loss, including Personally Identifiable Information (PII), confidential or proprietary information
- Have data and management safeguards in place in the case of lost or stolen laptops
- Reduce overall risk of identity theft, work stoppage, data loss/ransoms, etc. and maintain compliance with Cybersecurity Insurance policies

School staff:

- SHOULD NOT use a personal computer/laptop to perform regular work duties
- SHOULD NOT store any PII, confidential or proprietary information to a personal device

The School acknowledges that using email and viewing/editing documents via a personal computer/laptop may occur and is allowed only in limited circumstances with prior written permission.

The School and technology department require that all staff implement MFA (multi factor authentication) wherever possible and require that any instance of a lost personal device that has ever accessed your School email/Drive/systems be reported to the technology department and your supervisor immediately so your passwords can be reset and accounts secured, especially critical in the case of saved passwords on a personal device.

Failure to adhere to this policy may result in discipline, up to and including potential termination.

The Communication Systems are the property of PCA and have been provided for use in conducting PCA business. All communications and information transmitted by, received from, created, or stored in PCA’s Communication Systems are records and property of PCA. The Communication Systems are to be used for School purposes only. Employees may, however, use PCA technology resources for the following

incidental personal uses so long as such use does not interfere with the employee's duties, is not done for pecuniary gain, does not conflict with PCA business, and does not violate any PCA policies:

- To send and receive necessary and occasional personal communications.
- To use the telephone system for brief and necessary personal calls; and
- To access the internet for brief personal searches and inquiries during meal periods or other breaks, or outside of work hours, provided employees adhere to all other usage policies.

No Expectation of Privacy

PCA has the right, but not the duty, to monitor any and all of the aspects of its Communication Systems, including, without limitation, reviewing documents created and stored on its Communication Systems, deleting any matter stored in its system (including, without limitation, its Email and word processing systems), monitoring sites visited by employees on the internet, monitoring chat and news groups, reviewing material downloaded or uploaded by users to the internet, and reviewing Email, voicemails, and instant messages sent and received by users. Further, PCA may exercise its right to monitor its Communications Systems for any reason and without the permission of any employee. Employee use of PCA's Communication Systems constitutes consent to all the terms and conditions of this policy.

Even if employees use a password to access the Communication Systems (or any aspect thereof), the confidentiality of any message stored in, created, received, or sent from PCA's Communication Systems is not assured. Use of passwords or other security measures does not in any way diminish PCA's right to monitor and access materials on its Communication Systems, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed PCA upon request for any reason that PCA, in its discretion, deems appropriate. Further, employees should be aware that deletion of any Email messages, voicemails or files would not truly eliminate the messages from the system. All Email messages, voicemails and other files may be stored on a central back-up system in the normal course of data management.

Employees have no expectation of privacy in anything they view, create, store, send, or receive on the Communication Systems.

Notwithstanding the foregoing, even though PCA has the right to retrieve, read, and delete any information viewed, created, sent, received, or stored on its Communication Systems, Email messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any Email messages that are not sent to them or by them. Any exception to this policy must receive the prior approval of the Executive Director.

Professional Use of Communication Systems Required

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Emails and other text communications, in particular, are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write Email communications with no less care, judgment, and responsibility than they would use for letters or internal memoranda written on PCA letterhead.

Offensive and Inappropriate Material

PCA's policy against discrimination and harassment, sexual or otherwise, applies fully to PCA's Communication Systems, and any violation of that policy is grounds for discipline up to and including discharge. Therefore, no Email messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other characteristic protected by law. Further, material that is fraudulent, harassing, abusive, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, unlawful, inappropriate, or offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or any other characteristic protected by law) may not be downloaded from the internet or displayed or stored in PCA's computers. Likewise, material or graphics political in nature are not allowed to be used or displayed during work hours. Employees encountering or receiving this kind of material should immediately report the incident to their Executive Director.

PCA may (but is not required) to use software to identify inappropriate or sexually explicit internet sites. Such sites may be blocked from access by PCA networks. Employees who encounter inappropriate or sexually explicit material while browsing on the internet should immediately disconnect from the site, regardless of whether the site was subject to PCA's blocking software.

Licenses and Fees

Employees may not agree to a license or download any material over the internet for which a registration fee is charged without first obtaining the express written permission of the Executive Director.

Games and Entertainment Software

Employees may not use a PCA internet connection to download games or other entertainment software, or to play games over the internet.

Confidential Information

Employees may not transmit information over the internet or through email that is confidential or proprietary. Employees are referred to PCA's "Confidential Information" policy, contained herein, for a general description of what PCA deems confidential or proprietary. When in doubt, employees must consult their immediate supervisor and obtain approval before transmitting any information that may be considered confidential or proprietary.

Copyrights and Trademarks

PCA's Communication Systems may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from the Executive Director. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult a supervisor.

Any PCA approved material that is posted or sent via its computer system should contain all proper copyright and trademark notices. Absent prior approval from a supervisor to act as an official representative of PCA, employees posting information must include a disclaimer in that information

stating, “Views expressed by the author do not necessarily represent those of PCA.”

Maintenance and Security of the System

Employees must not deliberately perform acts that waste resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the internet, playing games, streaming video or audio files, engaging in online chat groups, printing excessive copies of documents, or otherwise creating unnecessary network traffic. Because audio, video, and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related. In addition, employees should routinely delete outdated or otherwise unnecessary voicemails, Emails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

To ensure security and to avoid the spread of viruses, employees accessing the internet through a computer attached to PCA’s network must do so through an approved internet firewall. Accessing the internet directly by modem is strictly prohibited unless the computer you are using is not connected to PCA’s network.

Files obtained from sources outside PCA including disks brought from home; including files downloaded from the internet, news groups, bulletin boards, or other online services; files attached to email; and files provided by students, parents, or vendors, may contain dangerous computer viruses that may damage PCA’s computer network. Employees should never download files from the internet, accept email attachments from outsiders, or use disks from non-PCA sources, without first scanning the material with PCA approved virus checking software. If you suspect that a virus has been introduced into PCA network, notify technology personnel immediately.

Violations of this Policy

Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.

Amendment and Modification of this Policy

PCA reserves the right to modify this policy at any time, with or without notice. PCA may require employees to acknowledge and comply with a separate Acceptable Use Policy for Internet and Network Resources, which shall control in the event of a conflict.

SOCIAL MEDIA AND VIDEO CONFERENCING POLICIES

PCA has adopted the following policy with regard to employees’ behavior on social networking sites including but not limited to Facebook, Twitter, LinkedIn, Pinterest, Instagram, Snapchat and YouTube. PCA has also adopted a policy regarding employees’ behavior during video conferencing. If you wish to use networking protocols or set up a social media site as a part of the educational process, please work with your administrators and technology staff to identify and use a restricted, School-endorsed networking platform. Such sites will be the property of the School who will have unrestricted access to, and control

of, such sites.

This policy is intended to supplement, not replace, the School's other policies, rules, and standards of conduct. For example, School policies on confidentiality, use of School equipment, professionalism, employee references and background checks, workplace violence, unlawful harassment, and other rules of conduct are not affected by this policy.

You are required to comply with the following rules and guidelines when participating in social media activities that are governed by this policy:

- Comply with the law at all times. Do not post any information or engage in any social media activity that may violate applicable local, state, or federal laws or regulations.
- Do not engage in any discriminatory, harassing, or retaliatory behavior in violation of School policy.
- Respect copyright, fair use, and financial disclosure rules and regulations. Identify all copyrighted or borrowed material with proper citations and/or links.
- Maintain the confidentiality of the School's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications. This prohibition applies both during and after your employment with the School.
- Do not post confidential information (as defined in this Handbook) about the School, its employees, or its students. Remember that most student information is protected by the Family Educational Rights and Privacy Act, including any and all information that might identify the student. Publicizing student work and accomplishments is permitted only if appropriate consents are obtained.
- While limited and incidental social media activities at work may be tolerated, such social media activities may not interfere with your job duties or responsibilities. Do not use your School-authorized e-mail address to register on social media websites, blogs, or other online tools utilized for personal use.
- Be knowledgeable about and comply with the School's background check procedures.
- Be knowledgeable about and comply with the School's reference policy. Do not provide employment references for current or former employees, regardless of the substance of such comments, without prior approval from the School.
- We encourage you to be fair and courteous to fellow employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of the School. We also encourage you to avoid posting statements, photographs, video, or audio that could be reasonably viewed as malicious, obscene, threatening, or intimidating, that disparage employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of the School, or that might constitute harassment or bullying.
- Make sure you always try to be honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Please do not post any information or rumors that you know to be false about the School, fellow employees, students, parents, vendors, customers,

suppliers, people working on behalf of the School, or competitors.

- Never represent yourself as a spokesperson for the School unless authorized to do so. If you publish social media content that may be related to your work or subjects associated with the School, make it clear that you are not speaking on behalf of the School and that your views do not represent those of the School, fellow employees, students, parents, vendors, customers, suppliers, or other people working on behalf of the School. It is best to use a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of the School.”
- Never be false or misleading with respect to your professional credentials.
- Do not take any photos, videos, or other media in the workplace or on the School’s premises or at School functions without permission of the School. It is your responsibility to ensure that your posts do not contain any prohibited information, or Confidential Information, including, but not limited to, photos, videos, or other media referencing or relating to student information, even if the student(s) is/are not specifically identified by name but could be easily determined or may be perceived as identifying any student or group of students. Violations may result in disciplinary action, up to and including termination.
- Supervisors who “friend” subordinates on social media accounts (whether personal or School accounts) are responsible for abiding by this policy at all times and immediately reporting any violations of this policy to. Failure to do so may result in disciplinary action, up to and including termination.

Employees are not to initiate “friendships” with students or parents. Employees shall not accept students as friends on any personal social networking sites and are to decline any student-initiated friend requests. Employees must delete any students already on their “friends” list immediately. Employees should also be aware that participation in social media, even in a private setting, may not remain private and posts may become public knowledge and/or reported to the School.

Employees should weigh whether a particular posting or explicit/implicit message puts their effectiveness as a School employee at risk. PCA encourages employees to post only what they want the world to see. Imagine that students, their parents, or administrators will visit your site as most information is available to the general public even after it is removed from the site. Employees may not discuss students nor post images that include students.

Personal or Professional Blogs

This policy should not be construed, and will not be applied, in a manner that violates employee rights under the National Labor Relations Act.

Employees may not comment on a student’s blog or a student’s other social networking commentaries.

Employees may not use trade names, or logos belonging to the School without express written permission of the Executive Director.

In the event you have any questions about whether a particular social media activity may involve or implicate the School, or may violate this policy, please contact Human Resources. Social media is in a state of constant evolution, and the School recognizes that there will likely be events or issues that are not

addressed in these guidelines. Thus, each School employee is responsible for using good judgment and seeking guidance, clarification, or authorization before engaging in social media activities that may implicate this policy.

Failure to comply with PCA's social media policy will result in disciplinary action, up to, and including, immediate termination.

EQUIPMENT POLICY

PCA attempts to provide all staff members with the equipment and supplies needed to do their job. Providing equipment is a great expense to the School. It is expected that everyone will protect and care for all equipment and supplies issued to them. Staff members are responsible for the cost of lost, stolen, or broken items issued to them including: keys, textbooks, teacher guides, laptops, and any other equipment that may be assigned to them if the loss is due to willful misconduct or gross negligence.

Staff Equipment

Each staff member assigned devices and will be charged for any damages, loss or theft to the laptop caused by willful misconduct or gross negligence.

Although issued to an individual employee, all computing devices are considered the personal property of the primary organizational unit to which the receiving employee belongs and shall be returned upon termination of employment with the School, after reassignment of job duties or immediately upon request at any time by an official of the School.

Employees are expected to take all appropriate measures and precautions to prevent the loss, theft, damage and/or unauthorized use of such equipment. Such precautions shall include, but not be limited to the following:

- Keep the computing device in a locked and secured environment when not being used.
- Do not leave the computing device for prolonged periods of time in a vehicle, especially in extreme temperatures.
- Keep food and drinks away from all computing devices and work areas.
- Do not leave the computing device unattended at any time in an unsecured location (e.g., an unlocked empty office); and
- Keep the computing device in sight at all times while in public places, such as public transportation, airports, restaurants, etc. Should an employee's computing device be lost or stolen, the employee must:
 - Immediately report the incident to their immediate supervisor and/or Executive Director.
 - Obtain an official police report documenting the theft or loss; and
 - Provide a copy of the police report to their immediate supervisor or Executive Director.

If the employee fails to adhere to these procedures, the employee may be held legally and financially responsible to the School for the replacement of such equipment.

The School is under no legal, financial or other obligation to provide for a replacement computing device to any employee whose device is lost, stolen or damaged.

There is no expectation of privacy in School equipment. The School may add security and other tracking technology to any and all computing devices issued by it and any and all such usage is subject to management review, monitoring, and auditing by the School. Other audits may be performed on the usage and internal controls as deemed necessary.

Non-compliance with any policies or procedures regarding Employee Computers and Portable Computing Devices issued by the School will result in appropriate disciplinary action and/or reimbursement of any and all costs to the School.

CELL PHONE POLICY

Generally personal cell phone use is not permitted while you are working. Cell phones should be turned off and stored with your other personal belongings while you are working.

Notwithstanding the foregoing, employees may, in the event of an “emergency condition,” access their mobile device or other communications device for seeking emergency assistance, assessing the safety of the situation, or communicating with a person to verify their safety. For purposes of this policy, an “emergency condition” is defined as:

- Conditions of disaster or extreme peril to the safety of persons or property at the workplace or worksite caused by natural forces or a criminal act; or
- An order to evacuate a workplace, a worksite a worker’s home, or the school of a worker’s child due to natural disaster or a criminal act.

If you are required to perform business on a cell phone for PCA while driving, you must utilize the hands-free option on the cell phone or a headset/earpiece device. Sending, writing, or reading text based communications on your cell phone while driving a School vehicle or your own vehicle to conduct School business is prohibited. Text based communications include, but are not limited to, text messages, instant messages, and email.

If you are assigned a School cell phone to conduct School business, please notify your supervisor if the cell phone is misplaced, stolen, or damaged. Personal calls, received or placed, are not allowed on School cell phones.

Telephone Calls and Texting

While at work and during staff meetings, the employee’s undivided attention is expected. Cell phones, texting, and pagers are not allowed so that the activities or discussion are not disturbed. Employees should wait to make personal phone calls during breaks.

NO SOLICITATION/DISTRIBUTION POLICY

PCA’s Communication Systems may not be used to solicit for political causes, commercial enterprises,

outside organizations, or other non-job-related solicitations. Approval from the Executive Director is required before anyone can post any information on commercial on-line systems or the internet.

In order to minimize non-work-related activities that could interfere with providing quality education, teamwork, and safety, PCA has established the following policy concerning solicitation and the distribution of written materials other than those directly related to the School's business.

Non-employees may not solicit or distribute written materials of any kind at any time on premises that are owned, leased, operated, managed, or controlled by PCA.

Employees may not solicit other employees during the workday when either the person doing the solicitation or the person being solicited is engaged in or required to be performing work tasks.

Employees may not distribute written materials of any kind during the workday when either the distributing employee or the employee receiving the materials is engaged in or required to be performing work tasks.

Additionally, distribution of written materials of any kind by PCA employees is prohibited at all times in all working areas on School premises.

Employees may solicit other employees when both parties are on non-work time. Employees may distribute written materials in non-work areas during non-work time.

The sole exceptions to this policy are charitable and community activities supported and approved by PCA.

School bulletin boards are the only areas where any merchandise or notices may be placed. Such items must meet the guidelines established by the School. PCA must approve any postings prior to posting.

PCA reserves the right to discontinue any solicitation or distribution if the activities become disruptive to employees or the efficient operation of the School's business.

Employees are required to leave School premises and other work areas at the completion of their workday. Employees are not permitted to enter or remain on School premises or work areas unless the employee is on duty, scheduled for work, coming to or departing from scheduled work, or otherwise has specific authorization from their supervisor.

Definitions

School "premises": property owned, leased, operated, managed, or controlled by the School, including buildings, parking lots, and play areas that the School has the right to use exclusively or in common with others, vehicles owned or operated by the School.

Work time: any time when employees are engaged in or required to be performing work tasks or are otherwise "on the clock." Work time does not include break periods, meal times, or other periods during the workday when employees are properly not engaged in performing their work tasks.

Work areas: all areas controlled by the School where employees are performing work, except, employee

break areas, and parking lots (non-work areas).

Employee Responsibility

If you have a need to solicit and/or distribute materials on School premises, it must be in compliance with this policy. If you have questions, talk with Human Resources. If solicitation or distribution is conducted within the parameters of this policy, the manner of activities must not harass or intimidate other employees. If you are subjected to such behavior at any time, report the activity to your supervisor. If solicitation or distribution occurs while you are working, report the activity to your supervisor.

ANTI-NEPOTISM POLICY

Policy Statement

It is the policy of PCA to avoid Nepotism, which means to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts of interest, or management disruptions exist due to a relationship between a PCA decision-maker and their Family Member. This policy is to ensure effective supervision, internal discipline, security, safety, and positive morale in the workplace and to avoid the potential for problems of actual or perceived favoritism, conflicts in loyalty, discrimination, and appearances of impropriety or conflict of interest. This policy applies to all PCA board members, employees, individual consultants hired or retained by PCA, and School Services Providers hired or retained by PCA.

Relationships between PCA board members, employees, consultants, or School Services Providers are permissible under the following circumstances:

- Family Members of PCA board members, employees, individual consultants, or School Services Providers shall not be hired for or retained in an employment position if one Family Member would have the authority or be in a position to directly supervise, hire, or discharge the other.
- Any time a board member, employee, individual consultant, or School Services Provider is a Family Member of another, the relationship shall not result in an adverse impact on work productivity or performance. The determination of whether there is an adverse impact shall be in the discretion of the supervisor(s) of the employee(s), consultant(s), or School Services Provider(s), or in the case of a board member, in the discretion of the PCA Board of Directors.
- Any time a board member, employee, individual consultant, or School Services Provider is a Family Member of another, the relationship shall not create an actual conflict of interest under the law, and shall not create a detrimental perceived conflict of interest. The determination of whether there is a detrimental perceived conflict of interest shall be in the discretion of the supervisor(s) of the employee(s), consultant(s) or School Services Provider(s), or in the case of a board member, in the discretion of the PCA Board of Directors.

Definitions

“Family Members” include an employee's parent, child (natural, adopted, or legal guardianship), spouse, domestic partner, brother, sister, grandparent, grandchild, step-relationships within the preceding categories, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, and father-in-law.

“Nepotism” describes a work-related situation in which there is the potential for favoritism toward a Family Member (such as giving a job, promotion, biased performance reviews, or more favorable working conditions) on the basis of the familial relationship.

“School Services Provider” shall mean any provider of School services to PCA, and in the case of an organization shall mean be the responsible individual at such organization that provides School services to PCA.

Procedures

When a Family Member of a current PCA board member, employee, individual consultant, or School Services Provider applies to become a board member or employee, or requests to be a consultant or School Services Provider, the Family Member’s application/request must be denied if a conflict under this policy exists (*e.g.*, if one Family Member would have the authority or be in a position to directly supervise, hire, or discharge the other). Special circumstances may be reviewed by the Board in the event that PCA’s best interests would be served otherwise.

When a Family Member of a current PCA board member, employee, individual consultant, or School Services Provider applies for a transfer to a new employment position within PCA, the Family Member’s application must be evaluated to determine whether a conflict under this policy exists. If a conflict exists, the application for transfer must either be denied or one of the Family Members must seek a position transfer to avoid the conflict, if any such opportunity exists. In the event that no such opportunity exists, the application for transfer must be denied.

In implementing this policy, it is permissible to ask an applicant, potential consultant, or School Services Provider to state whether they have a Family Member who is presently employed by or on the board of PCA, but such information may not be used as a basis for an employment decision except as stated herein.

When a relationship that creates a conflict with this policy occurs during employment, PCA will attempt to arrange a transfer or change in position/duties to eliminate the conflict. If a suitable transfer/change in position/duties is not available, one of the employees may be separated from service. Every attempt will be made to effect transfer or separation on the basis of agreement between the employees involved and PCA. If a mutual agreement is unattainable, the Board will determine, in PCA’s best interest, which employee is to be transferred or separated.

Responsibilities

The Executive Director or designee shall coordinate with the current employee’s direct supervisor to develop appropriate plans to ensure that a Family Member’s employment does not conflict with this policy. If the situation cannot be resolved by a transfer, then the Executive Director or designee will deny the application for employment. Special circumstances may be reviewed by the Board in the event that PCA’s best interests would be served by the employment of a Family Member.

The Executive Director or designee shall investigate reports of Nepotism and take appropriate action. Employees are required to disclose changes in their personal situations to the Executive Director or designee which may be covered by this policy. Supervisors may inquire about the family relationship

between employees to determine the appropriateness of the working relationship under this policy. The Board shall make the final determination concerning potential conflicts with this policy involving the Executive Director.

BUILDING SECURITY/SCHOOL KEYS

All employees who are issued keys to any building or office are responsible for their safekeeping.

You will be assigned all appropriate building keys needed to conduct your daily job responsibilities. You are responsible for all keys. Duplication of any School key is not allowed and strictly prohibited. It is against School policy to loan or distribute your assigned keys to another employee or non-employee of the School. If your School keys are lost, misplaced, destroyed, or stolen, you must report it immediately to the Executive Director.

The last employee, or a designated employee, who leaves the office and /or the School site at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off with exception of the lights normally left on for security purposes. Employees are not allowed on School property before or after hours without prior authorization.

INTERNAL INVESTIGATIONS & SEARCHES

From time to time PCA may conduct internal investigations pertaining to security, auditing, or work-related matters. Employees are required to cooperate fully with and assist in these investigations if required to do so.

In PCA's discretion, employees' work areas (i.e., desks, file cabinets, lockers, etc.) may be subject to a search without notice. Employees are required to cooperate. Because even a routine search for PCA property might result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to PCA. PCA will generally try to obtain an employee's consent before conducting a search of work areas, but it may not always be able to do so. Employees have no expectation of privacy in their work areas.

VIOLENCE IN THE WORKPLACE

PCA has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, bullying, and/or coercion, which involve or affect PCA or which occur on PCA property will not be tolerated. Examples of workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on PCA premises, regardless of the relationship between PCA and the parties involved
- All threats or acts of violence occurring off PCA premises involving someone who is acting in the

capacity of a representative of PCA

Specific examples of conduct, which may be considered threats or acts of violence, include, but are not limited to, the following:

- Hitting or shoving an individual
- Threatening an individual or their family, friends, associates, or property with harm
- Intentional destruction or threatening to destroy PCA property
- Making harassing or threatening phone calls
- Harassing surveillance or stalking (following or watching someone)
- Unauthorized possession or inappropriate use of firearms or weapons

PCA's prohibition against threats and acts of violence applies to all persons involved in PCA's operation, including but not limited to all personnel, contract, unpaid interns, volunteers and temporary workers, and anyone else, including parents on PCA property. Violations of this policy by any individual on PCA property will lead to disciplinary action, up to and including termination and/or legal action as appropriate. All employees are encouraged to report incidents of threats or acts of physical violence of which they are aware to their supervisors or to their Executive Director.

If an employee becomes aware of an imminent act of violence, a threat of imminent violence, or actual violence, emergency assistance must be sought immediately. In such situations, the employee should contact the law enforcement authorities by dialing 911. Immediately after contacting the law enforcement authorities, the employee must report the incident to their direct supervisor, school leadership, and Human Resources.

There will be no retaliation against any employee who brings a complaint in good faith under the Violence in the Workplace Policy or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven. However, disciplinary action may be taken against employees who, in bad faith, make false or frivolous accusations.

In certain circumstances, the School may seek a workplace violence restraining order on behalf of one or more employees in furtherance of its commitment to providing a workplace that is free from acts of violence or threats of violence. To obtain a copy of the School's Workplace Violence Prevention Plan, please contact Human Resources – HRHelp@pacificcoastacademy.org.

SECTION 11 – STANDARDS OF CONDUCT

PERSONAL STANDARDS

To maintain a professional, welcoming, and distraction-free environment for students, families, and colleagues, all staff are expected to adhere to the following dress code guidelines. These standards are in place to reflect the School's commitment to service excellence, inclusivity, and professionalism.

SCHOOL DRESS CODE

General Appearance

Staff should present a clean, neat, and professional appearance at all times. Clothing should be appropriate for a public service setting and must not interfere with the performance of duties or the comfort of others.

Acceptable Attire

- School issued shirts and hats
- Business casual or professional attire (e.g., polo shirts, blouses, slacks, khakis, dresses, skirts).
 - Library Staff must wear school-issued shirts when interfacing with families. School-issued hats are acceptable for outdoor events but optional.
 - If you are in a position where you are moving items outdoors, knee-length shorts are acceptable.
- Comfortable footwear suitable for extended standing or walking. *If you are in a position where you are moving items or furniture, please wear closed-toe shoes.
- Name badges must be worn when interfacing with families

Unacceptable Attire or Accessories

- Clothing with offensive or inappropriate graphics or language
- Excessively casual items such as pajama pants, shorts, yoga pants, crop tops, tank tops, or ripped jeans
- Jeans or slacks with embellishments, such as patterned fabric, sequins, or embroidered designs
- Short skirts more than 3 inches above the knee
- Visible undergarments or clothing that is excessively revealing

Tattoos

Visible tattoos are permitted provided they are not offensive, obscene, or discriminatory in nature. Tattoos that may be perceived as inappropriate in a professional or customer-facing environment must be covered during work hours.

Teeth and Oral Accessories

To maintain a professional appearance and minimize distractions:

- Visible dental jewelry (e.g., tooth gems, grills, or other ornamental tooth accessories) is not permitted while on duty.
- Staff may wear clear or medically necessary dental devices, provided they do not detract from a professional appearance.

Hair

Hair should be clean and neatly groomed. Hairstyles should not be distracting in the workplace and should reflect a professional appearance.

STAFF-STUDENT INTERACTIONS

Boundaries Defined

For the purposes of this policy the term “boundaries” is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing beyond the boundaries of a student-teacher relationship is deemed an abuse of power and a betrayal of public trust. **Boundary violations may lead to discipline up to and including termination.**

Acceptable and Unacceptable Behavior

Some activities may seem innocent from a staff member’s perspective, but some of these activities can be perceived as flirtation or sexual insinuation from a student or parental point of view. The purpose of the following lists of unacceptable and acceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, inappropriate ~~or~~ sexual misconduct, **or “grooming.” Grooming is defined as an act or series of acts by a sexual predator to gain physical and/or emotional control by gaining trust (of staff and/or family and a minor) and desensitizing the minor to various forms of touching and other intimate interaction.**

Staff members must understand their own responsibilities for ensuring they do not cross the boundaries as written in this policy. **If a student specifically requests that they not be touched, then that request must be honored. Violations could subject the teacher or staff member to discipline up to and including termination.** Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for any required disciplinary purposes. Thus, it is critical that all employees study this policy thoroughly and apply its spirit and intent in their daily activities.

Unacceptable Behaviors

These lists, and any subsequent lists, are not meant to be all-inclusive, but rather illustrative of the types of behavior addressed by this policy.

- Giving gifts to an individual student that are of a personal and intimate nature **(including photographs); or items such as money, food, outings, electronics, etc. without the written pre-approval of the Executive Director. It is recommended that any such gifts be filtered through your**

Senior Director along with the rationale therefore.

- Staff are not permitted to contact students through any of the following methods unless the communication is school-related, uses approved platforms, and includes a parent/guardian or another staff member:
 - Personal emails or text messages
 - Comments on students' social media accounts
 - Phone calls
 - Notes or letters
 - Any communication through private or unapproved platforms
- Private social media accounts may not be used to communicate with students under any circumstances.
- Any communication with students that could be perceived as “flirting”
- Kissing of ANY kind
- Massage [Note: Prohibited in athletics unless provided by massage therapist or other certified professional in an open public location. Coaches may not perform massage or rub-down. Permitted in special education only as instructed under an IEP or 504 plan.]
- Full frontal or rear hugs and lengthy embraces
- Sitting students on one’s lap (grades 3 and above)
- Touching buttocks, thighs, chest or genital area
- Wrestling with students or other staff member except in the context of a formal wrestling program
- Tickling or piggyback rides
- Any form of sexual contact
- Furnishing alcohol, tobacco products, or drugs or failing to report knowledge of such
- “Dating” or “going out with” a student
- Taking photographs or videos of students for personal use or posting online
- Undressing in front of a student
- Leaving campus alone with a student for lunch
- Sharing a bed, mat, or sleeping bag with a student
- Any type of unnecessary physical contact with a student in a private situation
- Intentionally being alone with a student away from School
- Making, or participating in, sexually inappropriate comments
- Sexual jokes, or jokes/comments with sexual overtones or double-entendres
- Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator
- Listening to or telling stories that are sexually oriented
- Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding
- Becoming involved with a student so that a reasonable person may suspect inappropriate

behavior

- Giving students a ride to/from School or School activities without parental permission
- Being alone in a room with a student at School with the door closed
- Going into PCA students' homes during work hours unless there is a special work-related circumstance and express permission has been granted by executive leadership
- Bringing your own children into PCA students' homes
- Bringing your own children to LP Meetings
- Bringing your own children to Professional Development Meetings
- Having your children visible or audible when conducting any work-related duty
- Allowing students in your home during work hours
- Remarks about the physical attributes or physiological development of anyone
- Excessive attention toward a particular student
- ~~Sending emails, text messages, Facebook responses, or letters to students if the content is not about School activities~~

Acceptable and Recommended Behaviors

- Obtaining parent's written consent for any School activity (exclusive of tutorials)
- Obtaining formal approval (site and parental) to take students off School property for activities such as field trips or competitions
- Emails, text-messages, phone conversations, and other communications to and with students, if permitted, must be professional and pertain to School activities or classes (communication should be initiated via School-based technology and equipment)
- Keeping the door open when alone with a student
- Keeping reasonable and appropriate space between you and the student
- Stopping and correcting students if they cross your own personal boundaries
- Keeping parents informed when a significant issue develops about a student
- Keeping after-class discussions with a student professional and brief
- Immediately asking for advice from senior-staff or administration if you find yourself in a difficult situation related to boundaries
- Involving your supervisor in discussion about boundaries that have the potential to become more severe (including but not limited to: grooming or other red flag behaviors observed in colleagues, written material that is disturbing, or a student's fixation on an adult)
- Making detailed notes about an incident that in your best judgment could evolve into a more serious situation later
- Recognizing the responsibility to stop unacceptable behavior of students and/or co-workers
- Asking another staff member to be present, or within close supervisory distance, when you must be alone with a student after regular School hours
- Prioritizing professional behavior during all moments of student contact
- Asking yourself if any of your actions, which are contrary to these provisions, are worth sacrificing

your job and career

This policy does not prevent: 1) touching a student for the purpose of guiding them along a physical path; 2) helping them up after a fall; or 3) engaging in a rescue or the application of Cardio Pulmonary Resuscitation (CPR) or other emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self-defense or in the defense of another. Restraining a child who is trying to engage in violent or inappropriate behavior is also allowed. Only such force as necessary to defend one's self, another person, or the child or to protect property is legally permitted. Excessive force is prohibited.

Reporting

When any staff member becomes aware of another staff member, volunteer, guest or vendor having crossed the boundaries specified in this policy, or has a reasonable suspicion of misconduct, they must report the suspicion to their immediate supervisor or the Executive Director promptly. Reasonable suspicion means it is based on facts which would lead a reasonable person to believe the conduct occurred. Prompt reporting is essential to protect students, the suspected staff member, any witnesses, and the School as a whole. Employees must also report to the administration any awareness of, or concern about, student behavior that crosses boundaries, or any situation in which a student appears to be at risk for sexual abuse.

Investigating

The School will promptly investigate and document the investigation of any allegation of sexual misconduct or inappropriate behavior, using such support staff or outside assistance, as it deems necessary and appropriate under the circumstances. Throughout this fact-finding process, the investigating administrator, and all other privy to the investigation, shall protect the privacy interests of any affected student(s) and/or staff member(s) including any potential witnesses, as much as possible.

Consequences

Staff members who have violated this policy will be subject to appropriate disciplinary action, and where appropriate, will be reported to authorities for potential legal action.

CUSTOMER & PUBLIC RELATIONS

The School's image in front of students, parents (i.e., our "customers") and the general public is critical to our success. All employees are expected to be prompt, polite, courteous and attentive to our customers and the public. It is possible an employee may come into contact with a dissatisfied or hostile individual based on the nature of the employee's work. If this happens, you should immediately notify your supervisor or the Executive Director. We will absolutely not tolerate conduct toward our customers or the general public that might be interpreted as unlawful discrimination or harassment. If you witness conduct in violation of this policy, you should immediately bring it to the attention of your supervisor or the Executive Director.

STANDARDS OF CONDUCT AND CIVILITY

At PCA, we are committed to upholding the highest standards of personal integrity and conduct. These

standards are based on our dedication to treating people with dignity, respect, and civility, and taking individual and collective responsibility for our conduct. The manner in which we conduct ourselves defines us and how we are perceived by others. As School employees, we also serve as role models to our students.

PCA employees are accountable for integrity in conduct and for the consequences of their actions or inactions. The highest of ethical standards are expected in all matters internal, as well as with students, parents, and the community at large. All employees and any individuals acting on behalf of PCA are required to conduct themselves in compliance with the essence of this Standards of Conduct and Civility policy. Any concerns must be promptly reported to a supervisor or the Human Resources. Failure to comply with this policy may result in disciplinary action, up to and including termination.

Children must have adult supervision at all times. Separate, specific supervision of staff members' children must be secured (at employee's expense) while staff members are performing work duties.

CIVILITY

- Everyone treats each other with civility, dignity, respect and professionalism at all times
- Employees exercise emotional self-control and sensitivity to feelings of others not with blame or recrimination
- Employee behavior supports an environment where everyone feels safe, secure and respected.

PROHIBITED CONDUCT

The following is a list of conduct that is prohibited and will not be tolerated by the School. It is not an all-inclusive list, but rather a list designed to give examples of the types of conduct prohibited by the School.

- Falsification of employment records, employment information, or other School records
- Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time card, either your own or another's
- ~~Damage, defacing, unauthorized removal, destruction, theft, deliberate or careless damage or loss of any School property or the property of any employee or third-party Theft, deliberate or careless damage, or loss of any School property or the property of any employee or customer~~
- Provoking a fight or fighting during working hours or on School property
- Participating in horseplay or practical jokes on School time or on School premises where such conduct might be a safety risk or might be interpreted as offensive
- Carrying firearms or any other dangerous weapons on School premises at any time or while acting on behalf of the School
- Any conduct that has gained sufficient notoriety so as to impair the employee's School-related relationships
- Any willful conduct that endangers the safety, health or wellbeing of another individual
- Any act of sufficient magnitude to cause disruption of work or gross discredit to the School
- Unprofessional conduct

- Immoral or indecent conduct
- Intimidating or interfering with other employees
- Unfitness for service
- Violation of the Substance and Alcohol policy
- Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of administration, or the use of abusive or threatening or abusive language toward a supervisor or member of administration
- Inefficiency including deliberate restriction of output, carelessness or unnecessary waste of time and materials, neglect of job, duties or responsibilities
- Unreported absence on scheduled workdays unless otherwise excused
- Excessive tardiness or absenteeism unless otherwise excused
- Unauthorized use of School equipment, time, materials, facilities, or the School name
- Sleeping or malingering on the job
- Gambling on School premises
- Conducting personal business during business hours and/or unauthorized use of School equipment for personal reasons
- Failure to observe working schedules, including the required rest and meal periods
- Soliciting other employees for membership, funds, or other similar activity in connection with any outside organization during your working time or the working time of the employee(s) solicited
- Distributing unauthorized literature or any written or printed material during working time or in work areas ("Working time" does not include your meal and break periods.)
- Failure to timely notify your supervisor when you are unable to report to work absent extenuating circumstances
- Failure of an employee to obtain permission to leave work for any reason during normal working hours
- Abuse of sick leave
- Violation of the Communications Policy
- Violation of the Standards of Conduct and Civility Policy
- Violation of the Conference and Off-Site Event Conduct Policy
- Failure to provide a physician's certificate when requested or required to do so
- Violating the School's Personal Standards or dress code
- Breaching confidentiality
- Making derogatory racial, ethnic, religious, or sexual remarks or gestures; any violation of the Harassment and/or Equal Employment Opportunity policy; or using profane or abusive language at any time on School premises or during working hours
- Violation of any safety, health, security, or School rule
- Negligence or other conduct leading to the endangerment or harm of a child or children
- Working overtime without authorization or refusing to work assigned overtime
- Unsatisfactory job performance
- Willfully or maliciously making false statements regarding any co-worker or submitting a

complaint known to be false.

- Failure to possess or maintain the credential or certificate or license required of the position.
- Failure to disclose a pending action against the employee's credential by the California Commission on Teacher Credentialing

CONFERENCE AND OFF-SITE EVENT CONDUCT

While conferences and off-site events may include social components outside of standard working hours, employees are expected to conduct themselves in a manner consistent with the School's professional standards at all times during such events.

Code of Conduct Applies at All Times

Employees are reminded that the School's Code of Conduct, Harassment Policy, and Alcohol & Substance Use Policy apply during all work-related travel, conferences, off-site events, and after-hours gatherings associated with such events, regardless of whether the event is "on the clock."

Alcohol Consumption

Moderate alcohol consumption may be permitted at certain School-sponsored events; however, it is only allowed after business hours and once all work sessions have concluded. Employees who choose to consume alcohol do so of their own accord. The School does not encourage alcohol consumption, nor will any School funds be used to purchase alcohol. Employees are expected to drink responsibly and maintain appropriate behavior at all times. Excessive drinking, public intoxication, or any conduct that reflects poorly on the School or causes discomfort to others is strictly prohibited.

Personal Relationships

While the School respects employees' personal lives, romantic or sexual relationships between coworkers during School events—including after hours—can lead to complications, perceptions of favoritism, or harassment claims. All employees are expected to avoid inappropriate behavior, maintain professionalism, and comply with the School's policies on sexual harassment, conflict of interest, and disclosing workplace romantic relationships.

Harassment-Free Environment

All employees must maintain a harassment-free and inclusive environment. Unwelcome advances, suggestive behavior, or any conduct of a sexual nature that could make others uncomfortable may result in disciplinary action, up to and including termination.

Accountability

Employees who fail to meet these expectations may be subject to disciplinary action, including but not limited to warnings, removal from future travel privileges, or termination. Managers are expected to model appropriate behavior and take steps to address any issues that arise.

Reporting Concerns

Employees are encouraged to report any inappropriate conduct that occurs during conferences or off-site events, even if it happens outside of typical working hours. Reports will be taken seriously and handled promptly and confidentially.

CONFIDENTIAL INFORMATION

It is important to the School to protect and preserve its trade secrets and confidential information. Confidential information includes, but is not limited to, student information, all student lists, techniques and concepts, marketing plans, design specifications, design plans, strategies, forecasts, bid plans, bid strategies, bid information, contract prices, new products, software, computer programs, writings, and all know-how and show-how whether or not protected by patent, copyright, or trade secret law.

The School prohibits audio or video recordings in the workplace, during working hours, without authorization of the School due to privacy and confidentiality concerns and protections.

The School devotes significant time, energy, and expense to develop and acquire its trade secrets and confidential information. As an employee of the School you will, during the course of your employment, have access to and become familiar with various trade secrets and confidential information that are owned by the School. An employee shall not, directly or indirectly, disclose or use any of the foregoing information other than for the sole benefit of the School, either during the term of your employment or at any other time thereafter. This information shall not be disclosed except through normal channels and with authorization. Any and all trade secrets or confidential information shall be returned to the School during extended leaves of absence or upon termination.

During your employment with the School, you will not be permitted nor required to breach any obligation to keep in confidence proprietary information, knowledge, or data acquired during your former employment. You must not disclose to the School any confidential or proprietary information or material belonging to former employers or others.

Upon an extended leave of absence, request from the School or termination of employment, employees are required to immediately return to the School all property of the School in as good condition as when received (normal wear and tear excepted) including, but not limited to, all files, records, documents, drawings, specifications, lists, equipment and supplies, promotional materials, and similar items relating to the business of the School. This policy also encompasses any and all identifying or confidential information of all former and current students which is protected under the Family Educational Rights and Privacy Act.

Violations of this policy may result in disciplinary action, up to and including termination.

If you receive a request by a parent/guardian to provide a narrative about a student's participation in the School's program for purposes of a child custody dispute, inform the parent/guardian that it is not the policy of the School to provide such information without a subpoena. If the parent/guardian requests copies of a student's educational records, please refer them to the records department, which may be

reached at (619) 215-0704 x430 or records@pacificcoastacademy.org. If you receive a subpoena to provide testimony or records about a particular student, please contact your administrator.

CONFLICTS OF INTEREST

All employees must avoid situations that result in actual or even potential conflicts of interest. Personal, social, and economic relationships with competitors, suppliers, customers, parents, or co-employees that may impair an employee's ability to exercise good judgment on behalf of the School or which give the appearance of such impairment create an actual or potential conflict of interest. For example, romantic or personal relationships between a supervisor and subordinate employee can lead to supervisory problems, claims of harassment, and morale problems.

Any employee involved in such situations or relationships must immediately and fully disclose the nature of the situation or relationship to the Executive Director so a determination can be made as to whether an actual or potential conflict exists, and if so, how to correct the situation.

Employees shall not be financially interested in any contract made by them in their official capacity.

PCA expects employees to devote their best efforts to the interests of our School. PCA recognizes your right to engage in activities outside of your employment, which are of a private nature and unrelated to our business. However, outside activities (second jobs, side businesses, clubs, etc.) must not interfere with your ability to fully perform your job duties at PCA or create a conflict of interest with your statutory duty of loyalty to the School. The School prohibits employees from working with another School or external organization that competes with PCA whether as a regular employee or as a consultant.

If you have any questions whether an action or proposed course of conduct would create a conflict of interest, you should immediately contact the Executive Director to obtain advice on this issue. A violation of this policy will result in immediate and appropriate discipline, up to and including, immediate termination.

This policy is in addition to PCA's Revised Nonprofit Conflict of Interest Policy and Conflict of Interest Code.

Outside Employment

If you are a full-time employee we expect that you devote your full professional effort to your position at PCA. If you wish to participate in outside work activities you are required to obtain written approval from the Executive Director prior to starting those activities. Approval will be granted unless the activity conflicts with PCA's interests. In general, outside work activities are not allowed when they:

- Prevent you from performing work for which you are employed at PCA.
- Involve organizations that are doing or seek to do business with PCA including actual or potential vendors.
- Violate provisions of law or PCA policies or rules.
- When the employee is on a medical leave (FMLA/CFRA/PDL or any other medical leave).

Your obligations to PCA must be given priority. Full-time employees are hired and continue employment

with the understanding that PCA is their primary employer and that other employment, commercial involvement or volunteer activity that is in conflict with the business interests of the School is strictly prohibited.

POLICY REGARDING INCONSISTENT, INCOMPATIBLE OR CONFLICTING EMPLOYMENT, ACTIVITY OR ENTERPRISE BY SCHOOL PERSONNEL

Policy Statement

It is the policy of PCA that its officers and employees may not engage in any outside activity, employment, or enterprise for compensation which is inconsistent, incompatible with, or in conflict with, their duties as an officer or employee of PCA. During working hours or on School premises, officers or employees shall not engage in political or religious activities, or recruit or solicit students or members of the public for political or religious activities.

An officer's or employee's outside activity, employment, or enterprise for compensation shall be determined to be inconsistent, incompatible with, or in conflict with, their duties as an officer or employee of PCA if any of the following apply:

- It involves the use of PCA time, facilities, equipment, supplies, or the officer's or employee's position or influence with PCA, for private gain or advantage.
- It involves receipt or acceptance by the officer or employee of any money or other consideration for the performance of an act that would otherwise be required within the scope of the officer or employee's duties with PCA.
- It involves the performance of an act as part of the outside activity that involves services performed for PCA.
- It affects the officer's or employee's work hours, interferes or conflicts with the officer's or employee's job duties, raise any ethical or conflict of interest concerns, or create any conditions that impact the officer's or employee's job performance.

Officers and employees may not use PCA's name, logo, supplies, equipment or other property in connection with any outside activities.

Procedure

In the event that an officer or employee believes that an outside activity for compensation may be inconsistent, incompatible with, or in conflict with, their duties as an officer or employee of PCA, the officer or employee shall obtain a written determination of the Executive Director or designee that the outside activity is not in violation of this policy before engaging in such activity.

EXPENSE REIMBURSEMENT POLICY

PCA will reimburse employees for certain reasonably necessary business expenses incurred in the furtherance of PCA business. In order to be eligible for reimbursement, employees must follow the protocol set forth in the School's relevant fiscal and accounting policies and procedures. In general, the

immediate supervisor must have previously approved all expenses, prior to the employee spending money. All receipts pertaining to the reimbursement must be original and detailed, and should be submitted to the appropriate supervisor for review and approval, prior to submission for final approval and payment.

POLICY CONFIRMING RESTRICTION ON THE PROVISION OF FUNDS OR OTHER THINGS OF VALUE TO STUDENTS, PARENTS OR GUARDIANS

Policy Statement

It is the policy of PCA that PCA shall not provide any funds or thing of value to any student or their parent or guardian that a school district could not legally provide to a similarly situated student, or their parent or guardian. PCA does not and shall not provide, for example, “sign up bonuses” to parents or guardians or other incentives unrelated to education.

Additionally, a student, parent or guardian shall not use their status as a student, parent or guardian with PCA in order to obtain funds or things of value from PCA. For example, this policy prohibits an individual from utilizing their status as a parent or guardian to obtain a vendor contract with PCA for compensation. It also prohibits an individual from utilizing their status as a parent or guardian to refer or encourage any students enrolled in PCA, or their parents or guardians, to select that individual or their company or their another provider of services, in connection with the student’s education at PCA, resulting in the individual’s receipt of funds or thing of value from PCA.

Procedures

The prior approval of the Executive Director or designee must be obtained for any of the following in order to ensure that it does not conflict with this policy:

- Any funds or thing of value provided to a student, parent or guardian which has not previously been approved. This applies in any situation in which a student, parent or guardian would any funds or thing of value, whether in their capacity as a student, parent, guardian, vendor, service provider or other circumstance.
- Any proposed incentive to be offered to students or parents.

In requesting approval, the educational purpose of any such funds, thing of value or incentive must be provided to the Executive Director or designee.

SECTION 12 – SAFETY

SUBSTANCE AND ALCOHOL POLICY

It is the intent of PCA to promote a safe, healthy and productive work environment for all employees. The School recognizes that the illegal and/or excessive use of drugs and/or alcohol is not conducive to safe working conditions, employees' health, efficient operations, or School success.

For purposes of this policy, "illegal drugs" includes, but is not limited to, substances that are prohibited by law (such as cocaine, heroin, etc.), controlled substances, marijuana (including medicinal marijuana, and marijuana vaping or other recreational marijuana use), and prescription drugs (if they are not prescribed for the person using them and/or not being used as prescribed). "Drug paraphernalia" means any accessory for the use, possession, manufacture, distribution, dispensation, purchase, or sale of illegal drugs. "Under the influence" means that the employee is affected by alcohol, prescription medication that impairs cognitive or physical functions, and/or illegal drugs in any detectable manner.

The School complies with all Federal and State regulations regarding drug use while on the job. This policy prohibits the following:

- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol during working hours, including meal and break periods, or in the presence of pupils
- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol on School property at any time
- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol while attending a School function or event
- Storing alcohol (if unauthorized), illegal drugs, or drug paraphernalia in a locker, desk, automobile, or other repository on the School's premises
- Refusing to submit to an inspection or testing when requested by administration
- Being under the influence of illegal drugs, prescription medication that impairs cognitive or physical functions and/or alcohol during working hours, while on the School's premises and/or attending a School function or event
- Conviction under any criminal drug statute for a violation occurring in the workplace, including failure to notify the School in writing of employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than 5 calendar days after such conviction; or
- Failure to keep all prescribed medicine in its original container

Employees taking physician-prescribed medications, which impairs the employee's job performance, (including medical prescribed or recreational marijuana) should not report to work. In addition, if you are required to take any kind of prescription or nonprescription medication that will affect your ability to perform your job, you are required to report this to Human Resources. Human Resources will determine if it is necessary to temporarily place you on another assignment or take other action as appropriate to protect your safety and the safety of other employees and students. Employees taking physician-prescribed medication which will not impair their job performance may be required to present a

statement from the prescribing physician to the employee's supervisor indicating the duration of the prescription and stating that the use of the prescription will not impair the employee's ability to perform their specific job duties. This policy does not require or request the prescribing physician or the employee to identify any prescription drug or the medical condition for which it is prescribed. No employee shall use or have in their possession on the School premises any prescription medication other than medications currently prescribed by a physician for the employee.

This policy will not be construed to prohibit the use of alcohol at social or business functions. However, employees must remember their obligation to conduct themselves appropriately at all times while at School-sponsored functions or while representing the School.

The School may at times conduct unannounced searches of School property for alcohol, illegal drugs, drug paraphernalia, and/or unauthorized controlled substances or to ensure compliance with any other School-related policy. This may include desks, storage areas and rooms normally used to store employees' personal property. As a result, employees do not have an expectation of privacy in this regard.

Violation of this Substance and Alcohol Policy may result in disciplinary action, up to and including termination, at the School's sole discretion.

Employees should be aware that participation in a rehabilitation program will not necessarily prevent the imposition of disciplinary action, including termination, for violation of this policy. Employees who undergo voluntary counseling or treatment and who continue to work, if any, must meet all established standards of conduct and job performance.

Compliance with this Substance and Alcohol Policy is a condition of employment at the School. Failure or refusal of an employee to cooperate fully, sign any required document, submit to any inspection, or follow any prescribed course of substance abuse treatment will result in discipline, up to and including termination.

Because the use, sale, purchase, possession, or furnishing of an illegally obtained substance is a violation of the law, the School may report such illegal drug activities to an appropriate law enforcement agency.

The School may require a test by Intoxilyzer, blood test, urinalysis, medical examination of those persons whom the School reasonably suspects of using, possessing, or being under the influence of a drug or alcohol or is acting in such manner that they may harm themselves or another employee.

Any refusal to submit to such testing will be considered a positive screen. An employee's consent to submit to such a test is required as a condition of employment, and an employee's refusal to consent may result in disciplinary action, including termination for a first refusal or any subsequent refusal. The School shall determine the manner in which such testing is conducted with the goal being to ensure that the test results are accurate.

Such a test may be required of employees involved in any work-related accident or unsafe practice where the safety of the employee or other employees was jeopardized. Periodic retesting may also be required following positive test results or after any violation of this policy or rehabilitation.

SMOKING

~~All School buildings and facilities are non-smoking facilities. This includes nicotine and non-nicotine cigarettes including (herbal cigarettes) as well as e-cigarettes, cigars, pipes, vaping and/or (both tobacco and marijuana products). Smoking is prohibited within 20 feet of a school building and within 25 feet of a school playground or event location, whichever is farther.~~

TOBACCO-FREE SCHOOL

The School prohibits the smoking and use of tobacco and nicotine products anytime, anywhere in school owned or lease building(s), on school property and in school owned or leased vehicles. These prohibitions apply to all employees, students, and visitors at any school-sponsored program, activity, or athletic event held on or off school property.

- The definition of tobacco and nicotine products include smokeless tobacco, snuff, chew, clove cigarette, and electronic cigarettes that can deliver nicotine and non-nicotine vaporized solutions.
- Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic device that creates aerosol or vapor or of an oral smoking device for the purpose of circumventing the prohibition of smoking.
- Tobacco products include:
 - Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco or snuff;
 - An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah; and,
 - Any component, part, or accessory of a tobacco product, whether sold or not sold separately.

This policy does not prohibit the use or possession of prescription products and other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as nicotine patch or gum.

Smoking or use of any tobacco-related product or disposal of any tobacco-related waste is prohibited within 25 feet of any playground at School sponsored events, except on a public sidewalk located within 25 feet of the playground. In addition, any form of intimidation, threat, or retaliation against a person attempting to enforce this policy is prohibited.

SECURITY

All employees are responsible for helping to maintain a secure workplace. Be aware of persons loitering for no apparent reason. All staff is expected to question any unknown person seen in the workplace who

does not have a visitor's pass. If you are leaving late at night or are in any other situation that presents security concerns or where you do not feel comfortable, please seek the assistance of your Executive Director, other employees or call 911. Report any suspicious persons or activities to your Executive Director. Never attempt to force an individual to leave the workplace if they are uncooperative. Immediately contact your supervisor or School administrators for assistance or call 911. Secure your desk or work area at the end of the day or when called away from your work area for an extended length of time, and do not leave valuable and/or personal articles that may be accessible in or around your work area. Employees shall not use their cell phone or similar device to engage in any form of audio or video recording on School property without the prior written approval of the Executive Director and the written consent of the individual being recorded. Please report any problems with our security systems to your Executive Director.

VIDEO SURVEILLANCE FOR DANIELSON STREET OFFICE

Pacific Coast Academy ("Charter School") is committed to maintaining a safe and healthy learning environment for all members of the School community. In furtherance of this goal, Charter School has installed security cameras in the hallways, entry ways, inventory rooms, and other locations throughout the administrative office at 13915 Danielson Street, Suites 100, 101, 102 and 200, Poway, California 92064 ("Office") for the safety of visitors and to secure Charter School property.

These systems have visual recording capabilities and the recordings may be retained in Charter School's sole discretion. There are no cameras in restrooms and other similar sensitive locations ("Sensitive Locations").

While in or around the Office, Charter School employees are subject to video surveillance and recording and do not have an expectation of privacy other than while in Sensitive Locations.

PARKED VEHICLES

Employees are responsible for their own parked vehicles and the personal possessions within while parked on PCA property. Be cautious: keep School property and/or personal possessions out of sight and lock your car. Insuring your vehicle and personal property against loss and damage is recommended for your protection.

PERSONAL AUTOMOBILE

Employees who use their own automobiles for travel on authorized School business will be reimbursed for mileage at the rate established by the Internal Revenue Services and in accordance with the School's Reimbursement policies. Employee must have prior supervisory approval for the use of personal vehicles and must carry, at their own expense, the minimum insurance coverage for property damage and public liability.

PERSONAL PROPERTY

PCA cannot be responsible and will assume no liability for any loss or damage to employee personal

property resulting from theft, fire, or any other cause on PCA's premises, including the parking area, or away from School property while on School business PCA employees are prohibited from using personal property for work-related purposes unless approved in advance by the Executive Director.

SAFETY POLICY

PCA is firmly committed to maintaining a safe and healthy working environment. All employees of the School are expected to be safety conscious on the job at all times. All unsafe conditions or hazards should be corrected immediately. Report all unsafe conditions or hazards to your supervisor or Executive Director immediately, even if you believe you have corrected the problem. If you suspect a concealed danger is present on School premises, or in a product, facility, piece of equipment, process, or business practice for which the School is responsible, bring it to the attention of your supervisor or Executive Director immediately. Supervisors should arrange for the correction of any unsafe condition or concealed danger immediately and immediately contact the Executive Director regarding the problem.

All workplace injuries and illnesses must be immediately reported to your supervisor and Human Resources.

PCA has in place a written Injury and Illness Prevention Program as required by law. Please contact Human Resources for further information.

ERGONOMICS

PCA has invested in providing a work environment that is safe for all employees. To lessen the risk of ergonomic hazards, the School will make necessary adjustments to an individual's workstation, educate employees on ergonomic safety, and modify processes when deemed necessary to ensure the well-being and safety of our employees. You should report any ergonomic concerns to your Executive Director.

CHEMICAL EXPOSURE WARNING

Employees should be aware that work areas might contain chemicals known to the State of California to cause cancer or to cause birth defects or other reproductive harm. If you have any questions or concerns about possible chemical exposure in your work area, contact your Executive Director.

SECTION 13 – TERMINATION

VOLUNTARY TERMINATION

PCA will consider an employee to have voluntarily terminated their employment if the employee does any of the following: (1) elects to resign from PCA; (2) fails to return from an approved leave of absence on the date specified without notifying the School for the need for continued leave including failure to communicate with the School; or (3) fails to report for work without notice to PCA for three consecutive work days. PCA requests that employees provide at least two weeks written notice of a voluntary termination. All PCA property must be returned immediately upon terminating employment. PCA retains the right to accept resignation immediately and pay the amount of straight time compensation an employee would have earned in lieu of further performance.

INVOLUNTARY TERMINATION

An employee may be terminated involuntarily for, among other reasons, poor performance, misconduct or other violations of PCA's Rules of Conduct as set forth herein. Notwithstanding the foregoing, or anything else contained in this handbook, PCA reserves the right to terminate any employee at any time, with or without advance notice and with or without cause.

RETURN OF SCHOOL MATERIALS & RESTITUTION POLICY

Staff employed at Pacific Coast Academy may receive access to certain School property during the course of their employment, including staff devices, educational materials, and textbooks, and they are responsible for ensuring that all materials are returned (with reasonable wear and tear).

Pacific Coast Academy may seek restitution when a staff, among other things, willfully cuts, defaces, or otherwise damages or loses any company property caused by a dishonest or willful act, or by the employee's gross negligence. This includes but is not limited to installing unauthorized software applications, modifying, adding, or deleting software, or any alteration to the configuration of any and all IT computing devices - such as laptops and other devices.

EXIT INTERVIEWS

All employees who leave employment at PCA may be asked to take part in an exit interview with their supervisor or Human Resources to communicate their challenges and growth while employed at PCA. Information shared during an exit interview will be treated as confidential to the extent possible. Employees are expected to fully cooperate during the transition of their duties. This includes responding to reasonable questions related to work product, ongoing projects, or work-related tasks, and providing any necessary information to ensure continuity of operations and minimize disruption to workflow. This obligation applies through the employee's final working day.

VERIFICATION AND REFERENCE POLICY

All requests for employment verification, references or personal information verification or disclosures must be directed to Human Resources. Only Human Resources is authorized to provide verifications or references, or disclose personal information, pertaining to current or former employees.

With respect to verification requests, PCA will disclose only the dates of employment and the title of the last position held. PCA will verify or disclose an employee's salary history only if the employee provides written authorization for PCA to provide the information. However, PCA will provide information about current or former employees as required by law or court order. PCA will not provide any letters of reference for current or former employees. Please refer all questions about this policy to Human Resources.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

By my signature below, I acknowledge that I have received a copy of Pacific Coast Academy's ("PCA") Employee Handbook, on the date indicated below and agree to my at-will employment as described below. I acknowledge that it is my responsibility to read and review the Employee Handbook carefully. I also acknowledge that it is my responsibility to ask for clarification if I do not understand any of the policies included in the Employee Handbook.

I also acknowledge that I have received a copy of PCA's Harassment, Discrimination and Retaliation Prevention Policy which is in the Employee Handbook. I understand and agree that it is my responsibility to read and familiarize myself with this policy and all the provisions of the Employee Handbook. I understand that PCA is committed to providing a work environment that is free from harassment, discrimination and retaliation. My signature below certifies that I understand that I must conform to and abide by the rules and requirements described in this policy.

I understand that the Employee Handbook contains important information regarding PCA's expectations, policies and guidelines and that I am expected to comply with these expectations, policies and guidelines at all times. I understand that the Employee Handbook does not provide a binding contract, but provides guidelines for personnel concerning some of PCA's policies.

In particular, I have read and understand PCA's Anti-Nepotism Policy, Policy Regarding Inconsistent, Incompatible or Conflicting Employment, Activity or Enterprise by School Personnel, Policy Confirming Restrictions on the Provision of Funds or Other Things of Value to Students, Parents or Guardians, and restrictions and procedures to avoid Conflicts of Interest.

Just as I am free to terminate the employment relationship with PCA at any time, PCA, in its sole discretion, also reserves the right to modify or terminate the employment relationship with me at any time for any or no reason and with or without notice. Further, there is no agreement, express or implied, written or verbal, between the employee and PCA for any specific period of employment, for continuing or long-term employment, or for guaranteed terms and conditions of employment. No one other than the Executive Director of PCA, with the approval of the Board of Directors, has the authority to alter my employment at-will status, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Further, any such agreement must be in writing and must be signed by the Executive Director. This is the entire agreement between PCA and me regarding this subject. All prior or contemporaneous inconsistent agreements are superseded. If I have an individually negotiated written employment agreement with PCA, then the terms and conditions of that agreement will prevail to the extent it differs from the policies in this Handbook.

PCA reserves the right to modify, alter, add to or delete any of the policies, guidelines or benefits contained in this handbook at any time with or without notice. Other than PCA Board of Directors, no other entity or person has the authority to modify this employee handbook.

Employee Name (print): _____

Employee Signature: _____

Date: _____

Coversheet

2025-2026 Parent Student Handbook

Section:	IV. Consent Agenda
Item:	C. 2025-2026 Parent Student Handbook
Purpose:	
Submitted by:	
Related Material:	PCA 2025-26 Parent Student Handbook_Rev 6.25.25_RED 9.05.25.pdf



Pacific Coast Academy

Parent/Student Handbook

2025-26

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SCHOOL MISSION STATEMENT

MISSION STATEMENT

The mission of Pacific Coast Academy is to develop the individual gifts of students in San Diego County and adjacent counties to become critical thinkers, responsible citizens, and innovative leaders prepared for academic and real-life achievement in the 21st Century. The mission will be accomplished through quality, personalized, standards-based education which could include online coursework, offline textbook work, project-based learning and unique hands-on and experiential learning experiences facilitated in partnership with students, parents, staff, and community.

DESCRIPTION OF THE PROGRAM

Our school respects a family's right to educate their children and strives to offer innovative, personalized learning options for all families. Our programs engage students with a truly personalized learning plan based on their own interests and specific learning needs while preparing them for success both now and in the future. Enrollment in our full-time independent study program is tuition-free. Our School is a public charter school and shall be nonsectarian in its programs, admission policies, employment practices, and all other operations.

Our programs provide students with many opportunities:

- Learn at home or on the go with options for flexible, standards-based learning pathways using choices of secular curriculum, online platforms, and or bundled textbook programs
- Receive guidance, support, and assistance in person and virtually from your assigned credentialed Homeschool Teacher
- Optional field trips and community events
- Numerous and diverse educational vendor services

SCHOOLWIDE LEARNER OUTCOMES (SLOS)

At our schools, we have goals for students that are known as Schoolwide Learner Outcomes (SLOs). SLOs are a part of our schools' culture: they reflect our school vision, the College and Career Readiness standards, and the education of the whole child.

Pacific Coast Students Are:

Inquisitive Learners - Inquisitive learners are investigative, inquiring, ask probing questions, and desire to learn more.

Navigators of the Digital World - Navigators of the digital world who are proficient in the use of technology, media, and online resources.

Self-Directed - Self-directed and motivated students who are able to set attainable goals to achieve academic success.

Personalized Learners - Personalized learners who are able to thrive in the style of education that best fits their individual needs.

Independent Critical Thinkers - Independent critical thinkers who have the ability to problem solve, take ownership, and apply their knowledge to a variety of problems.

Responsible Citizens - Responsible citizens who demonstrate integrity and respect while actively seeking

knowledge of local and global issues.

Effective Communicators - Effective communicators who can thoughtfully articulate their thinking with confidence while collaborating with peers.

WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES (WASC) ACCREDITATION

The WASC process is designed to allow us to go through an in-depth self-study of our school, focusing specifically on organization, curriculum, instruction, assessment, and school culture. We take a close look specifically at our high school students and their success. In addition, we identify and reflect on our progress towards our school-wide learning outcomes (SLOs). The WASC cycle includes targeting our areas of strength and areas of growth and the creation of an action plan to address those areas to increase student achievement.

When a school becomes accredited, it:

- Certifies to the public that the school is a trustworthy institution of learning.
- Validates the integrity of a school's program and student transcripts.
- Fosters improvement of the school's program and operations to support student learning.
- Assures a school community that the school's purposes are appropriate and being accomplished through a viable educational program.
- WASC accreditation is important because the military often requires applicants to be from accredited schools and many school districts and universities will only accept credits from WASC accredited schools.
- Allows high school students' courses, grades, and units to be accepted at more colleges and universities after graduation.

ADMISSIONS, REGISTRATION, & INTAKE

Upon offering enrollment, the following required registration documentation includes: proof of age, immunization record or waiver, housing questionnaire, and proof of residence.

The student must reside within a county our school serves and provide proof of residency prior to registration. Pacific Coast Academy serves San Diego County, Imperial County, Riverside County, and Orange County. If, while attending our school, a family moves, they must submit a new proof of residence annually and within ten days of a mid-year change in residence by completing the POR Survey in the Parent Portal. If a family moves outside of the service area for the school, the student will need to dis-enroll. There are accommodations for Homeless/Foster/Migratory Youth and students of active military families.

Proof of Residency (POR)

This will be verification of a service to the home address listed on your application. The best document to upload is a current utility bill dated within the last 90 days. The document submitted must be a full copy that includes all pages. For example: a gas, water, electric or cable bill. If providing a utility bill, please make sure that your document has the "Service Address" specifically listed in addition to your name, the date, and the utility name. Just having the document addressed to you will not be enough, it must include the "Service Address" on the utility bill. You can also use your most current correspondence from a government agency - e.g., CalWORKs, Social Security, Medi-Cal, EDD, or rental property contract, lease, or payment receipt (Agreements must be current and have the signature page reflecting both the renters and owner/landlord signature). Please make sure that the name, date and address are visible on the document you provide.

If you have one of the extenuating circumstances below, you would need to complete the corresponding forms:

- Living with a friend or relative: Affidavit to Verify Residency Form
- Transitional living: Parent Residency Affidavit Form

High school transcripts are necessary for determining proper class placement and for creating Individualized Graduation Plans (IGP). Transcripts should be submitted during the registration process and can be uploaded to the registration portal, faxed, or emailed.

All information on the application must be true and correct. If misrepresentations are made or incorrect information is provided, the application may be considered as not meeting the requirements of the school and may result in the revocation or halting of registration until accurate information is provided.

Registration in our school is contingent upon the student, parent, and teacher signing an Independent Study Master Agreement Form (Master Agreement) prior to the commencement of instruction and services. Parents and students will not have access to curriculum or Planning Amounts until the Master Agreement is signed and returned.

All students will be placed in their age-appropriate grade level, unless a previous school has officially approved a retention or promotion. The School reserves the right to independently evaluate the appropriate grade level for enrolling students.

The School reserves the right to review transcripts from all institutions a student previously attended, and to request additional information in the evaluation of those transcripts. Credits from institutions previously attended will be recognized at the discretion of the School.

Our School is a full-time, general education, independent study program; not a supplemental program or a part-time program. A student may not be dual enrolled in any other private or public school-, **including a preschool or daycare center.**

THE PARENT/GUARDIAN/LEARNING COACH'S ROLE

- Regularly support your student in daily learning during the school day, following the educational plan you (and/or the Learning Coach) and your Homeschool Teacher agree to.
- The educational plan approved by the Homeschool Teacher, in collaboration with the parent/guardian, must include current grade level curriculum and materials that address state standards.
- Treat all Homeschool Teachers and school staff with respect and professionalism.
- Work in collaboration with your Homeschool Teacher to ensure your student participates fully in their homeschool learning journey.
- Complete and submit the monthly Student Learning Log (attendance log).
- Support student(s) in completing the school-assigned benchmark testing (STAR 360) up to 3 times per school year.
- Support student(s) in attending state mandated CAASPP testing (SBAC, CAA, CAST, ELPAC (if needed) and Physical Fitness Test) or an alternate assessment.
- Practice consistent communication to enhance collaboration through daily checks of email and phone.
- Attend scheduled Learning Period meetings as specified in the Independent Study policy (two meetings

per semester in-person within 60 days, every other learning period), as well as attend any other necessary meetings (on the phone, via web conference, or in-person), with school staff and student(s).

- Regularly support your student in their attendance and continual participation in any and all:
 - Intervention
 - Specialized Academic Instruction
 - and/or related Special Education services as written into their Individualized Education Program, if applicable.
- Ensure your student participates in online or other recommended intervention supports if needed and advised by your Homeschool Teacher, Student Support Team, 504 Team, or Individualized Education Program Team.
- Furnish your student with a learning environment that is conducive to student learning.

STUDENT BEHAVIORAL EXPECTATIONS

Learning takes place in a variety of settings. These may include, but are not limited to:

- Online classroom sessions
- Public libraries, coffee shops, parks, community locations
- School-sponsored field trips, workshops, and community events

At our school, the primary focus is on student learning. Any behaviors that prevent all students from this focus will be reviewed and discussed with all parties involved. As a diverse community of learners, students must strive to work together in a setting of civility, tolerance, and respect for each other in an environment that does not distract from the mutual commitment to academic inquiry and reflection. To that end, the following student behavioral expectations have been established.

- When participating in group dialogue, no one monopolizes discussions to the exclusion of others, either in terms of time or opinions expressed.
- Conflicting opinions among members of a group are respected and responded to in a polite and respectful manner.
- No side conversations or other distracting behaviors are engaged in during group discussions or presentations.
- No offensive comments, language, or gestures are part of the learning environment.
- Students should be fully dressed in appropriate attire by wearing clothes covering their torso.
- Impersonating another person on an online platform is prohibited.
- Use only your own username and password for online platforms and do not share these with others.
- Do not post personal information in online environments (Phone number, social media usernames, physical address, email address, passwords, etc.)

Infraction of these expectations that is deemed to be disruptive of the learning environment, is cause for removal of a student from an activity and may result in disciplinary action.

SCHOOL MEETINGS

Virtual meetings with school staff shall be held in school-maintained, school-initiated virtual meeting platforms

(e.g., Zoom, Google Meet). Recording, or taking photos, screenshots, or recorded audio transcription of school meetings, whether virtual or in-person, is not allowed by parents/guardians/educational rights holders/students, with the exception of IEP and 504 team meetings. **Recording (whether video or audio) or taking photos in the school's library is also not permitted.** Parents have the ability to audio record IEP and 504 team meetings with advanced notice to Pacific Coast Academy per Education Code section 56341.1(g). Participants in School meetings should be dressed appropriately by wearing clothes covering their torso. Participants in in-person School meetings should also wear shoes. School meetings with students or relating to students are considered to be confidential communications. As such, PCA staff members have an expectation of confidentiality and duty to ensure confidentiality of such communications. School staff may, on occasion, initiate recording of general information meetings, as well as live Zoom classes, intended for parents, absent students, administration, accreditation organizations, other teachers, and those with a legitimate educational interest in the materials, but in such cases, recording will be disclosed, and consent obtained by participants in advance of participation in the meeting.

ZOOM DISCLAIMER

The purpose of the Zoom Disclaimer (Student/Parent Zoom Acceptable Use) is to build trust, respect and have safeguards in place for students to abide and adhere to the guidelines set forth by the school.

The goal is to prevent Zoom violations from occurring in our school organization by:

- Protecting data, student privacy and IT Security.
- Protecting students and staff from Cyberbullying, Abuse, Threats and Sensitive Content.
- Protecting unauthorized access data loss protection against security breaches and impersonating.
- Protecting unauthorized disclosure and dissemination of data from cybersecurity attacks.

Zoom Acceptable Use

In order to create a safe, trustworthy, and respectful environment for students when taking part in online Zoom meetings, the following considerations must be observed and adhered to:

- By accepting the Zoom meeting ID and joining the meeting you agree to the terms set out in this document and Zoom Community Standards Guidelines.
- Participants should be dressed appropriately by wearing clothes covering their torso.
- The meeting ID is to remain confidential and not to be shared to anyone that it was not designated to.
- Audio and/or visual recording, use of AI notetakers and/or AI assistants, photos or screenshots of the Zoom meeting are not allowed by participants.
- Participants will be held in the Zoom 'lobby' until the teacher is available to meet with them.
- For participants some Zoom facilities will be disabled by the host teacher. This includes but is not limited to the screen record function, chat and screen share.
- Zoom Community Standards conduct policies apply to Zoom meetings, and the teacher retains the right to terminate a meeting or a specific student's attendance in the event a violation of the above has occurred.
- A student (participant) could be in violation of the law by doing the following in Zoom Meetings:
 - Abuse - harass, intimidate, cyberbullying, silence someone else, or encourage others to do so
 - Hateful conduct - You may not promote violence against, threaten, or harass other people on the basis of race, ethnicity, national origin, caste, sexual orientation, gender, gender identity, religious

affiliation, age, disability, or serious disease.

- Sensitive Content - sensitive content as content that depicts or promotes graphic violence, adult content, inappropriate content, gratuitous gore, hateful imagery, and child exploitation material.
- Violence - to threaten or call for violence, serious physical harm, death, or disease to an individual or group of people. We also prohibit the celebration of any violent act that may inspire others to replicate it or that targets people because of their membership in a protected group. Examples of violent threats are the following;
 - threatening to kill someone;
 - threatening to sexually assault someone;
 - threatening to seriously hurt someone and/or commit a violent act that could lead to someone's death or serious physical injury;
 - asking for or offering a financial reward in exchange for inflicting violence on a specific person or group of people.
- Illegal or certain related goods and services -
 - Counterfeit goods and services;
 - Drugs and controlled substances;
 - Human smuggling or trafficking;
 - Products made from endangered or protected species;
 - Sexual services;
 - Gambling, betting or wagering activities;
 - Unauthorized multi-level marketing businesses;
 - Stolen goods; or
 - Weapons, including firearms, ammunition, and explosives, instructions on making weapons (e.g., bombs, 3D printed guns, etc.).
- Copyright, trademark, defamation, right of publicity, and impersonation
 - Copyright is a form of legal protection for original works, like books, movies, photos and music. Copyright law prevents others from copying or displaying another's work without permission subject to a few exceptions, most commonly fair use. "Fair use" is typically a use for criticism, comment, news reporting, teaching, scholarship, or research.
 - A trademark is a word, logo, phrase, or design that distinguishes a trademark owner's good or service in the marketplace. Trademark law prevents someone from using a trademark to confuse others about whether a product or service is authentic, or to suggest that there is a relationship with the trademark owner when there is not.
 - Defamation (slander/libel) is to make false statements about someone that damage that person's reputation.
 - The "right of publicity" is using someone else's name, persona, or image for marketing or advertising purposes without their permission.
 - Impersonation is pretending to be someone you are not.

Consequences

Staff shall enforce disciplinary rules and procedures fairly and consistently. Discipline includes, but is not limited to, advising and counseling students, conferring with parents/guardians, and the use of behavior plans, alternative

educational environments, suspension, and expulsion. Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

SCHOOL CALENDAR

As a public charter school, we offer families full-time, continued enrollment throughout the entire school year.

2025–2026 School Year Calendar

July 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

School Accountability	
Every LP	Attendance Logs
Every LP	Student Conference
Every LP	AWRs
Every LP	Collect & upload work samples



School Year Dates	
Aug 14	First Day of School
Jan 9	Last Day of 1st Semester
Jan 12	First Day of 2nd Semester
May 29	Last Day of School
School Calendar: Aug 14 – May 29	

Instructional Days	
Semester 1 – 89 Days	
Semester 2 – 86 Days	
Total Instructional Days – 175 Days	

Holidays	
July 4	Independence Day
Sep 1	Labor Day
Nov 11	Veterans Day
Nov 24 – Dec 1	Thanksgiving Break
Dec 22 – Jan 2	Winter Break
Jan 19	Martin Luther King Day
Feb 13 – 20	School Recess
Feb 16	Washington/Presidents Day
Feb 20	Lincoln Day (obs.)
Apr 6 – 10	Spring Break
May 25	Memorial Day
June 19	Juneteenth

Learning Periods	
LP 1	8/14 – 9/12 (21)
LP 2	9/15 – 10/17 (25)
LP 3	10/20 – 11/21 (24)
LP 4	12/2 – 1/9 (19)
LP 5	1/12 – 2/12 (22)
LP 6	2/23 – 3/27 (25)
LP 7	3/30 – 5/1 (20)
LP 8	5/4 – 5/29 (19)

	School Closed
	Staff In-Service, No School
	First & Last Day of School/Semester

January 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Assessment Windows	
Feb–Mar	PFT Testing
Mar–May	CAASPP Testing

CURRICULUM CHOICES & LEARNING PATHS

Our academic program is designed to be flexible and customizable. Working together, credentialed teachers and parents/guardians/learning coaches design a learning plan that can incorporate:

- A variety of grade level appropriate curriculum options and platforms
- Academic support including interventions

- A child's optimal learning modalities
- A wide variety of enrichment resources, materials, and experiences
- School-sponsored learning enrichment, field trips, and student activities
- A blend of virtual, synchronous, asynchronous, and in-person support

If you are looking for an engaging, easy-to-follow learning platform, explore in-house curriculum options, such as Choice Plus Academy, Edgenuity, Spark Program, Accelerate Education, ALEKS, and K12. Additional curriculum options such as Timberdoodle, Bookshark, Moving Beyond the Page, BYU Independent Study, UC Scout, and many more can be ordered through the school's ordering system.

Our school curricula include learning paths and platforms designed to address the needs of all students including:

- Active Military
- English Language Learners
- Gifted & Talented
- Homeless/Foster Youth
- Socioeconomically Disadvantaged Youth
- Students in Special Education
- Students with 504 Plans

Objectionable Materials

If your family finds certain lessons or materials in a particular unit of study to be objectionable for various personal reasons, please contact your Homeschool Teacher and she/he will do their best to work with you to identify alternative lessons to meet the lesson objectives. Please note that lessons and materials in HQT-led classes cannot be substituted.

Items in the Lending Library were previously approved by PCA staff for use by a student. Although all items in the Lending Library have been deemed appropriate for school-age children, some items may not be appropriate for all grade levels. As such, only the parent/guardian may check out items from the Lending Library.

CURRICULUM: TRANSITIONAL KINDERGARTEN - 8TH GRADE

Transitional Kindergarten through 8th grade students have many options including various online curriculum with built-in pacing, bundled textbook programs, or a wide variety of homeschool curriculum for a personalized learning path. A discussion with your credentialed Homeschool Teacher will help pinpoint how to gain the most from your curriculum.

Transitional Kindergarten

- [EmbarK12 by K12](#) - Online & Offline
- Other curriculum can be ordered through the school's ordering system

Kindergarten-2nd Grade

- Spark Online Learning
 - The goal of Spark Online Learning is to provide inquiry-based active learning opportunities and ignite the love of learning in all students. Students will make authentic multi-disciplinary

connections to the world with the oversight of a credentialed teacher in our semester-long courses. Classes are offered in all core subject areas and are aligned with California grade-level standards.

- [Accelerate Education](#)
- Online & Offline
 - K12 - Online & Offline
- Other Curriculum - Can be ordered through the School's ordering system

3rd-5th Grade

- Spark Online Learning
 - The goal of Spark Online Learning is to provide inquiry-based active learning opportunities and ignite the love of learning in all students. Students will make authentic multi-disciplinary connections to the world with the oversight of a credentialed teacher in our semester-long courses. Classes are offered in all core subject areas and are aligned with California grade-level standards.
- [Accelerate Education](#)
- Online & Offline
 - K12 - Online & Offline
- Other Curriculum - Can be ordered through the School's ordering system

6th-8th Grade

- Choice Plus Academy
 - Provides live, academic instruction classes for 6th - 12th grade students, which are taught by our dynamic, highly qualified teachers. Students attend live classes 1-2 times per week and complete offline work the other days of the week. Highly Qualified Teachers are available to offer support and assistance to students.
- Edgenuity
 - Online, engaging, video-based curriculum supported by our Highly Qualified Teachers.
- [Accelerate Education](#)
- Online Curriculum
 - ALEKS - Online Math Courses
- Other Curriculum - Can be ordered through the School's ordering system

CURRICULUM: HIGH SCHOOL

Our school develops an Individualized Graduation Plan (IGP) for all high school students. Upon enrollment, students will discuss and create an IGP with their Homeschool Teacher or a High School Counselor, based on the student's short and long-term academic goals, graduation requirements, and post high school plans. We provide high school students with various homeschool curricula and educational vendor options, including "a-g," honors, and AP courses. Courses may be selected from the curricula listed below:

Taught by our school's content teachers (HQTs):

- HQT-led Packet Program - Using Starline Press curriculum, this flexible, workbook based program is great

for students who need credit recovery or access to offline work.

- ChoicePlus Academy - Uniquely-designed courses taught live twice weekly in an online classroom. Internet access is required to attend scheduled courses and submit work.
- [Edgenuity](#): Online, teacher supported, engaging video based curriculum
- Edgenuity offers honors courses, and ChoicePlus Academy offers AP courses. Course selection can change at any time based on student enrollment and staff availability. Some AP courses offered have included:
 - AP Biology
 - AP Calculus AB
 - AP English Language & Composition
 - AP English Literature and Composition
 - AP Spanish Language & Culture
 - AP U.S. Government & Politics
 - AP U.S. History
 - AP World History

Offered by external providers:

- [ALEKS](#) - Only math electives offered for high school students
- A combination of the above
- Other Curriculum - Can be ordered through the school's ordering system

We also adopt AP and honors courses from Accelerate, Apex Learning, iLead, Pearson Online, and UC Scout. If you are interested in an AP or honors course from a different vendor, please contact your HST.

We recognize the following honors courses:

- History/Social Studies: all levels
- English: English 9-12
- Math: Algebra II and higher
- Science: Biology, Chemistry, & Physics
- World Language: Year 3 and higher

*Please note that the UC/CSU system calculates their own GPA for admissions purposes. Their calculation does not allow for a GPA boost for honors courses taken in 9th grade. Students should check with their individual colleges and review how their GPAs will be recalculated on the application. To review the GPA calculation for the UC/CSU system, please check [here](#).

WORLD LANGUAGE PLACEMENT

Students will be placed in the first year of a World Language (for example, Spanish I), unless approved for a higher level. Students may be approved for a higher level (for example, Spanish II), under the following circumstances:

- Demonstrated proficiency on a school proctored World Language Placement Exam
- Recommendation from a School-employed World Language HQT that the student advance
- Student records include a report card and/or transcript demonstrating student's completion of high

school World Language courses

*Please note that a student's course sequence may not result in a student taking an AP World Language course in middle school without Director approval.

MINIMUM GRADUATION REQUIREMENTS

High school graduation requirements and college entrance requirements are not the same. Admission to competitive colleges and universities will require a rigorous course of study. Students will work with their high school counselor to develop a 4-Year Individualized Graduation Plan based on post high school goals, interests, and prior academic history.

College admission requirements vary from school to school. Students should check the admission requirements of any college(s) in which they are interested. Students should reach out to their high school counselor if they have questions about graduation requirements or the college admission process.

Subject Area	Graduation Requirements	Total Credits
History / Social Science	6 semester courses <i>(Must include one year of US History, one year World History, one semester of Government, and one semester of Economics)</i>	30
English	6 semester courses	30
Math	4 semester courses <i>(Algebra 1 is a graduation requirement)</i>	20
Science	4 semester courses <i>(Must include one year of Physical Science and one year of Biological Science)</i>	20
Visual & Performing Arts	2 semester courses	10
World Language		
Career Technical Education (CTE)		
Electives	18 semester courses	90
Total =		200 Credits

* Please note that once a subject area graduation requirement has been fulfilled, all excess credits will roll over to the Electives category.

4-YEAR COLLEGE ENTRANCE REQUIREMENTS

Students applying to a 4-year college should plan to meet “a-g” requirements. These requirements are mandatory for students who apply to the CSU or UC systems, and strongly recommended for students who plan to apply to private and out-of-state colleges and universities. The “a-g” requirements are summarized below:

A-G	Subject Area	Subject Requirement
a	History Social Science	2 years <i>(one year of World History and one year of US History, or one semester of US History and one semester of Government)</i>
b	English	4 years
c	Mathematics	3 years (4 years strongly recommended) <i>3 years through Algebra II/Integrated Math III. Pre-Algebra and Consumer Math do not count towards this requirement</i>
d	Laboratory Science	2 years (3 years strongly recommended) <i>(At least two of the three disciplines of Biology, Chemistry, and Physics)</i>
e	Language Other Than English	2 years (3 years strongly recommended) <i>(Must be the same language)</i>
f	Visual & Performing Arts	1 year of the same discipline
g	College-Preparatory Elective	1 year

Suggested Course Sequence			
9th Grade	10th Grade	11th Grade	12th Grade

- English 9 - Algebra 1 - Biology - WLG Year 1 - VPA - Elective	- World History - English 10 - Geometry - Chemistry - WLG Year 2 - Elective	- US History - English 11 - Algebra II - Physics - WLG Year 3	- Economics and Government - English 12 - Precalculus - Elective - Elective
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All “a-g” courses must be completed with a grade of C or better (please note that grades of “pass” do not meet college admission requirements). Students can check the progress of their “a-g” requirements by consulting with their high school counselor.

Subject requirements will vary for private and out-of-state colleges and universities. However, most students who are eligible for UC admission and fulfill the “a-g” requirements will also likely meet the admission requirements for most of the private and out-of-state colleges and universities.

Students should also plan to verify SAT or ACT requirements for colleges for which they are interested.

For more information, please visit the sites below:

- [“a-g” Requirements](#)
- [“a-g” Course List](#)
- [SAT Information](#)
- [ACT Information](#)

HIGH SCHOOL ELECTIVE CREDIT FOR MIDDLE SCHOOL STUDENTS

*Please see the concurrent enrollment section of the handbook for information regarding middle school students taking College courses.

Our school will grant high school elective credit for high school math, world language, and CTE pathway courses taken by middle school students. We allow middle schoolers to take high school courses, but it is important to consider how taking courses in middle school will affect high school and college before choosing this option for your student. Please contact our High School Counseling Department to discuss starting high school courses early prior to enrolling in high school level courses or using high school curriculum.

It’s important to know

- Middle school students can earn elective credit for taking high school math, world language, and CTE courses (CTE courses are open to 8th grade only).
- Students who take high school courses while in middle school will have the courses placed on their transcript at the start of 9th grade.
- Students who take high school courses while in middle school must complete the full high school standards aligned course. This means they will need to either take a course that is a-g as is, or complete a course outline (for CTE, they will need to take a CTE course with a credentialed CTE teacher). Your HST will monitor the high school course(s) with the same practices as any other high school course.
- High school courses completed in middle school will not be included in the high school GPA.
- Please keep in mind that not all high schools or districts will accept high school credits earned during

middle school. Should the student transfer, it is up to the receiving school or district to grant credit.

- Students who are taking math or World Language courses must start them in the fall and take the A portion in the fall and the B portion in the spring.
- If your student is interested in playing sports in college, they may want to take NCAA approved courses so that the courses can count towards NCAA requirements. Let your HST know if your student is interested in playing sports in college.
- Students have to meet the state minimum graduation requirements while in grades 9-12. This means that even if they take high school courses in middle school, while in grades 9-12 they have to take:
 - Three years of English
 - Two years of math
 - Two years of science (one life and one physical)
 - Three years of social science (world history, US history, government, and economics)
 - One year of Visual Performing Arts or World Language

*For example, if a student takes Algebra I and Geometry in middle school, they will need to take Algebra II and PreCalculus in high school to meet the math graduation requirement

Is your student ready?

- For World Language and CTE, students do not need to demonstrate subject matter readiness, but should be ready for a high school level course in general.
- For Algebra I, students must have completed a standards aligned Math 8 course.
 - All students working above grade level in math (for example, taking Math 7 in 6th grade) must have Accelerated Math on their Master Agreement and Report Card.
 - Students who completed Math 8 with a standards aligned curriculum do not need to take a readiness exam.
 - Students who did not complete a standards aligned Math 8 curriculum will be required to take an Algebra readiness exam.

When your middle school student takes a high school course

- Your HST will work with you to create an IGP so you can see how this will impact the high school sequence of courses. It is important to understand that once a student starts high school math in middle school, they must continue in the high school math sequence of courses.
- The course must be added to your student's MA
- The high school add/drop date will apply. The deadline to add or drop a high school course, or change a high school course's curriculum, is the last day of the first LP of the semester (LP1 or 5)
- If your student starts to struggle in the high school course, please contact your Homeschool Teacher right away

If you have any questions about this policy, please let your Homeschool Teacher know before signing up for the high school course(s).

ACADEMIC EXPECTATIONS

TK-8th Grade

Families choose to enroll at our school for a variety of reasons, but at the cornerstone of each decision is a supportive partnership between the family and their credentialed Homeschool Teacher. Our school provides the tools and guidance for students to experience a high-quality education by providing access to personalized curriculum and instruction. Students need to be engaged in learning each school day. Families and credentialed Homeschool Teachers work together to provide support for struggling students. Families are required to meet with their Homeschool Teacher, at minimum, once every 20 school days.

High School

All high school students enrolled at our school will discuss and create an Individualized Graduation Plan (IGP) with their Homeschool Teacher, developed to ensure graduation within four years of starting high school. Short and long term goals will be created based on the needs of each student. A high school counselor is also assigned to each student and will review the IGP each year. High School courses are assigned after the IGP is approved by the high school counselor and/or high school administrative team.

The minimum number of credits that should be earned at the end of each semester is listed below:

	Grade 9	Grade 10	Grade 11	Grade 12
Semester 1	25 credits	75 credits	125 credits	175 credits
Semester 2	50 credits	100 credits	150 credits	200 credits

Students and parents should work with their Homeschool Teacher and high school counselor if they wish to graduate high school early. Students must complete a minimum of 5 courses each semester (25 credits) to remain on track for graduation. Students must be enrolled in a minimum of four courses (20 credits) each semester. Students who fail a course will earn 0 credits for the course and could potentially no longer be “on track” for graduation. Students who become credit deficient should work with their teacher and high school counselor to adjust the Individualized Graduation Plan.

Students may take a maximum of 40 credits per semester based on HST and counselor recommendation. Any student requesting more than 40 credits in a semester will require approval by a High School Administrator. No more than 50 credits per semester will be approved.

I CAN STATEMENTS

I Can Statements are family-friendly guides that can be used to help your family and ensure your students are on track for their grade level. All learning objectives for Math, Language Arts, Science and Social Studies are provided, written in family-friendly language. I Can Statements help make grade level learning targets clear for families, and they address the standards students of the same grade learn in all public schools.

The school is committed to empowering each student to reach their full potential. Our students are engaged learners capable of deep understanding, creative thinking, and innovative approaches to problem solving. Using the I Can Statements (State Standards), the student interests, talents and learning styles profile as their guide, as

well as hands-on experiential learning, field trips, park days, and activities in the local community, credentialed teachers partner with parents to develop unique Personalized Learning Plans for each student.

ACADEMIC INTEGRITY

Our school urges students to conduct themselves ethically and honorably. It is expected that the grade a student earns is based upon work that the student has completed. The school reserves the right to use plagiarism tools to verify the academic integrity of student work.

By definition, Academic Integrity is the moral code or ethical policy of academia. This includes values such as avoidance of cheating or plagiarism; maintenance of academic standards; honesty and rigor in academic work.

The following behaviors may be considered as acts that do not uphold Academic Integrity:

- Plagiarism
- Talking during a proctored exam
- Copying another student's test/assignment
- Allowing others to copy your work
- Exchanging assignments with other students (either handwritten or computer-generated)
- Using a computer or other means to translate an assignment/part of a World Language assignment to another language
- Inappropriate use of Artificial Intelligence (AI), such as generating content or answers, plagiarizing, attributing AI-generated work as one's own, or manipulating assessments. Students may only engage in authorized AI use(s) as determined by their teacher.
- Using summaries or commentaries (Cliff Notes, Spark Notes) in lieu of reading the assigned materials
- Submitting purchased papers
- Altering a grade (on a computer, on a report card, on an assignment)
- Taking an exam for someone else
- Using bribery/blackmail/threats
- Engaging a parent, sibling, classmate, or any other individual/prohibited resources to assist with a test or examination

Any student known to have acted without academic integrity will be subject to disciplinary action and/or the non-compliance policy in the following manner:

- **First offense:** For the first offense of academic dishonesty, students will receive an 'unofficial' warning. The goal is to educate students to ensure they have a comprehensive understanding of academic honesty. Students will receive a grade of F and/or 0% on the assignment/exam with a chance to resubmit within 1 week. The parent/guardian will be notified.
- **Second offense:** For the second offense of academic dishonesty, students will receive a grade of F and/or 0% on the assignment/exam with a chance to resubmit within 1 week. The parent/guardian will be notified, and students will sign an Academic Integrity contract. The offense will be documented for staff use.
- **Third offense:** For the third offense of academic dishonesty, students will receive a grade of F and/or 0% on the assignment/exam with no option to resubmit. The Homeschool Teacher will also conference with

the parent/guardian and school administrator. The offense will be documented for staff use.

- **Fourth offense:** For the fourth offense of academic dishonesty, students will receive a grade of F in the class. The school will follow the non-compliance policy, hold a required administrative conference, and the student will be placed on Academic Probation for one year. Students placed on Academic Probation may be subject to the following consequences:
 - Copy of academic dishonesty referral placed in permanent cumulative file
 - Proctored unit tests and finals by a staff member (HST)
 - Restricted from participating in school activities (field trips, prom, graduation)
 - Ineligible to receive letters of recommendation from staff and faculty
- **Fifth offense:** For the fifth offense of academic dishonesty, a disciplinary hearing will be held, with possible referral to non-compliance or expulsion from the school as a result.

REPORT CARDS

Review of Student Work

Families share all of the learning that has occurred during their monthly meetings with their teachers. Teachers work with the family to review and reflect on student learning. For TK-8th grade students, teachers will use the shared information to determine mastery of standards and match these to the I CAN statements.

AWRS - ASSIGNMENT AND WORK RECORDS

Assignment & Work Records are a digital checklist created for each student and work parallel to the I Can Statements/Standards. AWR is personalized for each student and is a strategic plan that helps ensure appropriate progress through the standards is achieved.

Each Learning Period, the homeschool teacher will work with their families to plan assignments based on the California Common Core Standards or high school course assignments. After the assignments have been completed by the student, the teacher will grade and record the work done in the Pacific Coast Academy Student Information System. These records are called AWRs and are created by the HST each learning period and available to the parent. It is important to note that assignments are assigned with the understanding that the student will complete a minimum school day each day of the LP.

REPORT CARDS - TK-8TH

At Pacific Coast Academy Charter School, students, parents, and teachers work in partnership to design personalized learning plans and goals. The credentialed Homeschool Teacher affirms the learning plan and is guided by the I CAN statements.

Report Cards are required for grades TK-8. Report cards reflect the hard work our students do each semester and are sometimes necessary for other student endeavors such as sports teams, insurance, government verifications, etc. Parents will receive a copy of their child's report card at the end of each semester. A copy of each report card will also be placed in the student's cumulative file.

REPORT CARDS - HIGH SCHOOL

All 9th-12th grade students are required to have a report card issued at the conclusion of each semester. Semester

report cards will be based on quality of work and work completed in the student's assigned high school courses.

Students in high school earn letter grades. High school students need to complete requirements and lessons as outlined by their Homeschool Teacher or by the High School Content Teacher.

The chart below shows the grading rubric for high school courses:

Percentage	Grade
90-100%	A
80-89%	B
70-79%	C
60-69%	D
59% and below	F

CONCURRENT, COMMUNITY COLLEGE ENROLLMENT

- Concurrent enrollment means a high school student takes community college courses while remaining a full-time high school student. Students taking community colleges prior to the second semester of 9th grade should review the section titled "Concurrent Enrollment Prior to the Second Semester of 9th Grade."
- In order for a high school student to take a community college course, they will need to follow the instructions and meet the minimum eligibility requirements for concurrent enrollment at the community college, which may be posted on the community college's website.
- Students must submit completed the community college's concurrent enrollment form to the high school counselor for processing. Blank concurrent enrollment forms will not be approved. Some colleges do not require the listing of courses, however our School will need to approve each course in advance.
- Concurrent enrollment forms must be signed by the high school counselor and may take up to 3-5 business days to complete so please plan ahead
- The student must ensure that the signed concurrent enrollment form is returned to the college in a timely manner
- Students must remain full-time high school students in good academic standing. Students must take a **minimum of 20 credits per semester** of high school courses. See the Process to Enroll below.
- High school students can take a **maximum total of 11 college credits per semester, regardless of the college's policy. Students who enroll in more than 11 college credits in one semester (or the equivalent thereof) will be subject to immediate withdrawal from the School.**
- Students should consult with their high school counselor before enrolling in a community college course. The counselor will advise on courses to take and check the student's remaining graduation requirements
- Concurrent enrollment is limited to California Community Colleges only. Students may not enroll in/receive credits for courses taken at any other college/university.
- The high school counselor will approve/grant School credit for community college courses based on the student's course history, academic standing and overall GPA. Please ensure that all official transcripts

from any previous concurrent enrollment in community college courses are sent promptly to the Records Department within two weeks of the end of the college's semester/grading period; **the counseling team cannot sign concurrent enrollment forms when a student has not yet provided official community college transcripts for concurrent enrollment courses from previous semesters.**

- We recommend you familiarize yourself with the college's important dates/deadlines. If your student is not enjoying the experience in the class, please be sure to adhere to the college's posted course Add/Drop deadline. Dropping an unwanted class within the allowable time frame can prevent the course from being added to the permanent academic record (transcript). Our School does not determine college deadlines and cannot assist with exceptions to missed deadlines.

CREDIT CONVERSION

- The high school counselor will help students determine how college course(s) will count towards high school graduation requirements. For example:
 - US History and World History courses must cover a comprehensive timeline. US History courses must cover Reconstruction to the present day. World History courses must cover the 1800s to present day
- We do not determine whether/which community college courses are transferable to any 4-year universities.
- Please check the chart below for the college credit to high school credit conversion rate:

Community College Credits	High School Credits
1 credit	2.5 credits
1.5 - 2.5 credits	5 credits
3 or more credits	10 credits

*If a student is awarded less than 1 credit at the community college, the high school will issue the same amount of credit in high school. For example, if a student completes a course worth .5 credits at a community college, the high school will award .5 credits on the high school transcript.

AG approved – means that the community college course meets A-G requirements. Students will need to earn a grade of C or better in order to fulfill an A-G requirement (“Pass” grades do not meet college admission requirements).

- Science courses will need to include a lab component in order to meet the laboratory science A-G requirement.

CC GPA boost – means that the community college course is academically rigorous (community college courses that are 3 units AND both UC and CSU transferable) and will be granted an extra point in the weighted GPA calculation on the high school transcript. Please keep in mind that while middle school students can take community college courses, this will not affect their high school GPA. The high school GPA is calculated with the classes taken during grades 9 through 12.

CONCURRENT ENROLLMENT PRIOR TO THE SECOND SEMESTER OF 9TH GRADE

- Enrolling in a community college course will begin your student's official college transcript. Your student's course grade will be listed on the college's permanent academic record.
- Students taking concurrent enrollment courses in their first semester of grade 9 will be approved for elective and world language courses only. Math courses may be approved if there is no equivalent high school course available.
- If your student wishes to continue with concurrent enrollment, a new request must be made each semester and is subject to approval by the School counselor. An official college transcript of previously completed college work will be required.
- Students can take a **maximum total of 11 college credits per semester, regardless of the college's policy. Students who enroll in more than 11 college credits in one semester (or the equivalent thereof) will be subject to immediate withdrawal from the School.**

Upon entry into grade 9, college courses taken in grades 6-8 may be added to your high school transcript as "Elective" credits only. A review of college credits earned while in grades 6-8 will be conducted by the high school counselor prior to adding courses to the high school transcript. High school credits will not be awarded for community college courses taken prior to grade 6.

PROCESS TO ENROLL

- Student picks a community college, applies, and fills out the college's concurrent enrollment form.
- Student submits the concurrent enrollment form to their high school counselor.
- The high school counselor signs the concurrent enrollment form and returns the form to the family with directions for next steps. Some community colleges offer electronic forms that don't require a physical signature. In that case, the community college will notify the student once the counselor has signed the electronic form.
- If not submitted electronically, the family submits the signed form to the community college via email, fax, in-person, or other appropriate means to the community college's admission office.
- Student follows the community college's process to enroll in course(s).
- Student sends proof of enrollment to high school counselor within two weeks of the start of the class.
- The high school counselor reviews the community college course(s) and determines which high school graduation requirements will be fulfilled, how many credits will transfer over to the high school transcript, and whether 'a-g' requirements will be met.
- Once final semester grades are posted, family must submit an official transcript to the Records Department so that the grade can be added to the high school report card. Official transcripts must be sent directly to the high school from the college. Future requests for concurrent enrollment will not be approved if the school is missing the official transcript from the previous semester. The report card will show an "Incomplete" grade until official transcripts are received. Families can order paper or digital official transcripts, however, the school strongly recommends digital.

Please send official transcripts to:
Pacific Coast Academy
Attn: Records - CC Transcripts
4612 Dehesa Road

Please email official digital transcripts to the
Records Department:
transcripts@pacificcoastacademy.org

El Cajon, CA 92019

*Please note these steps are required for courses completed during the school year:

- Family provides proof of enrollment to the HST and counselor by the high school's add/drop deadline.
- Family must sign the Master Agreement Addendum.
- Family must provide work samples for each Learning Period.
- Family must provide a copy of the community college course gradebook to their HST each Learning Period.

HONORS AND AWARDS

Pacific Coast Academy recognizes graduates in the following ways:

- Golden State Merit: Students who demonstrate a certain level of mastery are eligible to receive a Golden State Seal on their high school diploma and a gold cord for the graduation ceremony. Students must meet all eligibility criteria in at least 6 subject areas. For more information, see the Golden State Merit website
- Seal of Biliteracy: Students who have achieved a high level of literacy and fluency in one or more language(s) in addition to English will receive a California State Seal of Biliteracy on their high school diploma and a light blue cord during graduation. For more information, please visit the California State Seal of Biliteracy website
- National Honor Society: National Honor Society members in good standing receive a gold and blue cord to wear for graduation

Students may receive one of the following GPA-based awards:

- Summa Cum Laude: The top 5% of the class, as calculated with the weighted GPA at the end of fall semester of the student's graduating year. Those graduating summa cum laude are recognized with a gold medal at graduation
- Magna Cum Laude: The top 5.1-10% of the class, as calculated with the weighted GPA at the end of fall semester of the student's graduating year. Those graduating magna cum laude are recognized with a cord in the school colors at graduation
- Cum Laude: All students with a GPA of 3.5 and above, as calculated with the weighted GPA at the end of fall semester of the student's graduating year. Those graduating cum laude are recognized with a white cord at graduation

ATTENDANCE

- Parent/Guardian is responsible for ensuring that their child is actively engaged in learning each School day and that the student completes work with a time value equivalent to a full school day. According to the guidelines set by the California Department of Education, a full independent study school day is defined as: TK/K: 206 min/day Grades 1-3: 288 min/day Grades 4-8: 309 min/day 9-12: 371 min/day.
- Monthly Student Learning Log (Attendance Grid Log) must be completed to reflect the days the student engaged in a full school day, signed and submitted to your Homeschool Teacher at the end of each learning period. The Homeschool Teacher will communicate with individual families/students on the collection process of this document.
- The following are acceptable reasons for not logging attendance: Illness and hospitalization not to exceed

three school days in a learning period, exclusive of Saturdays and Sundays, in the school year, bereavement, family emergency, and natural disaster. In such cases, the absences would be considered excused. Some instances may require verification, such as a doctor's note, to be provided to your teacher.

- Homeschool Teachers will be knowledgeable of student progress, learning, and engagement in school. This can occur at regularly scheduled meetings, calls, emails, and or other methods.
- If the Homeschool Teacher is unable to obtain knowledge of the progress, learning, and engagement in school, attempts to contact will be documented and a non-compliance letter may be sent. After multiple failed attempts to contact a family, the school may deem that enrollment in the school is not in the best interest of the student and the student may be subject to withdrawal. (Refer to Non-Compliance Policy)

WITHDRAWING YOUR STUDENT

To withdraw your student, please provide your Homeschool Teacher with the following information:

- Last date of attendance in our school
- Name of school or school district your student will be enrolling in
- Reason for withdrawal
- Submit your last attendance log and work sample
 - The last day of documented attendance is the last day of enrollment

Once this information is received your Homeschool Teacher will assist you with the materials return process. All school property must be returned upon withdrawal, with the exception of assistive technology devices required by a student's Individual Education Plan (IEP). In that instance, such materials must be returned to the School when alternative arrangements are made or until two months have elapsed from the date of withdrawal. Families may be billed for any items not returned.

Please Note: Enrichment Certificates for services beyond the student's withdrawal date will be canceled and any services attended/continued, again after the student's withdrawal date, will be at the family's expense.

EDUCATIONAL MATERIALS & RESTITUTION POLICY

This policy supports Pacific Coast Academy's efforts to remain a sound steward of public funds and ensure students continue to have access to educational materials.

The purpose of the Pacific Coast Academy Governing Board approving this Educational Materials and Restitution Policy is to accomplish the following:

- Provide an Overview for the Educational Materials and Restitution Policy
- Outline the Procedures for the Restitution Process

OVERVIEW

Students attending Pacific Coast Academy may receive access to certain school property during the course of the school year, including educational technology and textbooks, and they are responsible for ensuring the educational materials are returned (with reasonable wear and tear). California law states that the parent or guardian of a minor can be held liable to a school for all property loaned to and failed to be returned, or willfully

damaged by a minor. The liability shall not exceed \$10,000.

Pacific Coast Academy shall seek restitution when a student, among other things, willfully cuts, defaces, or otherwise damages any property, or loses or fails to return property, borrowed or personal belonging to Pacific Coast Academy. This includes but is not limited to, installing unauthorized software applications, modifying, adding or deleting software or any alteration to the configuration of any and all IT computing devices - such as laptops and other devices.

Once returned, some materials may not be usable in Pacific Coast Academy's school library. Once materials are returned, library staff will determine if any items are unusable and may mark those materials as consumable. Once marked as consumable, those items may be shared with either the family who is returning them or discarded according to the approved policies.

Procedures

- Pacific Coast Academy shall use inventory systems that clearly identify the student and type of school property issued to the student.
- Pacific Coast Academy shall implement a restitution process by which students are afforded the opportunity to return the missing property or pay for the damages. Assuming the student returns the missing property or pays for damages, the debt is discharged, and the full privileges of participation in school activities shall be restored. Parents are responsible to pay out of pocket to return items that are taken out of state.
- Pacific Coast Academy shall follow the due process procedure listed below that allows the parent/guardian or student an opportunity to review and respond to the imposition of any fees or charges resulting from this policy.
 - Pacific Coast Academy shall provide the parent/guardian written notice of alleged loss or damage of school property ("Written Notice").
 - The Written Notice will inform families that Pacific Coast Academy may contact law enforcement and/or refer the debt to a collections agency.
 - If the parent/guardian disagrees with Pacific Coast Academy's Written Notice, they may appeal the Written Notice in writing to the school. The parent/guardian's appeal should explain why a fee or charge should not be imposed in response to the Written Notice.
 - After reviewing any information provided by the parent/ guardian, the Executive Director (or his/her designee) shall decide whether or not to impose the fee for damages. The parent/guardian shall be notified in writing of the decision. The written decision of the Executive Director is final. There is no appeal beyond the school level.
- Upon receiving notification of Pacific Coast Academy's decision ("Second Written Notice"), the parent or guardian must address the outstanding obligation payable to Pacific Coast Academy or return missing property.
- The purpose of this policy is to provide families a reasonable opportunity to return missing educational equipment or pay for damaged and missing school property to avoid Pacific Coast Academy having to seek a legal recourse. If the Second Written Notice is unsuccessful, Pacific Coast Academy may consider referring the debt to a collections agency as a last resort.

EARLY LITERACY SCREENING (GRADES K–2)

As part of its commitment to early identification and support for reading development, School conducts annual universal literacy screening for all students in Kindergarten through Grade 2, beginning with the 2025–26 school year. In accordance with California Senate Bill 114, this practice is designed to strengthen early identification of reading difficulties and ensure all students are on track for reading success.

These screenings are intended to identify students who may be at risk for reading challenges, including dyslexia, so that timely supports can be provided. The screener is intended solely to inform instruction and support—not for use in high-stakes decisions such as grade promotion/retention, gifted identification, special education eligibility or reclassification of English learners.

Screening Tool

School uses Amira, a state-approved, evidence-based screening tool that assesses oral reading fluency, decoding, and other foundational literacy skills. Amira is designed to be culturally and linguistically responsive and can be administered in both English and other primary languages as available. The screening, which will be administered by a staff member, typically takes 15-20 minutes to complete.

Screening Schedule

- Kindergarten: Mid-year (to allow for foundational reading instruction)
- Grades 1–2: Early fall
- New enrollees: Screened within 45 calendar days of enrollment if not already screened at a prior school

Notification and Parent Opt-Out

Parents/guardians will receive written notice at least 15 calendar days prior to screening, including the planned date and instructions for opting out.

- General Opt-Out: Any parent/guardian may opt out their child by submitting a written request.
- Exemption-Based Opt-Out: Students may also be exempted from screening if:
 - The student already has a diagnosed reading disorder or learning disability
 - The student currently receives special education or has a 504 plan
 - The student is currently undergoing assessment for special education or 504 eligibility

English Learners

Students who are not proficient in English will be screened using an approved tool in their primary language, if available. If no such tool exists, School will conduct an alternate review of the student's language and literacy development based on their background, language skills, and academic history.

Results and Follow-Up

- Screening results will be shared with families within 45 days of administration.
- Results will include an explanation in plain language and a description of any recommended next steps.
- If a student is identified as being at risk, School will provide targeted supports, such as:
 - Access to Amira's self-paced practice activities that align with each student's specific skill areas,
 - Small-group literacy intervention,

- Progress monitoring,
- Consultation on curriculum choices and instructional strategies to support Learning Coaches and/or
- Further diagnostic evaluation, if needed

SPECIAL EDUCATION

School personnel are committed to identifying and serving students who have exceptional needs and are eligible to receive Special Education supports and services. Our commitment is based on the belief that all students shall have access to a high-quality public education.

In cooperation with the El Dorado County Special Education Local Plan Area (SELPA), our school will work to ensure that a Free and Appropriate Public Education (FAPE) is provided to all eligible students with exceptional needs in the student's Least Restrictive Environment (LRE). Specifically, our school will comply with all applicable state and federal laws in serving students with disabilities, including, but not limited to the Individuals with Disabilities Education Improvement Act of 2004 (IDEA), Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and any other civil rights enforced by the U.S. Department of Education Office of Civil Rights (OCR), and applicable Special Education policies and practices of the SELPA.

Overview of Special Education

Special Education is specially designed instruction, support, and services to meet the unique educational needs of individuals with disabilities, which cannot be met in the general education program. It is an integral part of the total public education system, and Special Education services are provided:

- In a way that promotes interaction between students with and without exceptional needs;
- At no cost to families; and
- Include a full range of program options to meet the educational and service needs in the least restrictive environment (LRE). --California Education Code Section 56031

Requesting Academic Support

When you initially have academic questions or concerns, you should discuss those questions and concerns with your Homeschool Teacher. Your Homeschool Teacher will support you with strategies, interventions, and/or accommodations to use with your child as appropriate to address your concerns.

In the event that you and your Homeschool Teacher needs additional guidance in supporting your child, you may request a Student Success Team (SST) meeting be conducted. This meeting will document the concerns of school staff and families, identify interventions attempted, and possibly recommend additional interventions. Interventions should be attempted for six to eight weeks and a second SST meeting should be held to document the student's response to intervention.

Determining Eligibility for Special Education

Pacific Coast Academy recommends that students participate in the SST intervention process to determine if a special education evaluation should be completed. Assessments are the basis for Special Education eligibility, placement, and service decisions. The assessments will be done by professionals who have had specialized training and required certification/licensure. General Education, Homeschool Teachers, and parents, who know the students well, play a critical role in understanding a student's academic strengths and struggles and are essential

in the process of documenting/identifying areas of needs.

When Pacific Coast Academy receives a referral for Special Education, the child's legal guardian will be sent an assessment plan that details the types of assessments being proposed. The child will receive a full and individual initial evaluation in all areas of suspected disability to determine if the child has a disability and determine the child's educational needs. A full evaluation indicates that the child shall be assessed in all areas of suspected disability within 60 calendar days of parental consent received by Pacific Coast Academy via signature on an assessment plan (timelines adjusted for student breaks over five consecutive days).

Components of an Individualized Education Program (IEP)

An IEP is a contractual, legal obligation, on the part of Pacific Coast Academy stating how Pacific Coast Academy plans to assist a student once they have been determined eligible for Special Education supports and services. The IEP document is written following the determination of a student's need and eligibility for Special Education.

The Individual with Disabilities Education Act (IDEA) requires that an IEP include a "statement of measurable annual goals" which allow the child to be involved in and make progress in the general education curriculum and meet each of the child's other educational needs that result from the child's disability." The IEP team develops the IEP document annually and identifies the child's needs, annual goals, objectives, adaptations, services and placement.

Role of the Parent in an IEP Meeting

Parents are encouraged to participate in the IEP meeting by providing input on appropriate goals, supplementary aids and services, and program accommodations used during the instructional day, as the parent is the primary learning coach. Please speak with your Special Education case manager regarding the structure of IEP meetings and if you have any questions or concerns.

Special Education Services Provided in an Independent Study Program

Students with IEPs are required to participate in Special Education services as indicated in their IEP documents.

- All IEP direct and related services are delivered in the least restrictive environment. PCA is a non-classroom based charter school and services are typically provided virtually. If a parent or other IEP team member believes a change in setting or service delivery method is required, this would be discussed at an IEP team meeting and would be a data-driven decision.
- Specialized Academic Instruction (SAI) is taught by experienced and credentialed Special Education Teachers. The format of these sessions are determined by the student's IEP team and based on their academic IEP goals.
- Related Special Education services, such as occupational therapy, speech and language therapy, etc. may be provided by qualified School staff or via non-public agencies (NPA) contracted with the school. NPAs have a certification with the California Department of Education to work with school-aged students and they are carefully selected by Pacific Coast Academy.

Special Education Non-Public Agency (NPA) Providers

Pacific Coast Academy regularly evaluates our students' needs and are continuing our effort to provide the most competent teams to service our students. In order to improve the ability to collaborate more effectively with related service providers, PCA enters into contracts and issues Individual Services Agreements to support students'

services with provider agencies and school staff that will appropriately and effectively deliver all special education services. Each NPA oversees the scheduling and availability of their services providers. Pacific Coast Academy's Special Education Department will confirm an NPA's certification with the California Department of Education and establish a contract with that NPA to start services.

Special Education Teacher's Input Regarding the General Education Plan

Whenever possible, it is recommended that a Special Education Teacher be included in the development of a student's education plan, which is designed by the learning coach and Homeschool Teacher. While it is not a requirement, the involvement of the Special Education Teacher provides an opportunity for the team to get an additional perspective on how to help support a student's needs, challenges, and strengths.

Work Samples for Students with an IEP

Pacific Coast Academy's general education work sample policy is the same for all students.

Return of Assistive Technology Devices, OT Supports, APE Equipment, and/or Any Other Purchase Made by the SPED Department on Behalf of the Student

On a case-by-case basis, the School may purchase special education equipment for use in a child's home or other setting if the child's IEP team determines that the child requires access to those devices in order to receive a FAPE. When a child disenrolls from the School, the School is responsible for providing a Special Education student with the continued use of special education equipment, or a comparable device. The continued access to the assistive technology device can be had for up to 60 days after the student has disenrolled from the School. If the student is provided an alternative equipment, or a comparable device from a new school, or upon expiration of the 60 day period, the student is required to return all equipment to Pacific Coast Academy.

PLANNING AMOUNTS

PROGRAM DESCRIPTION

We focus on Personalized Learning, a philosophy that truly puts every student first by supporting them in honoring and exploring their unique skills, special gifts, talents, and aspirations. In furtherance of this philosophy and Pacific Coast Academy's educational mission, PCA staff work with families to carefully select educational items and services for students to fit their goals and education plan. The Governing Board of Pacific Coast Academy adopted Educational Vendor Policies and Procedures to ensure Pacific Coast Academy funds are budgeted and expended on Pacific Coast Academy-approved educational items and services.

For the 2025-26 school year, the Planning Amounts are as follows*:

- Transitional-Kindergarten-8th Grades: \$3,800
- 9th-12th Grades: \$4,000

**All planning amounts may be adjusted to accommodate changes in the state budget that affect the school budget. Planning amounts are prorated based on period of time enrolled and the date upon which the Master Agreement is signed.*

Key requirements detailed in this policy include:

- The Homeschool Teacher and Executive Director (terms defined policy) must approve all requests for educational items or services to ensure they are aligned with the charter petition and student's personalized learning plan.
- The Charter School must approve all educational vendors before they can provide educational items or services to students. Services will not be approved for students prior to the vendor's official approval date.
- No family may spend, or obligate Pacific Coast Academy to spend, any Pacific Coast Academy monies on educational items and services. Pacific Coast Academy is responsible for making purchases of approved educational items and services.
- Parents make requests for educational items and services to Pacific Coast Academy. The Executive Director can deny any request for educational items or services in his or her sole discretion for any reason. The Homeschool Teacher and Executive Director shall ensure purchased educational items and services meet the following requirements:
 - From approved educational vendors only.
 - Support the requesting student's personalized curriculum and education plan.
 - Must be aligned with State standards, student's course of study, and student's independent study master written agreement.
 - From an educational vendor who is not related to the family requesting the educational items or services and otherwise does not present conflict of interest concerns.
 - A Vendor, Vendor Location, Enrichment Center, Co-Op, **Daycare Center**, and/or Collective Vendor Location shall not serve a School student for more than sixteen (16) core academic hours including math, language arts, social studies, science and world language during the school week (Monday to Friday from 8:00 am to 2:30 pm) under the Vendor agreement or any other arrangement (e.g., Student participation in a Vendor program outside of School activities); except for visual and performing arts, CTE pathways, robotics, and physical activities including dance, gymnastics, karate, and other similar activities, as approved by the School.
 - Services may not exceed \$500 per calendar month per vendor.
 - Planning amounts may not be used to pay for services or field trips when school is not in session during summer or holiday breaks.
 - Individual student field trips (non-school group field trips) must take place during the normal school day (not in the evening or on weekends).
 - Charter School provides each student's entire public educational program, and Charter School does not ever pay a contribution or partial payment toward private educational services. Parents are prohibited from requesting that the Charter School purchase educational services or items for their student where parents would also pay a portion of the cost.
- The Homeschool Teacher and Executive Director must ensure students have access to all necessary "core subject curriculum" – education items/services necessary for the student to complete his/her State standards-aligned course of study – before approving any extracurricular activities or supplemental educational or enrichment items.
- Pacific Coast Academy establishes a planning amount for students for educational items and services per full school year. Pacific Coast Academy developed the planning amount to help ensure the school provides educational items and services aligned with its budget and to help ensure fair and equal treatment of students, to the extent consistent with individual needs. This planning amount cannot be transferred to any other student. This planning amount does not carry over from year to year and belongs to the School, not the student.

- All educational items requested through the School's ordering system are the property of Pacific Coast Academy and must be used by the student to support their personalized curriculum and education plan at Pacific Coast Academy. Families must return all educational products upon disenrollment or upon request by the Executive Director or Homeschool Teacher. In accordance with applicable law, parents are responsible for replacing lost, stolen, damaged, or otherwise unreturned educational items. Certain items are "consumable", meaning they are not functional after use (e.g., workbooks). These items can be discarded by families after use. Students or families may not resell items purchased with School planning amounts or items purchased by the School. Selling School property in this manner is equivalent to stealing from the School and is grounds for discipline, including suspension and/or expulsion.
- All purchases of educational items by Charter School are final. Purchased items that are no longer used in student's educational program must be returned to the Charter School, and Charter School will not credit a planning amount for returned items. Parents should never contact vendors to try to facilitate the exchange or return of School property.
- Students must attend regular learning period meetings with their Homeschool Teacher to discuss progress, turn in quality work samples, and complete their Student Activity Logs (Attendance Logs) in order to make requests for extracurricular educational activities (e.g., non-core curriculum items) through the school's ordering system.

**The Technology Acceptable Use Acknowledgement must be signed in order to receive the technology equipment. All families receive this form through email at the beginning of the year.*

PRICING AND ORDER POLICY NOTICE

Please be advised that all product prices displayed on the Hub are sourced directly from Amazon and other third-party vendors and are subject to change without notice. Pricing is updated automatically in real-time to reflect current vendor rates, which may result in both increases and decreases from previously displayed amounts. Due to the dynamic nature of vendor pricing and our automated procurement system, we are unable to offer refunds, account credits, or process returns once an order has been submitted through the Hub platform. All orders are considered final upon submission, and users are encouraged to review their selections carefully before completing their purchase. By placing an order through the Hub, you acknowledge and accept these terms regarding pricing variability and our no-return policy.

HOW TO REQUEST SERVICES/PRODUCTS

- Visit the school's ordering system to request educational services and products.
- Services may only be requested through approved educational service vendors.
 - Services will only be approved after the official approval date of a new vendor.
 - Vendors that are out of compliance will not be available for services.
- The first time a family uses an educational vendor for service, they will need to sign and submit a waiver form.
- If services are approved by the Homeschool Teacher, an Enrichment Certificate will be created and sent via email to the parent. Parents can also access Enrichment Certificates through the school's ordering system. Students cannot receive educational services without an Enrichment Certificate, and backdated services will not be approved.
- Families will present the Enrichment Certificate to the educational vendor. Services must not begin prior

to providing the educational vendor with an Enrichment Certificate.

- Each educational vendor will invoice the charter school for the approved educational services approved on the certificate. Parents or Guardians should not submit invoices on behalf of vendors.
- The school pays educational vendors directly. Parents must not pay educational vendors for student services as we cannot provide payment/reimbursement to families.
- Technology devices can be requested from an approved list through the school's ordering system. Please submit a ticket at the [PCA Remote Ticket Form](#) with any questions.
- The Technology Acceptable Use Acknowledgement must be signed in order to receive approved technology equipment. All families receive this form through email at the beginning of the year.

HOW TO REQUEST A NEW EDUCATIONAL SERVICE VENDOR

If you would like to suggest a new educational service vendor, please complete this form: [Suggest a Vendor](#). This can only be filled out by the parent or the teacher. Please include as much information as possible, including a contact person and email address to reach the vendor. Typically, we have the most success when the family or teacher reaches out to the potential vendor first.

Once the Vendor Support Department receives the survey response, they will verify if we can move forward with the newly suggested educational vendor. If eligible, the vendor will receive an email requesting additional information and eventually the documents that need to be completed and returned for approval.

Once the vendor has completed the onboarding process, they will be listed as an approved vendor in our school's ordering system. Only then, the vendor will be available for families to request services. Services are still subject to approval and may not be backdated (prior to the vendor's approval date or prior to the request date).

If your vendor suggestion has been declined, the Vendor Support Department is unable to disclose to families, teachers, or vendors the reason(s) a vendor may be ineligible.

Pacific Coast Academy is responsible for approving Educational Service Vendors and requests for educational services to ensure such services align with the charter, state law, school budget, and a student's course of study. Pacific Coast Academy may approve or reject educational vendors and parent/student requests for educational services from vendors in its sole discretion. Vendor requirements include, but are not necessarily limited to:

- Educational services must be non-sectarian and non-discriminatory. Vendors are required to execute the Charter School's Vendor Agreement as part of providing educational services to students. The Charter School may terminate Vendor agreements and partnerships in its sole discretion based on the needs of the school.
- Vendor must not be affiliated with a private school. Vendor must not be, or appear to be, a private school offering services through a part-time program (e.g., afterschool programs).
- Vendors must follow all applicable health and safety guidelines provided by both the State and County authorities and any health and safety requirements set forth by the Charter School to ensure student safety. This includes any guidelines related to COVID-19.
- Services must be available to any/all students and should not have tryouts, auditions, testing requirements, etc. to access the services.
- Vendor must have a current and functioning website that outlines services.

- Vendor must not require any additional out-of-pocket expenses for families in order to participate in services.

FIELD TRIPS & EVENTS

We believe in inspiring our community and learning through educational experiences through school-organized field trips and events. All field trips and events are optional and require Homeschool Teacher approval based on the student's educational plans. Specific information about field trip policies (e.g., chaperones, late arrivals, cancellations) can be found on the Field Trips and Events site within the Homeschool Hub.

Student Supervision and Expectations

Students are required to be accompanied by a parent and/or designated guardian for all school-organized field trips. Parents and/or guardians are responsible for ensuring the safety and behavior of their students. All animals, with the exception of service animals, are prohibited at School-organized events. If a student or their parent/guardian would like to bring a service animal to a School-organized event, please indicate this on the event sign-up and let your HST know so that students attending with known allergies, asthma, or other health conditions that may be affected by the animal's presence can be notified and the School may identify areas of the event location that are unsuitable for the service animal.

Students are required to comply with all applicable School policies while attending School-organized field trips, including disciplinary rules and procedures and behavior expectations. Any student who violates a School policy during a field trip is subject to discipline and may have their field trip privileges restricted or revoked.

Liability

All families will be required to sign a liability waiver releasing Pacific Coast Academy from any and all liability or costs associated with or arising from their participation in each field trip.

How to Request School-Organized Field Trips & Events

All school-organized field trips and events are booked through the Field Trips & Events System (FTE). Families will log into the FTE site to search for available field trips and submit their field trip requests to their Homeschool Teacher for approval.

Field Trip Cancellation Policy

All field trip purchases are final. If you are unable to attend a field trip, please notify us in advance. We cannot provide refunds for cancellation requests.

No-Call/No-Show Policy

If you are unable to attend a field trip you've booked, you must contact us at least three days prior to the field trip date. In the event of illness or a last-minute situation that will prevent you from attending a field trip, you still need to provide notification. Please contact us as soon as you know you will not be able to attend. If you have three no-call/no-show incidents, you will not be permitted to attend field trips for the remainder of the semester.

TECHNOLOGY DEPARTMENT

Requesting educational technology can be overwhelming. The Tech Department helps simplify the process by

providing a curated list of qualified devices, items, and software. All items offered meet internal standards of quality, performance, value, availability, and support. These items can be obtained as part of a student's Planning Amount as it aligns with his/her learning plan.

Some technology items (e.g., computers, laptops, tablets and printers) require specific configurations, must meet certain standards or be purchased through select suppliers, channels, or agreements.

Tech Costs

These items can be requested through the school's ordering system and the Charter School may grant the request using Planning Amount funds from a student's Planning Amount. Most devices offered by the Tech Team are business-class devices and are not found in local retail stores. The cost of devices includes taxes (e.g., sales tax) and fees (e.g., shipping, CA e-waste disposal) are also included in the amounts you see deducted from a Planning Amount.

Pacific Coast Academy's provision of educational technology may include software and device licenses, school compliance features, management services, enhanced warranties and damage protection, solid state drives (SSD), protective cases, asset tagging and inventory, packaging materials, shipping both ways, and lifetime support for the device. These items are factored into the Planning Amount fund cost of educational technology items.

The following limits have been placed for tech devices assigned to students and families:

- 1 computer per student
- 1 tablet per student
- 1 printer per student (purchased through Enrichment)

Please note: Pacific Coast Academy is not obligated to grant any parent request for educational technology, as the school must ensure any such request aligns and supports a student's course of study.

How to Make a Request

Parents/guardians can make requests for educational technology through the school's ordering system and can be requested in the same fashion as other enrichment items. If a technology request is placed for a student that has already met the tech device limits outlined above, they must return that device before the new request can be fulfilled. For a read-only catalog of current offerings, you may visit the [Tech Catalog](https://sites.google.com/pacificcoastacademy.org/techcatalog/home) <https://sites.google.com/pacificcoastacademy.org/techcatalog/home>

Tech Center Returns

All Tech items are the property of Pacific Coast Academy and laptop/tablet returns should be submitted to the Tech Team at the [Lending Library](#) or shipped to our Tech Office. Please submit a ticket at the [PCA Remote Ticket Form](#) for detailed directions on how to return items.

Pacific Coast Academy does not sell any enrichment/technology items to families.

Please retain any boxes that technology items were shipped in, so that materials can be returned using the same boxes. This will help avoid damage upon the items return to the school. For Tech Team assistance or questions, please submit a ticket at the [PCA Remote Ticket Form](#) with any questions. or call (619) 215-0704 and choose Option 5.

All items purchased using Planning Amount funds are Pacific Coast Academy's property and must be returned to Pacific Coast Academy. Refunds/credit for devices purchased through Planning Amounts may be given at the discretion of Pacific Coast Academy. Worn, misused, or damaged items may not qualify for refund/credit.

To return an item for full or partial credit to a student's Planning Amount, the following minimum requirements must be met:

- 100% Credit: For a Tech Order to be eligible for a full refund/credit:
 - Refund request is initiated within 30 days of receiving the device by submitting a ticket
 - Device must not be damaged and must be in the same condition as when it was received
 - Devices must be returned with all accessories
- 50% Credit: Partial credit of 50% may be given within 30 to 90 days of when the Tech Order was originally processed. After 90 days, no credit will be given. The device must be returned to Pacific Coast Academy and evaluated by a member of the Tech Department before being issued a credit. Worn, abused, misused, or damaged items may or may not qualify for credit.

Notwithstanding anything to the contrary herein, the Executive Director and/or designee retains sole discretion to determine whether a credit is applicable to a student's Planning Amount and the amount of such credit.

Return Process for Students

Upon withdrawal, students are required to immediately return all school-owned devices. The Tech Department will evaluate the device to determine if there are any damages. If damages are beyond normal wear and tear, potential out-of-pocket charges may be applied.

To return an item for any reason, please:

- Coordinate the return of the school issued tech device with your HST (Home School Teacher) or return the tech device to the [Lending Library](#).
- If needed request a UPS shipping label from the Tech Department by submitting a ticket at the [PCA Remote Ticket Form](#) for detailed directions on how to return items. The Charter School is not able to provide shipping labels for any return from outside the state of California. Printers are not eligible for shipping labels.
- Please pack the tech device(s) appropriately and drop off at a UPS shipping location.
- Link to instructions: ["How to pack tech devices for return shipping."](#)

Once returned, the item will be evaluated. A credit or replacement will be issued, if eligible. If an item is not returned within the allotted time, the Educational Materials and Restitution Policy will apply.

Requests to Transfer Devices

Withdrawing or graduating students may not "transfer devices" amongst enrolled family members without express permission from one of the following: Executive Director, Senior Director, Director of Technology, or IT Manager. Requests for transfers should be submitted to the Tech Dept via support ticket. Students must comply with the following guidelines to request a device transfer:

- Parent/guardian requesting to transfer their child's device must inform their assigned teacher.
- The school will only consider transfer requests between currently enrolled siblings.

- The receiving sibling must not already have a device in the same category as the device being transferred.
- Any and all damages to the device will be the responsibility of the transferee.
- No credits will be made to the previous student's account.
- Chromebook transfers are executed with no charge
- All other tech devices have a \$25 instructional fund charge to re-assign the tech device to the transferee
- A helpdesk ticket must be submitted requesting to transfer a device to another student. Details must include the current student's name, assigned teacher, technology serial and asset number, and name of the sibling.

Hotspots

All school-issued hotspots are to be used for educational purposes only. Video streaming, gaming, and other forms of non-educational related entertainment is not allowed. Data service on hotspot devices is provided for the school year in which it is ordered in the school's ordering system and will be shut off after the last day of school.

A new order for data service will be required the following school year in order to reactivate the hotspot data service for that new school year.

PARENT-STUDENT INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

It is Pacific Coast Academy's mission to empower students with access to technology, information, and digital Resources while fostering safe, responsible, and ethical learning environments.

We are committed to upholding important security, privacy, and safety regulations, protocols, and standards. Users of School devices, networks, accounts, and other Resources must adhere to Pacific Coast Academy policies. Users are expected to fully comply with local, state, and federal laws. Failure to adhere to these policies or applicable laws may result in discipline, legal action, or other remedies determined to be within the rights of the School.

DEFINITIONS

- School, Organization, and or We - Pacific Coast Academy or PCA
- TD - Technology Department
- You, Your, and or I - The parent/guardian, student, and signer of this Acceptable Use of Technology Policy
- Resources - Devices, equipment systems, services or networks owned, operated or issued by the School
- User - Any person(s) accessing or utilizing School resources that is not a resource operator
- AUP – This Parent/Student Information Technology Acceptable Use Policy

USER RESPONSIBILITIES

Access to School technology, Resources, and support is a privilege that offers a wealth of educational benefits. To maintain these privileges, all users must agree to, learn about, and comply with all information within this Parent/Student Information Technology Acceptable Use Policy (AUP).

- You agree to learn about and comply with all the information outlined in this AUP.
- Persons to whom items are assigned are expected to exercise reasonable care to protect those items

against damage, loss and theft. “Reasonable care” is defined as:

- Never leaving items unattended, except in a safe place at home
- Never lending, giving or releasing items to a person other than an authorized School employee, such as a Tech Team member
- Never removing protective accessories or features (e.g., cases, bumpers)
- Keeping items away from dangerous conditions (e.g., liquids, heat sources, unstable surfaces or items) and preventing actions which promote damage beyond normal wear and tear
- Maintaining student supervision by parent/guardian at all times during access and usage
- You must immediately report damaged, lost or stolen Resources. Items reported stolen or missing will require a police report.
- Parents/guardians are expected to provide supervision and monitor Resource access and usage.
- You are expected to make a reasonable effort to protect your passwords, information and data.
- You must safeguard internal safety and security policies, such as authentication methods and password conventions.
- You are obligated to notify TD of continued access to Resources beyond student departure (e.g. withdrawal, graduation, expulsion) in the event TD has not contacted you to do so.
- All Resources are School property and must be returned or relinquished to the School upon request or student departure from the School.

ACCEPTABLE USE OF PCA RESOURCES BY USERS

- All School-issued accounts are intended solely for use by the person authorized to use the account.
- When sharing or exposing personal information or data online, extreme caution should be exercised.
- The School is bound by certain licensing agreements. Users are expected to comply with those agreements.
- The Resources shall only be used for educational and instructional purposes.

UNACCEPTABLE USE OF SCHOOL RESOURCES

- All commercial or for-profit usage is prohibited.
- The access, use or transmission of objectionable material (e.g., materials that are obscene, bullying, profane, lewd, threatening, disrespectful, hateful, pornographic) is prohibited.
- Violation of any local, state or federal laws as well as School, board or administrative policies are prohibited. Example: Federal copyright laws.
- Any attempt to circumvent PCA security measures or content filters or to access restricted resources is prohibited including, but not limited to, using a virtual private network (“VPN”).
- All malicious and nefarious activities are prohibited. Examples include (1) unauthorized trespassing or infiltration of a network or device, (2) the intentional distribution of malware, (3) any attempt to deny a remote service. Malicious actors may also be in violation of *California’s unauthorized computer access law, Penal Code section 502*.
- The intentional collection, mining or uncovering of personal information, files, passwords belonging to a user other than yourself is prohibited.
- Publicly advertising internal authentication methods and/or password conventions.

- Impersonation of any user other than yourself is prohibited.
- Unauthorized falsification or modification of any School records is prohibited.
- The collection or transmission of personal information (e.g., home address, phone number, personal email) which may be useful to identify an individual without written consent is prohibited.
- Political lobbying or advertising is prohibited.
- Unauthorized maintenance, service, repairs, or upgrades are prohibited. All Resources must be maintained by TD or authorized third parties.

DAMAGE CAUSED BY CARELESSNESS

Students are expected to exercise reasonable care to protect School-owned devices and accessories to prevent damage. Damage caused by carelessness is not considered “Accidental Damage.” Device damage resulting from carelessness will be assessed by TD. Examples of student carelessness would be: iPad (pens) that are noticeably damaged, latches that hold the lid closed being pulled out of the computer case, sticky devices from liquid spills, broken LCD screens that result from shutting the lid with objects still in the keyboard, and the continual loss of keys from the keyboard. When asked how the damage occurred, the answer “I don’t know”, or “it was fine when I put it in my bag” will be considered damage caused by carelessness. *Damage caused by carelessness is considered abuse of School property.*

EXPECTATION OF PRIVACY

Users should have no expectation of privacy in their use of the Resources. The School reserves the right to manage and monitor all aspects of the Resources. The following are examples of actions which may be performed for reasons deemed legitimate by the School:

- Obtain emails, messages and their attachments transmitted to or through School-owned or operated email systems or on the School’s Internet networks
- Monitor an individual's use of School-owned devices and may be obligated to report unlawful activity or threats to student physical safety to law enforcement and/or child protective services
- Locate or track the location of a Resource
- Confiscate, search, disable or wipe any School-owned device, item or their contents/data

CYBERBULLYING

Cyberbullying is bullying by means of an electronic act, as defined in the School’s discipline policies. Examples of this behavior include but are not limited to:

- Transmitting false, cruel, hateful or embarrassing information or media targeting others
- Creating posts or websites that have stories, cartoons, pictures, or jokes ridiculing others
- Unauthorized access to any electronic resource (e.g., social media, email) for purposes of downloading or transmitting vicious or embarrassing materials
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and transmitting that information or media to others
- Posting a student picture without their permission.
- The use of derogatory comments, including those regarding race, age, gender, sexual orientation, religion,

ability, political persuasion, body type, physical, or mental health.

Cyberbullying is prohibited. Any student who engages in cyberbullying will be subject to appropriate discipline in accordance with the School's policies.

STUDENT DEPARTURE

Upon student departure (e.g., withdrawal, graduation, or expulsion) from Pacific Coast Academy, all issued items must be returned. Please contact your Homeschool Teacher to make arrangements to return items to the School.

For information regarding technology returns, please review our *Technology Agreement* or submit a ticket at the [PCA Remote Ticket Form](#).

CONTACT INFORMATION: TECH DEPARTMENT

- Phone: (619) 215-0704 and choose Option 5.
- Submit a ticket at the [PCA Remote Ticket Form](#) with any questions.

DISCLAIMER & ACKNOWLEDGEMENTS

- Pacific Coast Academy reserves the right to modify its policies at any time.
- All Resources are School property. School property must be returned or relinquished to the School upon request or departure from the School.
- Pacific Coast Academy reserves the right to issue penalties (e.g., denial of access to Resources) or appropriate discipline or seek legal remedies in response to non-compliance with this AUP.
- Access to School technology, Resources and support is a privilege, not a right. These privileges are offered at the discretion of the School.
- Pacific Coast Academy will not be held liable for the information or data retrieved, stored, or transmitted by a user while using the Resources.
- Upon departure from the School, student access to the Resources will be removed.
- Users should not have an expectation of privacy in the use of the Resources, email, systems, or networks.
- Students are provided with Google Workspace for Education accounts upon enrollment and will be able to access services like email and YouTube. To learn more about Google services and their privacy policies, review the [Google Workspace for Education Privacy Notice](#).
- Illegal activities performed using School devices, networks, and systems may be reported to the proper authorities when discovered.
- Pacific Coast Academy will not be held responsible for losses or damages suffered by any user, including loss of data, interruption of service, delays, or non-deliveries.
- School issued property reported as lost, missing or stolen may be remotely tracked, located and/or disabled at the discretion of the School.
- Pacific Coast Academy may confiscate and search any School technology in the event of a policy breach.
- Pacific Coast Academy is not in any way an Internet Service Provider.
- Internet hotspots will only be active during the student calendar and deactivated during the summer recess. Charges for hotspots are annually recurring.

- Pacific Coast Academy cannot provide any support for non-School owned technology devices or Resources.
- Tech devices do have an end of service date. While the School and tech department prefer to keep tech devices in circulation, Pacific Coast Academy and the Tech Dept reserve the right to declare a tech device as End Of Service and request it be returned. The typical service span for a tech device is 3 years. Devices that have reached End of Service cannot be guaranteed to be compatible with software or services that may be required for a student's education.

USER AGREEMENT

I have read, understand, and will abide by the above PARENT/STUDENT ACCEPTABLE USE OF TECHNOLOGY POLICY while using any School technology and other electronic Resources issued, owned or operated by the School. I understand that it is impossible for Charter School to restrict access to all harmful or inappropriate content, and I will not hold Charter School, its directors, officers, employees, or agents responsible for content accessed by my student while using the Resources. I hold Charter School, its directors, officers, employees, and agents harmless from any damages, awards, or claims of liability resulting from my student's use of the Resources. I further understand that any violation of the policies above or any applicable laws are considered unethical and in some cases may constitute a criminal offense. Should I violate any of the policies outlined in this agreement or any applicable laws, I understand my access to any School Resource(s) may be limited or revoked, and disciplinary and or legal action may be taken.

BY SIGNING THE PARENT/STUDENT HANDBOOK SIGNATURE OF RECEIPT AND ACKNOWLEDGEMENT SECTION, PARENT(S)/GUARDIAN(S) & STUDENT AGREE THEY HAVE READ, UNDERSTOOD, AND ACCEPT THE TERMS WITHIN THIS PARENT/STUDENT INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY.

TRAVEL PLAN

- A Travel Plan is needed for any travel longer than 2 weeks (10 school days).
- Request and receive approval for a travel plan from your teacher prior to any travel longer than 2 weeks (10 school days).
- Approval for a travel plan may be contingent upon the student's ability to access the current educational programming during the travel period.
- Students will not be excused from live session attendance for their courses while on a travel plan.
- During travel time student must be attending school and parent/guardian and/or Learning Coach must be available by phone and/or internet for communication.
- Student cannot be on vacation or extended travel longer than two months per semester (61 consecutive days or 61 cumulative days throughout the semester), or they will be deemed to have lost California residency and therefore will be withdrawn.
- **The School will support access to education resources in our areas of service in Southern California. Access to School systems, education resources, tech devices, hotspots, digital programs, and apps, cannot be guaranteed outside of our areas of service and support can only be provided on a best effort basis.**
- If you are traveling out of the state of California, Special Education services cannot be provided to your student (if applicable) due to credentialing/licensing requirements.

NON-COMPLIANCE POLICY

Homeschool Teachers partner with families to educate students enrolled in our school. The partnership is effective if students and parents/guardians are actively participating in our program and meeting enrollment requirements.

Indications that a student is not actively participating in our program include:

- Non-attendance
- Refusing to schedule meetings (or failing to hold meetings as specified in the Independent Study Policy (two meetings per semester, occur in person within 60 days, every other learning period)
- Unable to contact
- Not meeting enrollment requirements
- Not submitting requested work samples, attendance logs, and master agreement addendums
- Failure to show the body of work
- Not participating in one or more assigned benchmark tests
- Failure to fulfill approved Travel Plan
- Failure to sign and return a Master Agreement Addendum within 5 days of presentation

In these instances, the school may

- Contact the family by phone and email requesting resolution within two school days.
- Two school days later, if there is not a satisfactory resolution, the Homeschool Teacher will attempt to contact the family again by phone, email, and a letter of non-compliance will be sent electronically to the email address on file. The letter will request a resolution within five school days. Planning amounts will be placed on hold until non-compliance is resolved.
- If the issue is resolved, the parent/guardian and teacher will confer to review expectations and create a plan to maintain compliance.
- If the issue is not resolved, the Homeschool Teacher will attempt to contact the family again by phone, email, and a second letter of non-compliance will be sent electronically to the email address on file. The letter will request a resolution within five school days. In addition, an Administrative Conference Call will be scheduled to be held no sooner than six days of the date the letter was sent.
- It may be deemed, at that time, that independent study is not the best educational placement for the student and the student may be withdrawn.

WORK SAMPLES

To meet California Independent Study Guidelines, teachers are required to evaluate the student's body of work and collect work samples by the end of each learning period. Students are required to submit work samples as requested by their Homeschool Teacher to demonstrate and document student learning. Failure to provide work samples may jeopardize your child's enrollment status at the school.

Acceptable Work Sample Criteria

- Original or scanned PDF version
- Demonstrates neat and organized work
- Demonstrates a good reflection of your child's learning and abilities

- Includes student's name written by the student and date in the top right-hand corner
- The sample needs to be completed and dated within the collection Learning Period
- Must be non-sectarian (non-religious)
- Must be completed on a school day per the school's attendance calendar
- Photographs or projects without written explanations must include a summary from the student's perspective
- Samples may be typed or handwritten by the student. Younger students may dictate to the parent to write or type for them.

Non-Compliant Work Samples Include

- Missing student first and last name
- Scanned documents that are difficult to read or are very light
- A scanned or printed document of a certificate of completion or report from an online learning platform
- Samples completed and dated not within the Learning Period and/or not on a school day
- A photograph which does not include the student's summary of the project/concept
- Incomplete worksheets or work

Please contact your student's Homeschool Teacher or Case Manager for IEP accommodations and/or modifications applicable to work sample requirements.

TESTING & ASSESSMENT

Assessment data is critical to Pacific Coast Academy. Essentially, assessments are one indicator of student learning. Using assessment data is not only a healthy thing to do internally as a school community, but also a required part of the WASC accreditation process and the charter renewal process.

WASC accreditation shows that a school has met and is maintaining a high level of standards. Furthermore, having WASC accreditation validates the integrity of the school's program for transfer students and transcripts for university acceptance. Many of our families put great value on WASC accreditation. In order to receive WASC accreditation, a school must go through a rigorous process of describing, demonstrating, and evaluating its instructional program through a school-wide action plan.

It is a wonderful accomplishment for a school to be accredited, but the work is not finished. Maintaining accreditation is an ongoing cycle of managing change and improvement through regular assessment, planning, implementing, monitoring and reassessing.

Assessment data is also an important piece in our charter renewal process. All charter schools are authorized by a sponsoring school district or county office of education. The authorizer is granting permission to the petitioning organization to make their own independent decisions and operate their own school. In return, the charter school needs to demonstrate compliance with the essential terms of the charter, which include Ed Code, student achievement, governance, reporting requirements, etc. Pacific Coast Academy must remain in good standing with its authorizer. Without authorization, we have no charter! Authorizers gauge compliance and achievement with assessment data. Scores at the individual student level are never shared, and privacy of student names is maintained according to federal laws that protect students.

It is very important to Pacific Coast Academy that all students participate in school-wide assessment. We do our very best to listen to the needs of parents and students. We hope this year there are positive changes for you and your child with the different assessments.

STATE STANDARDIZED TESTS – CALIFORNIA ASSESSMENT OF STUDENT PERFORMANCE AND PROGRESS (CAASPP)

As students of a public charter school, our students participate in the following state standardized tests:

- Grades 3 – 8 and 11: Smarter Balanced Assessment Consortium (SBAC)
- Grades 5, 8, and one time in High School during the year of their last science course: California Standards Test for Science (CAST)
- Grades 5, 7 and 9: Physical Fitness Test (PFT)
- ELPAC: English Language Proficiency Assessments for California (English Learners only)

Participation rates are critical to the success of our school. A public school is required to achieve a participation rate of 95% on any state testing. If a school has less than 95% of its students participate in any assessment, the school receives an academic performance penalty by the state of California.

Parents have the ability to opt out their children from participating in the CAASPP in accordance with Education Code section 60615. If a parent/student opts out of participating in CAASPP, Pacific Coast Academy requires participation in an alternative local assessment to be administered by the school. This alternative assessment is selected by Pacific Coast Academy and administered at the school's office. This is not a state mandated alternative assessment.

School staff administers all state standardized tests at facilities located within driving distance of your home. A testing schedule will be provided to you from your teacher. Individual student performance results on statewide achievement testing are available to parents that would like a copy through our Parent Portal.

Often our families have questions or concerns about the CAASPP assessments. We want our families to feel informed about assessments so they are prepared and feel more comfortable partaking. We also ask that you work closely with your teacher so your student can be assigned any designated supports that would help them during their testing session.

ELPAC: TESTING FOR ENGLISH LANGUAGE LEARNERS

California state law requires that the English Language Proficiency Assessments for California (ELPAC) be given each year to English Learners. The ELPAC is a test that measures how well a student can listen, speak, read, and write in English. The purpose of ELPAC is to ensure all students receive adequate support to succeed.

New students that have declared another language besides English on their home language survey must be assessed. This includes TK students. Students that have been previously designated as English Learners at another public school (even if it was years ago) must be tested by law every year until they reach a level of proficiency and are reclassified and there is no option to opt-out. At that point, they will no longer need to take the test.

INTERNAL DIAGNOSTIC: STAR 360

Pacific Coast Academy believes that ongoing assessments will help to inform instructional practices. The Star 360 is not designed to find flaws, but rather to build strength and skills necessary to become successful in the student's educational career.

We chose Star 360 because of its adaptive nature and the diagnostic tool pinpoints students' needs down to the sub-skill level. Star 360 provides data-driven insights and support for successful implementation of standards. Pacific Coast Academy will provide the parents with the results of Star 360, so the parent and teacher can work together to create a personalized learning plan for each student.

Assessments allow our teachers to monitor student growth and performance. The questions will automatically change the level of difficulty, thus "adaptive," based on student response patterns.

Star 360 Testing will be assigned up to three times a year during the school's assigned test administration windows.

ADVANCED PLACEMENT (AP) TESTING

The School may offer Advanced Placement testing during the testing window approved by the College Board. High School students who are taking an approved Advanced Placement course through the School are eligible to sign up for the Advanced Placement exam. High School students who are not taking an approved Advanced Placement course through the School may take an Advanced Placement exam only with Director approval.

Middle School students who are taking an approved Advanced Placement World Language course through the School may be approved to take the Advanced Placement exam (Middle School students may be eligible for Advanced Placement exams only in the subject area of World Language).

RECORDS DEPARTMENT

The Records Department supports families by maintaining student records and will process requests for various documents such as work permits, enrollment verification, report cards, and transcripts.

Document Requested	Expected Time of Processing
Work Permit	3 Business Days
Enrollment Verification	3 Business Days
Official/Unofficial Transcripts	5 Business Days
Copies of CUME (Student Records)	5 Business Days

WORK PERMITS

To be eligible for a work permit, students must have earned a weighted GPA of 2.5 or above in their most recent semester. Students must also be in compliance with all attendance requirements. There are two types of work permits: Entertainment and Non-Entertainment

Entertainment Work Permits

- Entertainment work permits are obtained from the entertainment industry employer, filled out, and sent to records@pacificcoastacademy.org

Non-Entertainment Work Permits

- To complete a non-entertainment work permit, the employer needs to provide the student a **B1-1** permit (think of this as the permit to attain a permit). Once the **B1-1** permit is sent to records@pacificcoastacademy.org, one of our Records specialists will fill it out and provide a **B1-4** at the same time. The **B1-4** is the actual permit.

EDUCATIONAL RECORDS

An education record is any written or computerized document, file, entry, or record containing information directly relating to a student that is compiled and maintained by Pacific Coast Academy. Such information includes but is not limited to:

- Date and place of birth, parent and/or guardian's address, and where the parties may be contacted for emergency purposes;
- Grades, test scores, courses taken, academic specializations and school activities;
- Special education records;
- Disciplinary records;
- Medical and health records;
- Attendance records and records of past schools attended;
- Personal information such as, but not limited to, student identification numbers, social security numbers, photographs, or any other type of information that aids in identification of a student. Please note that, as of January 1, 2017, Pacific Coast Academy shall not collect or solicit social security numbers or the last four digits of social security numbers from students or their parents/guardians, unless otherwise required to do so by state or federal law.

If you need copies of records relating to your student enrolled with the school, please request those records from the records department, not your homeschool teacher. The records department may be reached at (619) 215-0704 x430 or records@pacificcoastacademy.org. Please note that teachers cannot provide letters pertaining to your student's participation in the school for purposes of child custody matters short of receiving a subpoena.

Pacific Coast Academy shall not use any school resources or data to be used to create a registry based on race, gender, sexual orientation, religion, ethnicity or national origin. An education record does not include any of the following:

- Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and

are not accessible or revealed to another person except a temporary substitute for the maker of the record;

- Records maintained by a law enforcement unit of Pacific Coast Academy that were created by that law enforcement unit for the purpose of law enforcement;
- Records relating to a Pacific Coast Academy employee that are made and maintained in the normal course of business, relate exclusively to the individual in that individual's capacity as an employee; and are not available for use for any other purpose;
- Records on a student who is 18 years of age or older, or is attending an institution of postsecondary education, that are: a) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity; b) made, maintained, or used only in connection with treatment of the student; and c) disclosed only to individuals providing the treatment. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at Pacific Coast Academy.
- Records that only contain information about an individual after he or she is no longer a student at Pacific Coast Academy.
- Grades on peer-graded papers before they are collected and recorded by a teacher.

Parents and eligible students have the right to:

- Inspect and review the student's education records;
- Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights;
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Code of Federal Regulations authorize disclosure without consent;
- File with the Department of Education a complaint concerning alleged failures by Pacific Coast Academy to comply with the requirements of FERPA and its promulgated regulations.
- Request that Pacific Coast Academy not release student names, addresses and telephone listings to military recruiters or institutions of higher education without prior written parental consent.

STUDENT MENTAL & PHYSICAL HEALTH

The school is committed to protecting the health and well-being of all Pacific Coast Academy students, including vulnerable youth populations, by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide and self-harming behavior. Vulnerable youth populations include LGBTQ (lesbian, gay, bisexual, transgender, questioning) youth, youth living with mental and/or substance use disorders, youth who engage in self-harm or have attempted suicide, youth in out-of-home settings, youth experiencing homelessness, American Indian/Alaska Native youth or youth that identify with other racial minority groups, youth bereaved by suicide and youth living with medical conditions and disabilities.

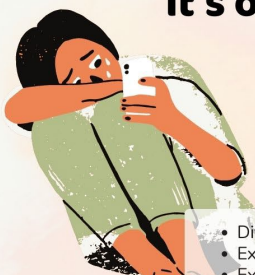
Pacific Coast Academy recognizes that:

- Physical, behavioral, and emotional health is an integral component of a student's educational outcome
- Suicide is a leading cause of death among young people

- The school has an ethical responsibility to take a proactive approach in preventing deaths by suicide
- The school's role in providing an environment which is sensitive to individual and societal factors that place youth at greater risk for suicide and one which helps to foster positive youth development. In recognition of the need to protect the health, safety and welfare of its students, to promote healthy development, to safeguard against the threat or attempt of suicide among school aged youth, and to address barriers to learning, Pacific Coast Academy has adopted a policy, which corresponds with and supports other federal, state and local efforts to provide youth with prevention education, early identification and intervention, and access to all local resources to promote health and prevent personal harm or injury.

Mental Health Resource Poster

Pacific Coast Academy Student Support



It's okay to not be okay: Mental Health Check In

About 1 in 5 youths and adults live with a mental illness.

What to look out for?

- Difficulty coping
- Excessive sadness
- Excessive worries
- Excessive anger

- Mood swings
- Difficulty concentrating
- Lack of motivation
- Reckless behavior

- Changes in energy
- Changes in sleeping patterns
- Changes eating habits
- Delusions

- Hallucinations
- Paranoia
- Suicidal thinking

How to deal with it?



Talk to someone you trust such as a family member, close friend, mentor, teacher, therapist, or doctor



Use tools such as deep breathing, mindfulness, grounding, positive self talk self-compassion, or volunteerism



Practice self care such as healthy eating, exercise, journaling, creative activities, or recreational hobbies

What to avoid?

Isolating from friends and family - Withdrawing from activities - Negative thinking - Self-medication
 Self-harm - Neglecting self-care - Risky and/or destructive behaviors

Need support?

You or someone you know in immediate danger?

Call 911 or go to the nearest emergency room.

Experiencing a mental health crisis and need to talk?

Call the National Suicide Lifeline at 988.

Looking for school-based help?

Contact PCA's Mental Health Provider at
rex.sheridan@pacificcoastacademy.org

Looking for support in your community?

Call 211.

Struggling with substance use?

Call SAMHSA at 1-800-662-4357



Availability of Individualized Instruction

A student with a temporary disability who is hospitalized or in a residential health facility that makes attendance in regular classes or an alternative education program impossible or inadvisable may be provided individual instruction by the school district in which the hospital or other residential health facility is located. The duration of the individualized instruction shall correspond with the student's temporary disability.

Medication Administration at School-Sponsored Activities

Please see the School's policy on the administration of medication at school-sponsored activities, which is available on the School's website to learn about administration of medication at school-sponsored activities.

HPV AND HPV VACCINATION: WHAT EVERY PARENT SHOULD KNOW

What is HPV?

Human papillomavirus (HPV) is a very common virus that 8 out of 10 people will get at some point in their lifetime. Some HPV infections can lead to cancer later in life.

HPV is estimated to cause about 37,000 cases of cancer in men and women every year in the U.S. – that's the same as the average attendance for a major league baseball game!

Only cervical cancer, one of the cancers caused by HPV, can be detected early with a Pap test. The other cancers caused by HPV (cancers of the throat, genitals, or anus) may not be detected until they are more serious. HPV vaccination prevents infections that cause these cancers.

How can I protect my child from HPV?

HPV vaccination can prevent over 90% of cancers caused by HPV. HPV vaccines are very safe, and scientific research shows that the benefits of HPV vaccination far outweigh the potential risks. With more than 135 million doses given in the U.S. since 2006, HPV vaccine has a long safety record that's backed by over 15 years of monitoring. Common side effects are mild and get better within a day or two. These include pain, redness, or swelling where the shot was given, similar to other vaccines.

HPV vaccination works [extremely well](#). Since HPV vaccination was first recommended in 2006, infections with HPV types that cause most HPV cancers have dropped 88% among teen girls and 81% among young adult women.

Vaccination against HPV is recommended by the federal Advisory Committee on Immunization Practices, the American Academy of Pediatrics, and the American Academy of Family Physicians. It's also recommended by the American Cancer Society and California's Cancer Prevention Act.

Who should get the vaccine and when should they get it?

Because the vaccine is more effective when given at younger ages, two doses of HPV vaccine are recommended for all kids between the ages of 9 to 12 years, and the second dose should be given before the start of 8th grade.

(Kids who wait until later to get their first dose of HPV vaccine may need three doses.) The HPV vaccine is often given at the same time as other adolescent vaccines, like Tdap to prevent whooping cough and meningococcal vaccine to prevent bacterial meningitis.

Where can I get the HPV vaccine for my child?

Ask your health care provider, pharmacist, or local health department to learn more about HPV vaccine and where you can get it. The vaccine is covered by most health insurance plans. If you don't have health insurance, your child can still get vaccinated. The Vaccines for Children (VFC) Program offers free vaccines to children up to age 18 years without insurance or whose insurance does not cover the cost of vaccines.

Ask your healthcare provider or [local health department](#) about [VFC](#). Find doctors participating in VFC [in your area](#).

For more information on HPV, the vaccine, and cancer prevention, visit the [Centers for Disease Control and Prevention](#).

SUICIDE PREVENTION POLICY

The school's Suicide Prevention Policy can be found on the school website in the About section, under School Board and Board Policies.

With the intention of creating a safe and nurturing educational entity that minimizes suicidal ideation in students, we also recognize our duty to protect the health, safety, and welfare of our students, and aim to safeguard students and staff against suicide attempts, deaths and other trauma associated with suicide. These safeguards include ensuring adequate supports for students, staff, and families affected by suicide attempts and loss. Because the emotional wellness of students greatly impacts learning, motivation, and educational success, the current policy shall be paired with other policies that support the emotional and behavioral wellness of students.

Pacific Coast Academy's policy is based on research and best practices in suicide prevention, and has been adopted with the understanding that suicide prevention activities decrease suicide risk, increase help-seeking behavior, identify those at risk of suicide, and decrease suicidal behaviors. Empirical evidence refutes a common belief that talking about suicide can increase risk or "place the idea in someone's mind." In an attempt to reduce suicidal behavior and its impact on students and families, Pacific Coast Academy has developed strategies for suicide prevention, intervention, and postvention, and the identification of the mental health challenges frequently associated with suicidal thinking and behavior. These strategies shall include professional development for parents/guardians, caregivers, students, and school personnel who regularly interact with students or serve in a position to recognize the risk factors and warning signs of suicide.

SUICIDE AWARENESS INFORMATION

Warning Signs of Suicide

It is vital to suicide prevention that individuals are equipped to recognize the warning signs of someone who is seriously contemplating suicide. Behaviors that may mean a person is at *immediate* risk for suicide and thus prompt you to take action right away include:

- Talking or writing about wanting to die or to kill one's self and/making specific threats
- Looking for a way to kill one's self, such as a new or sudden interest in buying a gun
- Talking about feeling hopeless or like there's no point in living or carrying on
- Unusual or unexpected visits or calls to family and friends to say "goodbye" as if they will not be seen again or giving away favorite possessions
- Increased use/abuse of alcohol or drugs

- Withdrawing from social contact
- Intense mood swings
- Feeling trapped, hopeless, or helpless about a situation
- Changing normal routines including eating and sleeping patterns
- Doing risky or self-destructive things
- Personality changes or being severely anxious or agitated when experiencing the warning signs above.

The above behaviors do not necessarily indicate suicidal ideation in and of themselves. However, when combined with other factors (like a recent, painful loss or public moment of humiliation), they should take on a new sense of urgency to intervene with help.

Crisis Hotline Information

If you feel you or someone else is in imminent danger (e.g., has access to a gun, is on a rooftop, or in other unsafe conditions), a call should be made immediately to 911. If you need to talk or help working through a problem, use the resources below.

Phone Numbers

- National Suicide and Crisis Lifeline: 988
- California Youth Crisis Line: 1(800) 843-5200
- HELPLine: 1(951) 686-HELP (4357)
- National Suicide Hotline: 1(800) SUICIDE (784-2433)
- Teen Line: 1(800) 852-8336
- Teen Hotline: 1(714) NEWTEEN (639-8336)
- Trevor Lifeline for lesbian, gay, bisexual, transgender & questioning youth: 1(866) 488-7386

Text Numbers

- Crisis Text Hotline for when you don't feel like talking - Text LISTEN to 741-741
- Suicide prevention lifeline - Text TALK to 199-273

Websites

- Trevor Project: <https://suicidepreventionlifeline.org/>
- Coalition for Youth Crisis Line: <https://calyouth.org/cycl/>
- Teen Line: <https://www.teenline.org/youth>
- Know the Signs: <https://www.suicideispreventable.org/>

FENTANYL USE PREVENTION

The health and safety of our students and staff are a high priority. Therefore, it is important to share some concerning trends we are seeing in California regarding opioids, specifically the drug fentanyl. Fentanyl, an extremely potent and dangerous synthetic opioid, is 80-100 times more potent than morphine and 40-50 times more potent than heroin and, as a result, is a major cause of overdose for unsuspecting individuals. Social media platforms are being used as a way to market and sell synthetic drugs, such as fentanyl.

The United States Drug Enforcement Agency recently identified a new trend in which “[rainbow fentanyl](#)” appears

in bright colors and in many forms, including pills, powder, and blocks that can resemble sidewalk chalk or candy. It can resemble the candy Smarties, so it's especially important to be alert around Halloween time. Please share with your children that any pill (regardless of its color, shape, or size) that does not come from a health care provider or pharmacist can contain fentanyl and can be deadly. Oftentimes, people purchasing or taking these pills are unaware that they contain fentanyl.

Things You Can Do

- If you're concerned someone in your life is at risk for opioid overdose, have on-hand the overdose reversal medication naloxone (Narcan). Narcan has no adverse side effects and is available without a physician prescription at most pharmacies.
- If you find any pills that you are unfamiliar with, do not touch them. Call local law enforcement for removal.
- Speak with your student about this information so they know the risks of buying or sharing prescription medication or other drugs, and that fake pills are out there.
- Call local law enforcement if you or your student have seen these rainbow-colored pills. Speaking up may save a friend's life!
- Contact the 24/7 Mental Health & Substance Use Access & Assessment Hotline (888-724-7240) to get help for a friend or loved one struggling with substance abuse.
- Monitor your student's social media usage and discuss how to recognize and report being targeted for marketing of illegal substances.

According to the [California Department of Public Health \(CDPH\)](#) opioid-related overdose deaths in California's youth ages 10-19 years increased from 2018 (54 total) to 2020 (274 total), marking a 407 percent increase over two years, largely driven by fentanyl. Additionally, fentanyl-related overdose deaths in California's youth ages 10-19 years increased from 2018 (36 total) to 2020 (261 total), a 625 percent increase. As a school community, it's important for us all to be informed and work in partnership to keep our students safe.

HARASSMENT

The school's Harassment Discrimination, Intimidation & Bullying Prevention Policy can be found on the school website in the About section, under School Board and Board Policies.

The school is committed to maintaining a learning and working environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and Education Code section 220, and disability, gender, gender identity, gender expression, nationality, immigration status, race or ethnicity, religion, sexual orientation, neurodiversity, or association with a person or group with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance and all acts of the governing board in enacting policies and procedures of the governing board. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying of anyone in or from the school may be subject to disciplinary action up to and including expulsion. The school's policies and process for filing a complaint are publicized to pupils, parents, employees and agents of the governing board. The notice shall be in English and in the primary language of the recipient. To report an incident and/or to receive a copy of the school's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies or to report incidences of bullying please contact the school administration.

It is school policy to prohibit harassment by any means, including but not limited to: sexual, physical, verbal, written, electronic, mental, emotional and visual harassment, intimidation, bullying, and cyberbullying. Whether direct or indirect, such intentional acts substantially harm and interfere with a student's education, threaten the overall educational environment, and disrupt the operation of school.

Discrimination, harassment, intimidation or bullying based on the following characteristics, whether actual or perceived: race, religious creed (including religious dress and grooming practices), color, national origin (including language use restrictions), immigration status, citizenship status, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy or childbirth), gender, gender identity, gender expression, age, sexual orientation, military and veteran status, neurodiversity, or association with a person or group with one or more of the aforementioned characteristics or any other legally protected category is unlawful and undermines the character and purpose of the School. Such discrimination, harassment, intimidation or bullying violates School policy and will not be tolerated. Violations of this School policy will prompt an investigation and when appropriate, disciplinary action. Depending upon the circumstances, disciplinary action may include, but is not limited to, suspension and/or recommendation for expulsion. Discipline for a violation of this policy is not progressive, so a first violation of this policy may warrant suspension or a recommendation for expulsion.

Pacific Coast Academy will take measures against harassment. This includes any act that takes place on or immediately adjacent to the location of any school event, at any school-sponsored activity, on school-provided transportation, or off-campus activities that cause or threaten to cause a substantial and material disruption at school or interfere with the rights of students to be secure.

It is important to understand that jokes, stories, cartoons, nicknames, the sending or posting of inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs and comments that violate school, state, and federal law may be offensive to others and will not be tolerated.

If you feel you have been a victim of harassment or are being bullied, inform your Homeschool Teacher or school administrator immediately.

SUSPENSION & EXPULSION

The school's Suspension and Expulsion Policy can be found on the school website in the About section, under School Board and Board Policies.

Definition of Expulsion

Expulsion shall be defined as permanent dismissal from PCA, without re-enrollment privileges, and must be approved by the PCA Charter Board or their authorized designee.

Definition of Suspension

Suspensions shall be defined as a temporary leave of absence from PCA that may occur at the discretion of the individual PCA Homeschool Teacher, Regional Administrator, or the PCA Charter Board.

Grounds for Suspension and Expulsion

A student may be subject to suspension and/or expulsion when it is determined that the students, while on or

within view of the Educational Vendor Locations, at a school sponsored activity/field trip, or online.

- Committed academic dishonesty.
- Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon another person, except in self-defense.
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
- Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code sections 11053-11058, beverage or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance or material and represented the same as a controlled substance, alcoholic beverage or intoxicant.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stole or attempted to steal school property or private property.
- Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to: cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew, and packets. This restriction shall not prohibit a student from using or possessing his/her own prescription products.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.
- Knowingly received stolen school property or private property.
- Possessed an imitation firearm, i.e., a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, Charter School's Board of Directors, or designee(s)'s concurrence.
- Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 289, or former section 288a, or committed a sexual battery as defined in Penal Code 243.4.
- Harassed, threatened, or intimidated a student who is a witness or complaining witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- Made terrorist threats against school officials, students, and/or school property.
- For students in grades 4 to 12, committed sexual harassment as defined in Education Code 212.5.
- Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 33032.5.
- Intentionally harassed, threatened or intimidated school personnel, a student or a group of students that is sufficiently severe or pervasive, to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading personnel or student rights by creating an intimidating or hostile educational environment including, but not limited to, acts outlined in the Harassment section. This section shall apply to pupils in any of grades 4 to 12, inclusive.

- Discriminated against, harassed, intimidated, and/or bullied any person or groups of persons based on the following actual or perceived characteristics: disability, gender, nationality, race or ethnicity, religion, sexual orientation, gender identity, gender expression or any other characteristic that is contained in the definition of hate crimes set forth in Penal Code Section 422.55, including immigration status, or association with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activities/field trips or school attendance.
 - Engaged in, or attempted to engage in, hazing. “Hazing” means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current or prospective pupil. “Hazing” does not include athletic events or school-sanctioned events.
 - Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
 - “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
 - i. Placing a reasonable student or students in fear of harm to that student’s or those students’ person or property.
 - ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
 - iii. Causing a reasonable student to experience substantial interference with his or her academic performance.
 - iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
- 2) “Electronic act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
- i. A message, text, sound, video, or image.
 - ii. A post on a social network internet website, including, but not limited to:
 - a) Posting to or creating a burn page. “Burn page” means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).
 - b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - c) Creating a false profile for the purpose of having one or more of the effects

listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

iii. An act of cyber sexual bullying.

a) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this sub clause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

b) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

iv. Notwithstanding paragraph (A) and subparagraph (i), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the internet or is currently posted on the internet.

3) “Reasonable pupil” means a pupil, including, but not limited to, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil's exceptional needs.

- A student who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a student who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a) above.
- Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Executive Director or designee’s concurrence.

Note: Pursuant to Education Code 48900.7, the making of a terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out.

Willful Defiance

If a student is found to have disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties, a certificated or noncertificated employee may refer a student to School administrators and timely in-school interventions or supports. The School administrator shall, within five business days, document the actions taken and place that documentation in the student’s record to be available for access by parents. The School administrator shall also, by the end of the fifth business day, inform the referring certificated or noncertificated employee, verbally or in writing, what actions were taken and, if none, the rationale used for not providing any appropriate or timely in-school interventions or supports.

SUSPENSION & EXPULSION FOR STUDENTS WITH DISABILITIES

A student identified as an individual with disabilities pursuant to the Individuals with Disabilities Education Act or Section 504 of the federal Rehabilitation Act of 1973 is subject to the same grounds for suspension and expulsion which apply to general education students. All the procedural safeguards established by Charter School policies and regulations shall be observed in considering the suspension or expulsion of students with disabilities. In the case of a suspension or an expulsion of a student identified as having special education needs, PCA shall comply with federal and state law.

DUE PROCESS STATEMENT

Pacific Coast Academy shall provide for the fair treatment of students facing suspension and expulsion by affording them due-process rights. Rules regarding suspension and expulsion shall be revised periodically as required by any changes in school policy, regulation, or law.

In all cases, school disciplinary policies shall afford students due process. To this end, the school board shall develop rules and regulations governing the procedures by which students may be suspended or expelled.

In the event of an expulsion, a student will be entitled to written notice of the grounds for their proposed removal and will be given a full due process hearing in regard to the proposed expulsion. Parent(s)/guardian(s) will also be given written notice in advance of said hearing so that they may attend. The school will maintain a record of the notice and of the hearing. The student will also be entitled to appeal a decision to expel said student, pursuant to the appeal procedures established by the school board.

GRIEVANCE POLICY AND PROCEDURE

Pacific Coast Academy is committed to achieving student/family satisfaction. The following procedure was developed to ensure that student, family and staff grievances are addressed fairly by the appropriate persons in a timely manner. Discrimination against students/families on the basis of ethnicity, sex, ancestry, physical or mental disability, race, color, gender, gender identity or expression national origin, sexual orientation or religion is prohibited.

The parent/guardian will address in writing any concern or grievance initially with the student's Homeschool Teacher. The Homeschool Teacher and/or supervisor will respond. If the concern or grievance is not resolved, the parent/guardian may request a meeting with school leadership to discuss the concern or grievance. Pacific Coast Academy leadership will investigate and respond within 60 school days. A written email and letter will be sent to the family that will address the concern and outcome.

The charter school is committed to maintaining a learning environment that is free from sexual harassment and shall follow the Title IX grievance procedures for addressing allegations of sexual harassment as defined under Title IX. The Title IX Policy can be found on the school's website in the About section, under School Board and Board Policies.

The charter school has adopted a Uniform Complaint Procedure. Pacific Coast Academy shall follow uniform complaint procedures when addressing complaints involving adult education programs, categorical aid programs, migrant child education, career technical education training programs, child care and development programs, allegations of unlawful discrimination, harassment, intimidation, or bullying, lactation accommodations, non-

compliance with school safety planning requirements, pupil fees, courses of study, instructional minutes for physical education, local control accountability plans, any deficiencies related to preschool health and safety issues for a California state preschool program, and matters pertaining to the right of foster youth, homeless youth, former juvenile court school pupils, and children of military families. Complaints that the School has refused to approve the use or prohibits the use of any textbook, instructional material, etc., for classroom instruction or any book or other resource in a school library on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code section 51204.5 and 60040, with limited exceptions, should be processed through the Uniform Complaint Procedures. Information regarding the Uniform Complaint Procedure, including the individual responsible for processing a Uniform Complaint can be found on the school's website in the About section, under School Board and Board Policies.

Pupil Fees

California Education Code (EC) Section 49011 subdivision A states that a pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. The Charter School has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. To resolve complaints which may require a more formal process, the Board adopts Uniform Complaint Procedures or "UCP," which can be found on the school's website under About > School Board > Board Policies > Community Relations.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Notification of Rights under FERPA for Elementary and Secondary Schools

FERPA affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.
Parents or eligible students should submit to the school Executive Director [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write to the school Executive Director [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If Pacific Coast Academy decides not to amend the record as requested by the parent or eligible student, Pacific Coast Academy will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to provide written consent before Pacific Coast Academy discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes

disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Pacific Coast Academy as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Student information maintained in the state's CALPADS system is shared with the California College Guidance Initiative (CCGI) in accordance with Education Code section 60900.5. The CALPADS data will be used to provide pupils and families with direct access to online tools and resources, enable a pupil to transmit information shared with the CCGI to post-secondary educational institutions for purposes of admission and academic placement and to the Student Aid Commission for purposes of determining eligibility form, and increasing uptake of, student financial aid.

Upon request, Pacific Coast Academy discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [Note: FERPA requires a school to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Pacific Coast Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions,

provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To the California Longitudinal Pupil Achievement Data System (an entity with legitimate educational interest in student records)

CALIFORNIA LAW REGARDING SAFE STORAGE OF FIREARMS

Per SB 906, local educational agencies (LEAs) are required to notify parents about California's laws around storing firearms safely.

California law requires parents and legal guardians of all students to keep firearms out of the hands of children by storing firearms in a safe and secure manner, including keeping them locked up when not in use or secured with a locking device that renders the firearm inoperable, and storing firearms separately from ammunition.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; or (3) unlawfully brandishes the firearm to others.^[1]

- Note: The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.
- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor never actually accesses the firearm.^[2]
- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.^[3]
- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.^[4]

[1] See California Civil Code Section 29805.

[2] See California Civil Code Section 1714.3.

[3] See California Penal Code sections 25100 through 25125 and 25200 through 25220.

[4] See California Penal Code section 25100(c).

TITLE 1

PARENT AND FAMILY ENGAGEMENT POLICY

Learning and Educational Agencies and schools receiving federal funding are required to implement a parent and family engagement policy under federal law. See 20 U.S.C. § 6318. The Parent and Family Engagement Policy can be found on the school website in the About section, under School Board and Board Policies.

PARENT NOTIFICATION OF TEACHER QUALIFICATIONS

Your child is attending a school receiving Title I federal funds through the Elementary and Secondary Education Act (ESEA). At the beginning of each school year, local educational agencies receiving Title I funds are required to notify parents whose student(s) attend a Title I school that they may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum:

- Whether the student's teacher:
 - Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - Is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like this information, please contact Human Resources at hrhelp@pacificcoastacademy.org.

NOTICE TO FAMILIES REGARDING SPEECH-LANGUAGE PATHOLOGIST QUALIFICATIONS

Speech-Language Pathologists, Speech-Language Pathology Assistants, Required Professional Experience Licensees, and Speech-Language Pathology Aides are licensed and regulated by the Speech-Language Pathology & Audiology & Hearing Aid Dispensers Board: Phone (916) 287 7915, www.speechandhearing.ca.gov

COMPREHENSIVE SEXUAL HEALTH AND HIV PREVENTION EDUCATION (CALIFORNIA HEALTHY YOUTH ACT)

[The California Healthy Youth Act \(CHYA\) of 2016](#) was extended to charter schools in 2018 ([AB 2601](#)). CHYA requires that all California public schools provide comprehensive sexual health and HIV prevention education to students at least once in middle school and once in high school. Our school offers the [Rights, Respect, Responsibility \(3Rs\) curriculum](#) to all 8th- and 9th-grade students.

The law requires that schools offer instruction that is inclusive of all students, encourage students to communicate with parents or guardians about human sexuality, and provide students with the knowledge and skills they need to develop healthy attitudes concerning adolescent growth and development.

The purpose of this instruction is to:

- Provide students with the knowledge and skills necessary to protect their sexual and reproductive health from HIV and other sexually transmitted infections and unintended pregnancy.
- Provide students with the knowledge and skills they need to develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family.
- Promote an understanding of sexuality as a normal part of human development.
- Ensure students receive integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention instruction and provide educators with clear tools and guidance to accomplish that end.
- Provide students with the knowledge and skills necessary to have healthy, positive, and safe relationships and behaviors.

We respect your right as a parent to choose what is best for your child. You can download the full curriculum [here](#).

We selected the 3Rs curriculum because it can be used in your home, preserving your ability to work with your child in your typical homeschool environment. We will provide families access to credentialed teachers who have been trained in the curriculum to help guide and support instruction.

The California Healthy Youth Act permits parents/guardians to excuse their child from “all or part” of comprehensive sexual health and HIV prevention instruction. If you choose to excuse your child from the entire comprehensive sexual health education curriculum, please send a note to your Homeschool Teacher (HST).

Guidelines for requesting to excuse your 8th-grade or 9th-grade child:

- Each excused child must have a letter submitted by their parent or guardian for each year you excuse them from participation.
 - The middle and high school programs are different, and we require separate excusal letters for

the 8th- and 9th-grade programs.

- In the letter, please include the date and your child's full name and grade level.
 - You do not need to sign the letter, but please include your full name.
- Simply state that you are excusing your child from the CHYA instruction.
 - You do not need to provide a reason for the excusal.

You can excuse your child from specific lessons. Please provide your HST with a letter stating the lessons from which you are excusing your child. California does not allow schools to permit parents/guardians to **selectively** excuse their child from “instruction, materials, presentations, or programming that discuss gender, gender identity, gender expression, sexual orientation, discrimination, harassment, bullying, intimidation, relationships, or family and do not discuss human reproductive organs and their functions.” The following lessons are not subject to selective “opt-out”:

- 8th grade: Lessons 1, 2, and 9
- 9th grade: Lessons 1, 3, and 10

NOTICES TO FAMILIES

Cal Grant Applicants

Please be advised that all students in grade 11 will be deemed a Cal Grant applicant unless the pupil opts out within 35 days of the receipt of this Handbook. The School will first send grade point averages to the California Student Aid Commission no later than October 1, with the final submission deadline of October 1 of each year. If you do not wish for your student to be deemed a Cal Grant applicant, please email your high school counselor to opt out within 35 days of your receipt of this Handbook.

Graduation Requirements

If your student is in foster care, a homeless child or youth, a former juvenile court school student, a student who is in a military family, or a migratory child, and they transfer between schools any time after the completion of their second year of high school, or if they are a newcomer student who is in their third or fourth year of high school, your student may be eligible for an exemption from local graduation requirements. Please contact your student’s high school counselor to check your student’s qualification for this exemption.

Immigration Status Rights

Your Child has the Right to a Free Public Education

- All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the students’ parents or guardians.
- In California:
 - All children have the right to a free public education.
 - All children ages 6 to 18 years must be enrolled in school.
 - All students and staff have the right to attend safe, secure, and peaceful schools.
 - All students have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
 - All students have equal opportunity to participate in any program or activity offered by the school,

and cannot be discriminated against based on their race, nationality, gender, religion or immigration status, among other characteristics.

Information Required for School Enrollment

- When enrolling a child, schools must accept a variety of documents from the student's parent or guardian to demonstrate proof of child's age or residency.
- You never have to provide information about citizenship/immigration status to have your child enrolled in school. Also, you never have to provide a Social Security number to have your child enrolled in school.

Confidentiality of Personal Information

- Federal and state laws protect student education records and personal information. These laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.
- Some schools collect and provide publicly basic student "directory information." If they do, then each year, your child's school must provide parents/guardians with written notice of the school's directory information policy, and let you know of your option to refuse to release your child's information in the directory.

Family Safety Plans if you are Detained or Deported

- You have the option to provide your child's school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for your child in the event you are detained or deported.
- You have the option to complete a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for your child.

Right to File a Complaint

- Your child has the right to report a hate crime or file a complaint to the school if he/she/they is discriminated against, harassed, intimidated, or bullied on the basis of his/her/their actual or perceived nationality, ethnicity, or immigration status.

NOTICE OF NON-DISCRIMINATION

The Charter School prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, actual or potential parental, family, marital status, or association with a person or a group with one or more of these actual or perceived characteristics.

Pacific Coast Academy does not discriminate on the basis of sex in any of its programs or activities. Title IX of the Education Amendments of 1972 prohibits PCA from discriminating in such a manner. This prohibition extends to admission, employment, and all programs and activities of PCA. School has designated the following individual as its Title IX Coordinator to receive complaints of sex discrimination, including sexual harassment:

Director of Special Programs
 13915 Danielson Street, Suite 103
 Poway, CA 92064
 (619) 215-0704
schoolsupport@pacificcoastacademy.org

School's Title IX Sex-Based Nondiscrimination Policy and Grievance Procedures are available on the School website at: <https://pacificcoastacademy.org/resources/title-ix-policy>

Student Rights Under Title IX

- You have the right to fair and equitable treatment and you shall not be discriminated against based on your sex.
- You have the right to be provided with an equitable opportunity to participate in all academic extracurricular activities, including athletics.
- You have the right to inquire of the athletic director of your school as to the athletic opportunities offered by the school.
- You have the right to apply for athletic scholarships.
- You have the right to receive equitable treatment and benefits in the provision of all of the following:
 - Equipment and supplies.
 - Scheduling of games and practices.
 - Transportation and daily allowances.
 - Access to tutoring.
 - Coaching.
 - Locker rooms.
 - Practice and competitive facilities.
 - Medical and training facilities and services.
 - Publicity
- You have the right to have access to a gender equity coordinator to answer questions regarding gender equity laws.
- You have the right to contact the State Department of Education and the California Interscholastic Federation to access information on gender equity laws.
- You have the right to file a confidential discrimination complaint with the United States Office of Civil Rights or the State Department of Education if you believe you have been discriminated against or if you believe you have received unequal treatment on the basis of your sex.
 - You have the right to pursue civil remedies if you have been discriminated against.
 - You have the right to be protected against retaliation if you file a discrimination complaint.

If you have a complaint about Title IX, contact the Title IX Coordinator listed above. You have 180 days of the date of the alleged discrimination, unless the time for filing is extended for good cause by the Title IX Coordinator. Although you are not required to utilize the School's internal grievance procedure, you may do so prior to filing a complaint with the Office of Civil Rights (OCR). If you use the School's internal grievance process, your Title IX complaint must be filed with the Office of Civil Rights within 60 days after the last act of the School's grievance process.

If using the School's grievance process, the School will investigate student Title IX claims of discrimination using the processes adopted through the Uniform Complaint Procedure. A copy of the School's Uniform Complaint Procedures is available on the School's website.

You may further pursue the complaint by contacting the OCR directly:

<https://www2.ed.gov/about/offices/list/ocr/index.html>.

The Web link for the OCR complaint form is found at

<https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

You may further contact the OCR directly at 800-421-3481 or by emailing ocr@ed.gov.

Pregnant and Parenting Pupils

- The School shall notify pregnant and parenting pupils of their rights and options available under the law through the annual school year welcome packets and through independent study packets. (EC Section 222.5(a))
- The School shall also annually notify parents/guardians of pupils at the beginning of the regular school term of the rights and options available to pregnant and parenting pupils under the law. (EC Section 222.5(b))
- The School shall apply no rule concerning a pupil's actual or potential parental, family, or marital status that treats pupils differently on the basis of sex. (EC Section 221.51(a); 5 CCR Section 4950; 34 CFR Section 106.40(a))
- The School shall not exclude or deny any pupil from any educational program or activity solely on the basis of the pupil's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom. (EC Section 221.51(b); 5 CCR Section 4950(a); 34 CFR Section 106.40(b)(1)).
- Pregnant or parenting pupils shall not be excluded from participation in their regular school programs and shall not be required to participate in pregnant-pupil programs or alternative educational programs. (EC Section 221.51(d); 5 CCR Section 4950(c); 34 CFR Section 106.40(b)(1)).
- Pregnant or parenting pupils who voluntarily participate in alternative programs shall be given educational programs, activities, and courses equal to the regular program.
- (EC Section 221.51(d); 5 CCR Section 4950(c); 34 CFR Section 106.40(b)(3)).
- The School treats pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom in the same manner and under the same policies as any other temporary disability. (EC Section 221.51(e); 5 CCR Section 4950(d); 34 CFR Section 106.40(b)(4)).
- The School shall not make pre-admission inquiry as to the marital status of an applicant for admission, including whether such applicant is "Miss" or "Mrs." The School may make pre-admission inquiry as to the sex of an applicant for admission, but only if such inquiry is made equally of such applicants of both sexes and if the results of such inquiry are not used in connection with discrimination prohibited by Title IX. (34 CFR Section 106.21(c)(4))
- The School shall provide reasonable accommodations to a lactating pupil on a school campus to express breast milk, breast-feed an infant child, or address other needs related to breast-feeding. A school shall be required to provide the reasonable accommodations specified only if there is at least one lactating pupil on the school campus.
 - Reasonable accommodations under this section include, but are not limited to, all of the following:

- Access to a private and secure room, other than a restroom, to express breast milk or breast-feed an infant child.
- Permission to bring onto a school campus (if applicable) a breast pump and any other equipment used to express breast milk.
- Access to a power source for a breast pump or any other equipment used to express breast milk.
- Access to a place to store expressed breast milk safely.
- A lactating pupil shall be provided a reasonable amount of time to accommodate her need to express breast milk or breast-feed an infant child.
- Only school sites with at least one lactating pupil shall provide the reasonable accommodations specified above. A school subject to this may use an existing facility to meet the requirements.
- A pupil shall not incur an academic penalty as a result of her use, during the school day, of the reasonable accommodations specified in this section, and shall be provided the opportunity to make up any work missed due to such use.

Opt Out from Dissecting, etc., Animals

A student may notify his/her/their teacher to refrain from participation in an education project involving the harmful or destructive use of animals. If the teacher believes that an adequate alternative education project is possible, the teacher may work with the student to develop and agree upon an alternate education project for the purpose of providing the student an alternate avenue for obtaining the knowledge, information, or experience required by the course of study in question. A student will not be discriminated against based upon his/her/their decision to exercise these rights.

Use of Pesticides

The Healthy Schools Act of 2000 requires that all schools provide parents or guardians of students with annual written notification of expected pesticide use on school sites. The notification will identify the active ingredient or ingredients in each pesticide product and will include the Internet address (<http://www.cdpr.ca.gov>) for further information on pesticides and their alternatives.

Parents or guardians may request prior notification of individual pesticide applications at the school site. People listed on this registry will be notified at least 72 hours before pesticides are applied. If you would like to be notified every time we apply a pesticide, please contact officemanagement@pacificcoastacademy.org.

Asbestos

The School has a plan for eliminating health risks that are created by the presence of asbestos in school buildings. It may be viewed at the school's main office. As applicable, at least once each year, the school will notify parents of inspections, response actions, and post response action activities that are planned or in progress.

PARENT-SCHOOL COMPACT

The Pacific Coast Academy, and the parents of the students participating in activities, services and programs funded by Title I, Part A, agree that the Parent-School Compact outlines how the parents, the entire school staff, and the students will share in the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State high academic standards (ESSA Section 1116[d]).

As a school, staff at Pacific Coast Academy will

- Provide a high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the state standards as follows:
 - Provide a positive atmosphere for learning, including models of respectful behavior and positive attitudes toward work.
 - Provide multiple alternative modes of instruction so that students have a clear understanding of concepts.
 - Supply clear evaluations of student progress to students and parents/guardians, including timely feedback to students about their schoolwork.
 - Reinforce the partnership between parent/guardian, student, and staff by providing strategies to assist learning at home.
 - Provide training and workshops, as appropriate, for teachers and parents/guardians.
 - Provide a process that includes students, parent/guardians, and school staff for ongoing planning, reviewing, and improving school activities and programs.
 - Convene an annual meeting to explain our Title 1 program and inform families annually of opportunities to participate in it.
 - Seek parent input related to our Title 1 program, including but not limited to LCAP Advisory Committee.
- Provide ongoing communication between parents/guardians and teachers as follows:
 - Access to schedule a meeting with a teacher to discuss an individual student's achievement.
 - Title I meetings will be held twice per year.
 - The school will support families of students having academic or behavioral problems when these problems are in danger of affecting a student's academic achievement.
- Provide parents with frequent reports on their child's progress:
 - High school students will receive a progress report twice per year and all students will receive a report card at the end of each semester
 - Teachers will meet, a minimum of every 20 school days, with families to discuss the student's academic progress and achievement.

Parent/Guardian Responsibilities

We, as parents/guardians, will support our child's learning in the following ways:

- Monitoring my child/teen's school attendance
- Supporting the school discipline codes
- Communicating with teachers and staff whenever I have a concern

- Making every effort to attend school events such as MLAC meetings, LP meetings, Annual Title I meetings, Parent workshops, and other parent engagement events.
- Making sure that assignments and schoolwork are completed
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school.
- Participating in decisions relating to my child's education.
- Promoting positive use of my child's extracurricular time.
- Serving to the extent possible on parent advisory committee

Student Responsibilities

As a student, I will:

- Show respect and cooperate with all individuals at school
- Follow school rules
- Be prepared and engaged in daily academic activities
- Complete all assignments to the best of my ability and on time
- Respecting the rights of others to learn without disruption
- Asking for help when I do not understand

By signing this agreement, I acknowledge that I have read and understand the preceding pages that outline the policies and rules of Pacific Coast Academy. I also acknowledge that I have discussed this information with my child.

Student Name (Print)

Student Signature

Date

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

SIGNATURE OF RECEIPT & ACKNOWLEDGEMENT

By signing, you are agreeing to the policies and procedures of the Parent Student Handbook including, but not limited to:

- Registration Requirements
- Academic Expectations
- Report Cards & Grading
- Attendance
- Non-Compliance
- Work Samples
- Technology Usage
- Testing & Assessments
- Behavioral Expectations
- Zoom Acceptable Use Policy
- Planning Amounts & Learning Plans
- Academic Integrity
- Field Trip Guidelines
- COPPA Permissions

Student Name (Print)

Student Signature

Date

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

PARENT/GUARDIAN PUBLICITY AUTHORIZATION AND RELEASE

Dear Parent/Guardian:

Our school requests your permission to reproduce through printed, audio, visual, or electronic means activities in which your pupil has participated in your pupil's education program. Your authorization will enable us to use specially prepared materials to (1) train teachers and/or (2) increase public awareness and promote continuation and improvement of education programs through the use of mass media, displays, brochures, websites, etc.

Student Full Name: _____

Student DOB: _____

Parent/Guardian Name: _____

Parent/Guardian Email: _____

- I, as a parent or guardian, of the above named pupil fully authorize and grant Pacific Coast Academy and its authorized representatives, the right to print, photograph, record, and edit as desired, the biographical information, name, image, likeness, and/or voice of the above named pupil on audio, video, film, slide, or any other electronic and printed formats, currently developed, (known as "Recordings"), for the purposes stated or related to the above.
- I understand and agree that use of such Recordings will be without any compensation to the pupil or the pupil's parent or guardian.
- I understand and agree that Pacific Coast Academy and/or its authorized representatives shall have the exclusive right, title, and interest, including copyright, in the Recordings.
- I understand and agree that Pacific Coast Academy and/or its authorized representatives shall have the unlimited right to use the Recordings for any purposes stated or related to the above.
- I hereby release and hold harmless the Pacific Coast Academy and its authorized representatives from any and all actions, claims, damages, costs, or expenses, including attorney's fees, brought by the pupil and/or parent or guardian which relate to or arise out of any use of these Recordings as specified above.

Do you agree to accept the provisions of this release?

YES: _____

NO: _____

SIGNATURE: _____

My signature shows that I have read and understood the release, and verifies my selection of the question above

DATE: _____

Coversheet

SPED Transportation for Students with Disabilities Policy

Section: IV. Consent Agenda
Item: D. SPED Transportation for Students with Disabilities Policy
Purpose:
Submitted by:
Related Material:
Tranportation_for_Students_with_Disabilities_Policy-_PCA_RED 9.03.2025.pdf



Transportation for Students with Disabilities Policy

Pacific Coast Academy is committed to meeting the transportation needs of students with disabilities to enable them to benefit from special education and related services. The Charter School shall provide appropriate transportation services for a student with disabilities when transportation services are required by his/her individualized education program (IEP) or Section 504 accommodation plan, as determined by the team.

~~The purpose of the Pacific Coast Academy Governing Board approving this Transportation for Students with Disabilities Policy is to accomplish the following:~~

- ~~1. Establish the Procedures for Determining the Students Transportation Needs.~~
- ~~2. Establish the Charter School's Provision of Transportation Services Specified in an IEP~~
- ~~3. Identify the Procedures for Alternative Transportation~~
- ~~4. Establish the Financial Agreement for Contracting with a Nonpublic, Nonsectarian School or Agency~~
- ~~5. Establish the Procedures for Transportation Schedules for Students with Disabilities~~
- ~~6. Establish the Compatibility of Mobile Seating Devices~~
- ~~7. Identify the Procedures for a Service Animal and Transportation~~

- 1. Determination of Transportation Needs:** The student's IEP team, or Section 504 team, shall determine if the student requires transportation services in order to receive a free appropriate public education. The specific needs of the student shall be the primary consideration when an IEP team is determining the student's transportation needs. Considerations may include, but are not limited to, the student's health needs, travel distances, physical accessibility and safety of streets and sidewalks, accessibility of public transportation systems, midday or other transportation needs, extended-year services, and, as necessary, implementation of a behavioral intervention plan.

The Executive Director or designee shall provide IEP teams with information about the Charter School's transportation services in order to assist them in making decisions as to the mode, schedule, and location of transportation services that may be available to each student with disabilities.

- 2. Providing Transportation Services:** Transportation services specified in a student's IEP or Section 504 plan shall be provided.

When transportation is not specifically required by the IEP or Section 504 plan of a student with disabilities, the student shall be subject to the rules and policies regarding regular transportation offerings within the Charter School.

- 3. Alternative Transportation:** If a student whose IEP or accommodation plan specifies transportation needs is excluded from school bus transportation for any reason, such as suspension, expulsion, or

other reason, the Charter School shall provide alternative transportation at no cost to the student or parent/guardian. (Education Code 48915.5)

- ~~4. **Financial Agreement for Contracting:** When contracting with a nonpublic, nonsectarian school or agency to provide special education services, the Executive Director or designee shall ensure that the contract includes general administrative and financial agreements related to the provision of transportation services if specified in the student's IEP. (Education Code 56366)~~
5. **Transportation Schedules:** The Executive Director or designee shall arrange transportation schedules so that students with disabilities do not spend an excessive amount of time on buses compared to other students.
6. **Mobile Seating Devices:** The Executive Director or designee shall ensure that any mobile seating devices used on the Charter School's buses are compatible with bus securement systems required by 49 CFR 571.222 **and that schoolbus drivers are trained in the proper installation of mobile seating devices in the securement systems.** (Education Code 56195.8(b)(5))
7. **Service Animal:** As necessary, a student with disabilities may be accompanied on school transportation by a service animal, as defined in 28 CFR 35.104, including a specially trained guide dog, signal dog, or service dog. (Education Code 39839; Civil Code 54.1-54.2; 28 CFR 35.136)

Pacific Coast Academy's Personalized Learning Creed:

~~*"Personalized Learning truly puts every student first by honoring and exploring your student's unique and special gifts, talents, and aspirations."*~~

Coversheet

Resolution Regarding Exact Path and Test Prep Incentive

Section: IV. Consent Agenda
Item: E. Resolution Regarding Exact Path and Test Prep Incentive
Purpose:
Submitted by:
Related Material:
PCA Resolution 2025-07 EXACT PATH AND TEST PREP INCENTIVE_proposed 8.20.2025.pdf



Pacific Coast Academy

13915 Danielson St. #103, Poway, CA 92064

Ph (619) 215-0704

Resolution of Pacific Coast Academy Board of Directors 2025-07

EXACT PATH AND TEST PREPARATION INCENTIVE

WHEREAS, the Charter Schools Act, California Education Code sections 47600, et seq., provides that existing charter schools are eligible for renewal in large part based upon a school's performance levels schoolwide on all the state indicators, as reported on the California School Dashboard accountability system;

WHEREAS, the Pacific Coast Academy's 2023 English Language Arts Dashboard Indicator is Orange and the Pacific Coast Academy's 2023 Mathematics Dashboard Indicator is Yellow;

WHEREAS, the Pacific Coast Academy's 2024 English Language Arts Dashboard Indicator is Green and the Pacific Coast Academy's 2024 Mathematics Dashboard Indicator is Yellow;

WHEREAS, the Pacific Coast Academy's Current Year Renewal Performance Category for purposes of Education Code section 47607 is Middle Performing;

WHEREAS, the governing board of Pacific Coast Academy has determined that increased academic achievement in all student groups in all subject areas is in the best interest of the students enrolled at Pacific Coast Academy and is in the best interest of Pacific Coast Academy to ensure student success and school renewal opportunities;

WHEREAS, the governing board of Pacific Coast Academy has determined it is in the best interest of the school to provide an incentive to reward students for participating in the Exact Path program, or other administratively adopted program. This program will help students practice and improve the skills they need at their grade level and will demonstrate growth in math, reading, and language arts, which can be used to support Pacific Coast Academy's eligibility for renewal;

WHEREAS, the governing board of Pacific Coast Academy will incentivize students to engage in the Exact Path program to help them practice and improve skills they need at their grade level and to demonstrate growth by offering additional planning amounts allocated towards educational materials for their educational plans upon meeting certain participation benchmarks;

NOW, THEREFORE, BE IT RESOLVED THAT:

The governing board of Pacific Coast Academy authorizes the Executive Director to do the following:

After the Fall 2025 STAR 360 benchmark assessment administration window closes on August 29, 2025, all students in Kindergarten and grades 1 through 12, inclusive, will be encouraged to complete 7 trophies per subject area (math, reading, and language arts) for a total of 21 trophies by November 7, 2025. After the Winter 2025 STAR 360 benchmark assessment administration window closes on December 1, 2025, all students in Kindergarten and grades 1 through 12, inclusive, will be encouraged to complete 7 trophies per subject area (math, reading, and language arts) for a total of 21 trophies by February 20, 2026. This is a two-part challenge that is meant to keep students engaged in the Exact Path platform through February in preparation for state testing in

March. All students who complete the 21 trophies (standards mastered) for both 10-week period challenges will have \$250 additional planning amounts allocated towards educational materials for their educational plans by February 27, 2026. The additional planning amounts will be administered in accordance with the processes developed by the Executive Director. Said additional planning amounts must be in line with the budget adopted by the governing board of Pacific Coast Academy.

SECRETARY'S CERTIFICATE

I, Jessica Ackermann, Secretary of the Board of Directors of Pacific Coast Academy a California nonprofit public benefit corporation, County of San Diego, California, hereby certify as follows:

The attached is a full, true, and correct copy of the resolutions duly adopted at a meeting of the Board of Directors of Pacific Coast Academy, which was duly and regularly held on September 11, 2025, at which meeting all of the members of the Board of Directors had due notice and at which a quorum thereof was present; and at such meeting such resolutions were adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

I have carefully compared the same with the original minutes of such meeting on file and of record in my office; the attached resolution is a full, true, and correct copy of the original resolution adopted at such meeting and entered in such minutes; and such resolution has not been amended, modified, or rescinded since the date of its adoption, and the same is now in full force and effect.

Secretary of the Board of Directors of
Pacific Coast Academy

Coversheet

2025-2026 Liability Insurance Premium

Section: IV. Consent Agenda
Item: F. 2025-2026 Liability Insurance Premium
Purpose:
Submitted by:
Related Material: PCA - Executive Summary_07.09.2025.pdf



Gallagher

Insurance | Risk Management | Consulting

Pacific Coast Academy Rate & Exposure Changes

	2024-2025	2025-2026	Percentage Difference
Student Count	6,630	6,742	1.69%
Payroll	\$ 36,390,393.00	\$ 46,855,985.00	28.76%
Total Insured Values	\$ 1,937,650.00	\$ 2,775,570.00	43.24%
Package Premium	\$ 724,904.00	\$ 864,482.00	19.25%
Package Rate/Student	\$ 109.34	\$ 128.22	17.27%
Work Comp Premium	\$ 272,817.00	\$ 364,823.00	33.72%
WC Rate	0.75%	0.78%	3.86%
Total Cost:	\$ 997,721.00	\$ 1,229,305.00	23.21%

Premium Comparison

Line of Business	CharterSAFE 24-25	CharterSAFE 25-26
Commercial Property	Included	Included
Commercial Auto	Included	Included
Commercial Crime	Included	Included
General Liability	Included	Included
Educators Legal Liability (E&O, D&O, EPLI)	Included	Included
Fiduciary Liability	Included	Included
Excess Liability	Included	Included
Cyber Liability	Included	Included
Student Accident	Included	Included
Workplace Violence	Included	Included
Pollution Liability	Included	Included
Total:	\$ 724,904.00	\$ 864,482.00
Workers Compensation	\$ 272,817.00	\$ 364,823.00
Grand Total:	\$ 997,721.00	\$ 1,229,305.00

Coversheet

Field Trips over \$80

Section: IV. Consent Agenda
Item: G. Field Trips over \$80
Purpose:
Submitted by:
Related Material: PCA Field Trip Over \$80_8.10.25.pdf

4th Grade

Field Trip Over \$80

Type: Educational Field Trip - San Juan Capistrano

What: 4th Grade San Juan Capistrano Trip

Who: 4th grade students and one parent chaperone and teacher chaperones

Cost: \$141.00 (children), \$143.00 (adults)

Students: Instructional Funds **can** be used for the entirety of the trip.

Parent Chaperones: Instructional Funds **can** be used for the educational portion of the trip.

Details:

Students will learn all about California's most beautiful mission, Mission San Juan Capistrano! This will include an historical presentation that showcases the culture and history of the Juaneno Indian. Students will participate through stories, songs, hands-on activities and much more!

Cost Breakdown:

→ Transportation to and from San Juan Capistrano- \$48.00

→ Educational programs- \$46.00

5th Grade

Field Trip Over \$80

Type: Educational Field Trip- State Capitol Trip

What: 5th Grade State Capitol Trip

Who: 5th grade students and one parent chaperone and teacher chaperones

Cost: \$447.00

Students: Instructional Funds **can** be used for the entirety of the trip.

Parent Chaperones: Instructional Funds **can** be used for the educational portion of the trip.

Details:

Students will spend an unforgettable day exploring California's State Capitol! Attendees will experience a guided tour of the State Capitol building, lunch at the Vietnam Memorial, a tour of the Stanford Mansion, visit to the California State Railroad Museum, and an Underground Tour of Old Town Sacramento!

Cost Breakdown:

→ Transportation to and from Sacramento- \$260.00

→ Educational programs- \$174.00

6th Grade

Field Trip Over \$80

Type: Educational Field Trip- Raintree Ranch

What: 6th grade camp

Who: 6th grade students (no parents) and teacher chaperones. Parents may be allowed with accompanying IEP.

Cost: \$381.00

Instructional Funds can be used for the entirety of the trip.

Details: Students will participate in a variety of outdoor education classes. They will have fun while boating, learning archery and climbing during their 5 day/4 night trip.

School orientation video:

[YMCA Camp Marston/Raintree video orientation](#)

Cost Breakdown:

→ Food Service (3 meals a day)- \$144.00

→ Educational programs- \$100.00

→ Lodging in cabins- \$126.00

7th Grade

Field Trip Over \$80

Type: Educational Field Trip- Pali Institute

What: 7th Grade Camp

Who: 7th grade students (no parents) and teacher chaperones. Parents may be allowed with accompanying IEP.

Cost: \$567.00

Instructional Funds can be used for the entirety of the trip.

Details:

Students will spend 4 days and 3 nights at Pali Institute in Running Springs, CA! Students will participate in hands-on, immersive outdoor education experiences during their stay. These sessions are designed to engage students in learning about natural history, science, team building, and leadership, all within the context of the natural environment!

School orientation video:

[Parent Video and FAQs](#)

Cost Breakdown:

Includes Food Service (3 meals a day), educational programs each day, and lodging in cabins for 4 days/3nights.

8th Grade

Field Trip Over \$80

Type: Educational Field Trip- Camp Emerald Bay

What: Catalina 3-Day/2-Night field trip

Who: 8th grade students (**no parents**) and teacher chaperones. Parents may be allowed with accompanying IEP.

Cost: \$435.00

Instructional Funds **can** be used for the entirety of the trip.

Details:

Students will be separated into groups of 16 with a lead. Over the course of a few days, students will participate in three core courses which are Island Biogeography, Kelp Forest Exploration, and Environmental Stewardship. Students will also experience snorkeling and participate in two additional night activities.

- Cabins hold up to 8 students each. Cabins consist of bunk beds, lockers, and drawers and have electricity. Shared bathroom and showers- a short walk from cabins.
- 3 meals a day

School orientation video:

[Emerald Bay Orientation Video](#)

Cost Breakdown:

→ Transportation to and from Catalina Island to Emerald Bay- \$60

→ Food Service (3 meals a day)- \$70

→ Educational programs- \$212

→ Lodging in cabins- \$80

9th-12pm Grade

Field Trip Over \$80

Type: Educational Field Trip- Camp Emerald Bay

What:

Who: 9th-12th grade students (**no parents**) and teacher chaperones. Parents may be allowed with accompanying IEP.

Cost: **\$622.00**

Instructional Funds **can** be used for the entirety of the trip.

Details:

Students will be separated into groups of 16 with a lead. Over the course of a few days, students will participate in three core courses which are Island Biogeography, Kelp Forest Exploration, and Environmental Stewardship. Students will also experience snorkeling and participate in two additional night activities.

- Cabins hold up to 8 students each. Cabins consist of bunk beds, lockers, and drawers and have electricity. Shared bathroom and showers- a short walk from cabins.
- 3 meals a day.

School orientation video:

[Emerald Bay Orientation Video](#)

Cost Breakdown:

→ Transportation to and from Catalina Island to Emerald Bay- \$60

→ Food Service (3 meals a day)- \$130

→ Educational programs- \$254

→ Lodging in cabins- \$160

Coversheet

2025-2026 Compensation Policy and Stipend Chart

Section: IV. Consent Agenda
Item: H. 2025-2026 Compensation Policy and Stipend Chart
Purpose:
Submitted by:
Related Material:
PCA 2025-26 Certificated Coordinator Salary_Rev 5.23.25_RED 8.12.25.pdf
PCA 2025-26 Stipend Chart_Rev 05.23.2025_RED 7.23.25.pdf
PCA 2025-26 Comp Policy_No App_Rev 06.25.2025_RED 9.04.2025.pdf

**Pacific Coast Academy – 2025-26 Salary Schedule
Certificated Coordinator**

Year	Coordinator Level 1	Year	Coordinator Level 1	Year	Coordinator Level 2	Year	Coordinator Level 2	Placement
1	\$103,300	10	\$125,000	1	\$108,300	10	\$132,000	Level 1 Curriculum Coordinator TK-8 – must carry a roster of 16 students. Special Programs Coordinator (Elementary) – must carry a roster of 16 students. Student Engagement Coordinator – must carry a roster of 16 students. Teacher Training Coordinator – must carry a roster of 16 students.
2	\$105,600	11	\$126,300	2	\$110,600	11	\$135,300	
3	\$108,000	13	\$129,500	3	\$113,000	13	\$138,700	
4	\$110,500	15	\$132,800	4	\$115,500	15	\$142,200	Level 2 Coordinator-Secondary Education – must carry a roster of 16 students, 9 must be high school students. must carry 9 secondary education students. Program Coordinator-HQT - does not carry a roster and must teach a minimum of 2 classes. Program Coordinator-Student Support – does not carry a roster. Robotics Coordinator – must carry a roster of 16 students, 9 must be high school students. Secondary Support Coordinator – must carry a roster of 16 students, 9 must be high school students. Special Programs Coordinator (Secondary Education) – must carry a roster of 16 students, 9 must be high school students.
5	\$113,000	17	\$136,200	5	\$118,000	17	\$145,800	
6	\$115,600	19	\$139,700	6	\$120,600	19	\$149,500	
7	\$118,200	21	\$143,200	7	\$123,200	21	\$153,300	Annualized salary includes 206 work days. The 206 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar. Annual salary advancements for longevity are not guaranteed and are subject to the
8	\$121,000	25	\$149,000	8	\$126,000	25	\$159,500	
9	\$123,700			9	\$128,700			

School's operational needs and/or budget approved by the School Board.

**Pacific Coast Academy – 2025-26
Stipend Chart**

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
Advanced Placement (AP) Coordinator	\$6,000	Paid to AP Coordinator who applied and received the position to coordinate AP program.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 10 months; August – May.	N/A
Advanced Placement (AP) Teacher	\$1,500	Paid to HQT who applied and received the position to teach one or more AP Course(s).	Eligibility starts at the beginning of the school year.	Paid bimonthly over 10 months; August – May.	N/A
Art in Motion Instructor	\$7,000	Paid to a designated HST who applied and received the position to facilitate monthly in-person Art in Motion lessons in a designated area.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 10 months; August-May. Will be prorated based on period of service during the school year.	35
Art in Motion Lead	\$16,200	Paid to a credentialed HST who applied and received the position.	Eligibility starts at the beginning of the school year or once the position begins.	Paid bimonthly over 10 months; August-May. Will be prorated based on period of service during the school year.	35
Art in Motion Teacher	\$750/lesson	Paid to teachers who facilitate an in-person art lesson as part of the Art in Motion program.	Eligibility starts at the beginning of the school year.	Paid as a lump sum at the end of each semester.	N/A

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
BizTown Teacher	\$6,300	Paid to a designated HST who applied and received the position to facilitate online instruction and in-person field trip for the BizTown Class.	Eligibility starts at the beginning of the school year or once the teaching begins.	Paid as a lump sum after completion of the work. Paid bimonthly over 10 months; August-May. Will be prorated based on period of service during the school year.	35
California Healthy Youth Act (CHYA)	\$2,500	Paid to a certificated teacher to provide office hours and instruction/support with CHYA curriculum.	Eligibility is earned after service has been completed from start date to end date.	Paid as a lump sum after completion of the work.	35
Career Technical Education (CTE)	\$5,000	Paid to CTE credentialed teachers who applied and received the position to be on the team.	Eligibility starts at the beginning of the school year or whenever job duties begin, whichever is later.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year.	N/A
Community Day Lead	\$8,100	Paid to a credentialed teacher who applied and received the position to be the lead for their team.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 10 months; August-May. Will be prorated based on period of service during the school year.	Designated Amount: HST: 35 HST-SE: 30 Coordinator: 16 SPED: N/A
Counselor - Extra Section	\$450 per week for each section of counseling coverage over 3 sections.	Provided to School Counselors with a PPS who serve an extra section of students as School Counselor.	Eligibility starts at the beginning of the school year and once counseling services begin.	Paid bimonthly over 10 months of the student calendar. Will be prorated based on period of service during the school year.	3 sections, additional pay begins on 4 th section
Counselor - Summer School	\$6,000	Paid to Counselor who supports concurrent enrollment process during the summer as well as summer school	Eligibility starts at the beginning of the June.	Paid bimonthly over 2 months; June - July. Will be prorated based on period of service during the school year.	N/A

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
Curriculum Support	\$1,000 per course	Paid to HSTs and HQTs who applied and received the position to re-write/develop supporting documents for course outlines.	Eligibility starts at the beginning of the school year.	Paid in 2 installments in December and May. The total stipend amount includes any necessary revision work assigned by supervisor and/or the UC Course Management Portal and will only be paid to current employees.	N/A
DevOps Team Lead	\$650 per month (\$7,800 for 12 months)	Paid to current DevOps staff who applied and received the DevOps Team Lead position.	Eligibility begins upon receiving the position.	Paid bimonthly over 12 months; July – June. Will be prorated based on period of service during the school year.	N/A
Elevate Teacher Lead	\$10,800	Paid to a certificated teacher who facilitates online instruction and regular events for the Elevate Program.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year.	Designated Amount: HST: 35 HST-SE: 30 Coordinator: 16 SPED: N/A
Enrichment Team Lead	\$650 per month (\$7,800 for 12 months)	This position is open to current PCA Enrichment Specialists.	Eligibility begins immediately.	Paid \$325 bimonthly over 12 months; July - June.	N/A
Esports Coach	\$5,400	Paid to a certificated teacher who facilitates online practice sessions and in-person tournaments.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year.	Full time roster (can be HST or SPED)

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
Extra Student	\$100/month/ student for any student after the designated amount.	If the Executive Director assigns additional students to the employee's roster over the designated amount, the employee will be compensated for those students.	Eligibility starts once the HST is full-time, and students are assigned at the Executive Director's discretion. Roster numbers are pulled bimonthly. Extra pay starts on or after 7/15 with a fully executed Master Agreement.	Paid bimonthly over the course of the student days of attendance. Will be prorated based on period of service during the school year.	Designated Amount HST 35 HST-SE: 30 Team Principal & Team Principal-SE: 5 Coordinator: 16 Online Teacher: 30
Extra Student - Secondary Education	\$50/month/ high school student over required roster limit	If the Executive Director assigns additional high school students to the employee's roster over the designated amount, the employee will be compensated for those students.	Eligibility starts once the employee is full-time, and students are assigned at the Executive Director's discretion. Extra pay starts on or after 7/15 with a fully executed Master Agreement.	Paid bimonthly over the course of the student days of attendance. Will be prorated based on period of service during the school year.	Designated Amount HST-SE: 19/30 Program Coordinator-SE: 9/16 Team Principal- SE: 5/5
Extra Students - Highly Qualified Teacher	\$200/month	Provided to single subject credentialed teachers who teach additional students beyond a full load in ChoicePlus Academy or Edgenuity programs.	Eligibility starts at the beginning of the school year and once the teaching begins.	Paid bimonthly over 10 months of the student calendar	220-239 students: \$200/month 240-259 students: \$400/month 260-279 students: \$600/month 280-299 students: \$800/month
Induction Coach	\$2,500 per teacher trained	Paid to credentialed teachers who work with teachers who are working toward clearing their credential. Suggested two year commitment.	Eligibility starts at the beginning of the school year or whenever job duties begin, whichever is later.	Paid bimonthly over 9 months; September - May. Will be prorated based on period of service during the school year.	N/A
Leadership Lab & Student Council Teacher	\$7,200	Paid to a designated employee who applied and received the position to facilitate online instruction and in-person components to Student Council.	Eligibility starts at the beginning of the school year and once the teaching begins.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year.	Normal

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
Medical Benefit Opt-Out	\$5,000	Provided to staff who opt out of medical benefit coverage.	Eligibility starts at the beginning of the school year.	\$208.33 paid bimonthly over 12 months; July - June. Will be prorated based on period of service during the school year.	N/A
Mileage	\$3,000 per year	Certificated employees who carry a roster and must travel to student monthly meetings.	Eligibility starts at the beginning of the school year and once the teaching begins.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year.	N/A
Mileage Senior Directors and Team Principals	\$5,000 per year	Senior Directors and Team Principals who must travel to monthly meetings, conferences, and events.	Eligibility aligns with the employees' pay schedule.	Senior Director: paid 12 months; July - June. Team Principal: paid bimonthly over 10 months; August - May. Both will be prorated based on period of service during the school year.	N/A
New Position Planning	\$600 per week	Paid to certificated teachers in coordinator positions who will help develop and plan their respective program(s) for the start of the school year.	Eligibility starts at the beginning of May.	Paid in a lump sum at the end of June	N/A
Occupational Therapist Extended School Year (ESY)	\$5,000	Paid to Occupational Therapists assigned to provide services during the extended school year.	Eligibility is earned after service has been completed from start date to end date.	Paid in 2 installments during each of the 2 pay periods of the extended school year.	N/A
Online Teacher-English Language Development Half-Time	\$7,000	Paid to a credentialed teacher who applied and received the position to teach ELD classes, 3 hours weekly.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year	Designated Amount: 35, including 7 EL students

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
Online Teacher - Sub	\$35/hour with a total of 2 hours expected	Paid to a designated certificated staff member.	Eligibility starts upon covering an online class as a substitute.	Paid the following paycheck after work and hours are submitted.	N/A
Online Teacher-Spark Co-Teacher	\$5,400 per semester	Paid to a designated HST who applied and received the position to help facilitate online instruction for the Spark Program.	Eligibility starts at the beginning of the school year and once the teaching begins.	Paid bimonthly over 10 months; August-May. Will be prorated based on period of service during the school year.	35
Overnight Chaperone	\$500 per night	Paid to a PCA staff member who applied and received the position.	Eligibility starts on the first night of acting as an overnight chaperone.	Paid as a lump sum after completion of the work.	N/A
PCA Parent Partner Workshops	\$350 per workshop	Paid to HSTs who sign up to present on an approved topic to parents during a PCA Parent Partners workshop.	Eligibility starts at the beginning of the school year.	Paid as a lump sum at the end of each semester.	N/A
PCA Presents: New Presentations	\$500 per presentation, max \$2000 per staff member	Paid to staff members who create and present PD to peers.	Eligibility starts at the beginning of the school year.	Paid as a lump sum at the end of each semester.	N/A
PCA Presents: Repeat Presentations	\$250 per presentation; max \$500 per staff member	Paid to staff members who create and present a previously presented PD to peers.	Eligibility starts at the beginning of the school year.	Paid as a lump sum at the end of each semester.	N/A

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
PCA Presents: Teacher Participation	\$50 per session for any additional sessions attended beyond the requirement.	Paid to staff members who attend additional PD sessions beyond the requirement.	Eligibility starts at the beginning of the school year.	Paid as a lump sum at the end of each semester.	Will be determined each semester.
Phone/ Internet/ Utilities	\$1,500	Provided to all employees for work expenses, including phone, internet, and utilities costs.	For all current employees. Eligibility starts at the beginning of the school year paid bimonthly July - June.	\$62.50 paid bimonthly over July - June. Will be prorated based on period of service during the school year. Payments will align with the employee's work calendar.	N/A
Robotics Competition Teacher (Tournament)	\$1,000/tournament	Paid to a designated HST who applied and received the position to attend tournaments with the Robotics Team.	Eligibility starts at the beginning of the school year and once the teaching begins.	Paid as a lump sum after completion of the work.	N/A
Robotics Teacher (Competition Team)	\$14,000	Paid to a designated HST who applied and received the position to provide Robotics instruction for 2 robotics classes.	Eligibility starts at the beginning of the school year and once the teaching begins.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year.	35
Robotics Teacher at Worlds (Competition Team)	\$500/night	Paid to a designated HST who applied and received the position to attend Worlds with the Robotics Team.	Paid to a designated HST who applied and received the position to attend Worlds with the Robotics team.	Paid as a lump sum after completion of the work.	N/A
Special Programs Lead	\$12,600	Paid to a credentialed teacher who applied and received a Special Programs Lead position.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 10 months; August-May. Will be prorated based on period of service during the school year.	Designated Amount: HST: 35 HST-SE: 30 Coordinator: 16 SPED: N/A

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
SPED Assessment Team Overage	\$200 per additional assessment	Paid to Education specialists completing more than 15 assessments per month	Stipend is earned the pay period after the additional assessment is assigned.	Paid as lump sum after completion of the work.	15
SPED Extended School Year (ESY)	\$5,000	Paid to special education teachers who provide services during ESY.	Eligibility is earned after service has been completed from start date to end date.	Paid in 2 installments during each of the 2 pay periods of ESY.	N/A
SPED Extended School Year (ESY) Teacher Lead	\$6,000	Lead ESY teacher is responsible for organizing various components of ESY program and managing day to day operations during ESY	Stipend is earned after completion of ESY.	Paid as lump sum after completion of the work	N/A
SPED Extra Hours Work	\$300 for each period of assigned make-up work.	School staff will work with students in Special Education when necessary (e.g. make-up services, compensatory services, etc.) in addition to staff's regular hours.	Eligibility starts at the beginning of the school year.	Paid as lump sum after completion of the work.	N/A
SPED In-Person Services Teacher	Up to .25 in-person (10 hours per week) = \$1,500 Up to .5 in-person (20 hours per week) = \$3,000 Up to .75 in-person (30 hours per week) = \$4,500 Up to 1.0 - in-person (40 hours per week) = \$6,000	Assigned position for Education Specialists. Must provide services to identified student(s) in-person.	Stipend to begin first full pay period following board approval.	Paid bimonthly over 10 months; August-May. Will be prorated based on period of service during the school year.	N/A
SPED Occupational Therapist Extended School Year (ESY)	\$5,000	Paid to Occupational Therapists assigned to provide services during the extended school year.	Eligibility is earned after service has been completed from start date to end date.	Paid in 2 installments during each of the 2 pay periods of the extended school year.	N/A

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
SPED Occupational Therapist Lead	\$4,000	Paid to a credentialed Occupational Therapist who supports the other Occupational Therapists in the field of special education assessment and/or service delivery.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 10 months; August-May. Will be prorated based on period of service during the school year.	N/A
SPED School Psychologist Lead	\$4,000	Paid to a credentialed School Psychologist who supports the other School Psychologists in the field of special education assessment and/or service delivery.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 10 months; August-May. Will be prorated based on period of service during the school year.	N/A
SPED SCSA Extra Duties	Staff's hourly rate as currently placed on the salary schedule.	Provided to SPED Teacher and Program Specialist who serve SCSA students.	Eligibility starts at the beginning of the school year or once the student enrolls and SPED services are needed.	Paid bimonthly over 10 months; August-May. Will be prorated based on period of service during the school year.	N/A
SPED Teacher Extra Student	Mild/Moderate \$250/month per extra student. Extensive Support Needs (ESN) \$600/month per extra student	If the Associate Executive Director-Student Support assigns additional students to their full-time caseload, the employee will be compensated for those students.	Eligibility starts the first pay period after the caseload surpasses the caseload limit.	Paid bimonthly over 10 months; August - May.	Designated Amount: Mild/Mod: 23 ESN: 10 MM Decoding: 20 M/M Lead: 13 ESN Lead: 7
SPED Teacher Lead	\$4,000	Must be in a leadership role and an authority in compliance, training, and support in the field of special education.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 10 months of the student calendar. Will be prorated based on period of service during the school year.	Designated Amount: Mild/Mod: 13 ESN: 7
Speech Pathologist Extended School Year (ESY)	\$5,000	Paid to Speech Pathologists assigned to provide services during the extended school year.	Eligibility is earned after service has been completed from start date to end date.	Paid in 2 installments during each of the 2 pay periods of the extended school year.	N/A

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
Speech Pathologist Lead	\$4,000	Must be in a leadership role and an authority in compliance, training, and support in the field of speech pathology.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 10 months of the student calendar. Will be prorated based on the period of service during the school year.	N/A
Success Squad Teacher	\$9,000	Paid to a designated HST who applied and received the position to facilitate online instruction for the Success Squads Program.	Eligibility starts at the beginning of the school year and once the teaching begins.	Paid bimonthly over 10 months; August-May. Will be prorated based on period of service during the school year.	N/A
Summer School Content - Highly Qualified Teacher	\$2,500 - \$4,000 for 50-100 students	Provided to single subject credentialed teachers who teach additional coursework for high school summer school courses.	Eligibility starts at the beginning of June.	Paid bimonthly over 2 months; June - July. Will be prorated based on period of service during the school year.	0-49: \$2,500 50-100: \$4,000
Summer School - HST	\$2,500 - \$5,500	Provided to credentialed teachers who teach additional coursework for high school summer school courses.	Eligibility starts at the beginning of June.	Paid bimonthly over 2 months; June - July. Will be prorated based on period of service during the school year.	0-29: \$2,500 30-59: \$4,000 60-89: \$5,500
Testing & Data Team Lead	\$9,000	Paid to a credentialed teacher who applied and received the position to be the lead for their team.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 10 months; August-May. Will be prorated based on period of service during the school year.	Designated Amount: HST: 35 HST-SE: 30 Coordinator: 16 SPED: N/A
Training/ Planning	\$325 per each day of training	With Director pre-approval, staff involved in full day mandatory training or meetings outside regular work hours will receive this stipend.	Eligibility is earned after training has been completed.	Paid as lump sum after completion of the work.	N/A



Pacific Coast Academy

Compensation Policy

2025-26

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COMPENSATION POLICY

DEDICATION TO NON-DISCRIMINATION

It is the policy of Pacific Coast Academy not to discriminate on the basis of race, religious creed (which includes religious dress and grooming practices), color, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical leaves, domestic violence victim status, political affiliation, or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations.

IMPORTANT INFORMATION

- This summary does not alter the at-will nature of the employment relationship and nothing in this summary shall limit the School's right to terminate employment at-will or limit the School's right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion. This includes, without limitation, the School's right to modify the compensation of any employee at any time, with or without notice and with or without cause.
- The School Board adopts this compensation schedule for Pacific Coast Academy. Pay increases are not granted automatically each year; therefore, neither past nor future compensation can be calculated, assumed, or predicted on the basis of this schedule or any information contained herein. Compensation of any employee may also be adjusted at any time based on operational needs of the School.
- The Executive Director shall recommend compensation for all School staff, consistent with the budget approved by the School Board. An employee's regular compensation is paid on a semi-monthly basis in accordance with the School's payroll practices and policies.
- The School reserves the right to change, suspend, revoke, terminate, or supersede provisions of this compensation schedule at any time. To the extent any of provisions herein differ from the terms of an employee's employment agreement, the terms of the agreement shall prevail.

COMPENSATION PHILOSOPHY

A compensation philosophy is a statement that defines what an organization offers and chooses to reward via its compensation system. The School's compensation philosophy places emphasis on equity, transparency, excellence, and commitment. These five key values are the foundation for all School compensation structures and practices.

We Offer

- Comprehensive compensation packages for all staff, including base salary and benefits. Certain employees may be eligible for bonuses and stipends, as set forth herein.
- A dynamic culture and vibrant community of colleagues united by shared dedication to students, a commitment to innovation, and a strong growth mindset.

- Unique career pathways, growth and development opportunities, and leadership roles that encourage staff to challenge themselves.
- Equitable compensation, regardless of gender, race/ethnicity, national origin, sexual orientation, age, religion, disability or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations.
- A transparent and clearly communicated compensation system, so that staff understand what factors may determine individual compensation and how and when potential changes to compensation will be affected.

We Recognize and Reward

- Exceptional performance and contributions that enable excellent student outcomes.
- Commitment of staff who contribute to the long-term success of our students and our organization.

For Teachers

- Given the role they play in providing educational services, teachers are particularly critical to the success of our mission. As such, we offer teacher compensation to attract and retain talented educators, and we specially recognize and reward:
 - Exceptional teacher performance that leads to growth and excellence for students
 - Commitment of teachers who develop deep, high-quality educational experience (within or outside of the School) and assume critical leadership responsibilities

MEDICAL OPT-OUT STIPEND

Employees may elect not to enroll in any of the medical plans offered by the Charter School. The employee must certify that they have medical coverage for themselves and eligible dependents elsewhere that is comparable to one of the plans offered by the Charter School. They will receive an employer contribution per year prorated based on the period of service and applicable pay periods.

CERTIFICATED COMPENSATION

Certificated Definition

For the purpose of this policy, certificated is defined as any position that requires a certificate and/or credential as defined by the California Teaching Commission (CTC).

Teacher Definition

For purposes of this schedule, a teacher is defined as a person who has a valid credential or certificate that allows them to teach a specific subject matter or special education.

Salary Placement Guidelines

Upon hire, each employee's salary placement will be calculated based on the YEAR an employee fits, and in accordance with the professional and teaching experience gathered in previous years in the institutions outlined in this manual and on other factors such as prior performance (which includes a rehired employee).

The starting salary of a new employee may exceed the salary of a current employee in the same position based on the new employee's years of experience.

Deputy Executive Director

The Deputy Executive Director is the second in command and reports to the Executive Director. This person manages and handles the daily business operations of the organization, working closely with department heads and supervisors to support the day-to-day activity of all employees including certificated and classified. They work with special education and the SELPA to ensure compliance and achievement. This person supports the Executive Director in all their administrative tasks, including overseeing curriculum, instruction, testing, intervention, special populations, LCAP development, federal programs, staffing and budget plans for the School. This position may serve more than one School.

Creditable Years of Experience

- The School has the option to grant one (1) YEAR for each one (1) year of approved creditable teaching or professional experience with a maximum placement on year 5 (five).
- Additional years may be granted for employees who have School-desired experience in what the School determines to be "hard-to-staff" positions.
 - One year of creditable professional or teaching experience will be granted for full-time employment, which is employment for 100% of an institution's normal work schedule during the school year.
 - A partial year of creditable professional or teaching experience can be granted for up to a year of part-time employment, which is less than 100% of an institution's normal work schedule during the school year.

Examples of Hard to Staff Positions		Based on actual number of years worked, may start at the following step:
Occupational Therapist Speech Language Pathologist Education Specialist-Deaf and Hard of Hearing Education Specialist-Visual Impairment		11
Adapted Physical Education Teacher Education Specialist - Extensive Support Needs (ESN) Education Specialist - Itinerant (fully in-person)		10
Education Specialist-Mild/Moderate Job Coach Nurse	Paraeducator Program Specialist School Psychologist Special Education Services Coordinator	6

- Creditable professional or teaching experience may be earned in:
 - California and US public, charter, and private elementary and secondary schools
 - Accredited foreign public, charter, and private elementary and secondary schools
 - California, US, and foreign accredited universities and colleges
 - Non-public special education contract schools for special education teachers

- Other regionally accredited educational institutions
- Creditable teaching experience is experience as a teacher in one of the institutions outlined above.
- Other relevant professional experience may be considered by the Executive Director or designee.

Staff who do not complete at least 50% of the school year or hired on or after the start of the 2nd semester and are receiving a contract for the following school year will remain in the same placement on the Salary Schedule and in accordance with other parameters set forth by this policy unless otherwise required by law.

The Executive Director or his or her designee may adjust a rehired teacher's placement on the Salary Schedule as appropriate based on the employee's accumulated experience following the teacher's separation from the School, which may result in a higher or lower placement on the schedule than the teacher would have otherwise been placed had the teacher been continuously employed.

In the event that an adjustment to pay scale placement is issued, adjustments made prior to 10/31 or within 30 days of hire may be applied retroactively that same school year if applicable. If the adjustment is issued outside of 10/31 or 30 days of hire, it will go into effect for eligible employees the following school year. Adjustments made due to School error will be applied to the next applicable pay period.

Credential/Certification

- Teachers holding a valid and active credential (i.e., preliminary, clear, lifetime) California teaching certificate at the time of hiring/rehiring will generally be compensated in accordance with the applicable teacher Salary Schedule (B Basis, C Basis or Special Education) for certificated teachers.
- The School may hire teachers with a bachelor's degree who do not hold a clear teaching credential. Staff holding an alternative certification (intern, emergency, or preliminary credential) are rated on the same salary teacher schedule as certificated teachers.
- A teacher is eligible to advance to the proper Salary Schedule level once they meet the requirement for that specific Salary Schedule level and group based on their creditable years of service and post bachelor's degree units, post bachelor's credential units, or completion of Advanced Placement certification coursework, if applicable. Course work is creditable for row placement and advancement if it is a course taken for credit at an accredited institution, reasonably related to the employee's assignment or future assignment, **a grade of C or higher is earned**, and posted as semester, quarter, or trimester units on an official transcript in the institution's graduate course number series, post bachelor's credential units, or taken from the Advanced Placement program. Points on the pay scale are the equivalent of semester units. Therefore, any eligible units not reported as semester units will be converted for proper placement on the pay scale.
- During the rate-in-process for new hires Executive Directors may approve additional units earned beyond post-baccalaureate credits equivalent to 4-semester units for each year starting with year 15. A candidate can earn a maximum of 60 credits for experience based on Executive Director approval.
- For any given school year, teachers must submit any successfully completed post-BA units no later than October 31 in order for the units to be applied to the teacher's salary in that school year. Any proof of successfully completed post-BA units submitted to the School after October 31 will not result in an adjustment to compensation until the following school year.
- Any increase in pay resulting from an advancement on the Salary Schedule based on the successful completion of post-BA units will not take effect until after the School's receipt of sufficient documentation supporting the advancement. Pay increases for post-BA units will not be paid retroactively. For illustration

purposes, if a teacher completes graduate level coursework on January 15 and provides an official transcript on May 1, any advancement on the Salary Schedule and increase in pay will be effective beginning the next school year. The teacher will not be paid at the higher rate of compensation retroactively (i.e., for the periods between January 15 and July 1).

- If a teacher completes graduate level coursework on August 15 and provides an official transcript on October 20, any advancement on the Salary Schedule and increase in pay will be effective beginning the first pay period following October 20. The teacher will not be paid at the higher rate of compensation during the periods between August 15 and October 31. The teacher would receive the advancement starting the next pay period of November 1-15.

Signing Bonus

If the School decides to issue signing bonuses, the following requirements shall apply:

Signing bonuses may be offered to teachers certified in an area of critical concern as defined by the School, or to address specific concerns at the School.

- The Executive Director shall designate the individuals authorized to receive the signing bonus.
- The signing bonus must be approved by the Board.
- To qualify for a signing bonus, the teacher must:
 - Be certified in the field they are hired to teach.
 - Teach in that field of the bonus.

Supplemental Duty Stipends

- Stipends are assigned and approved by the Executive Director or his/her designee at the beginning of the school year or semester or as otherwise noted in the chart below.
- Staff who perform the Supplemental duties outlined in the chart below are eligible to receive the corresponding stipends as indicated and only if assigned/awarded to the staff member by the Executive Director or his/her designee. The number of stipends awarded under each category and/or the periods of service during the school year are at the sole discretion of the Executive Director or his/her designee.
- Supplemental duty stipends are authorized for the specific year assigned and are not renewed for the future years unless specifically authorized for those years. This means additional duties such as, SPED Lead Teacher, Testing Lead, etc. are assigned on a year-by-year basis and are not guaranteed responsibilities that carry over from year to year.
- Supplemental pay will cease when there is no need for the duty, the employee becomes ineligible or as otherwise determined in the sole discretion of the School.
- The School, in its sole discretion, may choose not to offer certain stipends.
- Stipend amounts and requirements will be reviewed periodically and may be modified from time to time at the sole discretion of the School.
- Supplemental duty stipends are prorated and will be paid as set forth in the below Stipend Chart once the Supplemental duty has started.
- The Executive Director has been delegated authority to change the stipend amounts and add or change stipends based on the need of the School throughout the year in line with the Board adopted budget.

Voluntary Transfer to Lower Role Placement or Teaching Position

Employees approved to voluntarily transfer to a position in a lower placement on the Salary Schedule will be placed in the new salary placement or teacher Salary Schedule, and the salary will be calculated as it is in the new placement or schedule.

Additional Supplement Bonus ("Supplement")

The Executive Director may recommend a Supplement for teachers as set forth in this section.

- The Executive Director, in his or her sole discretion, shall determine what duties shall be Supplemented based upon the operational needs of the School.
- A Supplement is not automatic and can be provided at the discretion and approval of the Executive Director, based on additional work beyond the regular work responsibilities.
- A Supplement will be paid to the employee in accordance with the schedule provided by the School at the time of Supplement award.
- The Supplemental award shall not exceed \$35,000 or 50% of annual salary.
- All Supplements listed are paid for the performance of duties beyond the regular work day and normal job responsibilities and are not approved solely on the basis of position classification or previous Supplement payment. Additional time spent fulfilling job duties does not constitute a basis for compensation beyond the teachers' regular salary.
- Teacher Supplements will be set forth in a Supplement Performance Order. The Supplement Performance Order Request shall be completed and signed by the teacher and the Executive Director prior to performing the Supplemental duties.
- Supplements will be paid in installments or one lump sum if less than \$1,001. However, this option will not be available where it would cause the employee to receive compensation prior to providing the service.
- Additional Supplements may include things such as Winter Break Coverage, Extra Student Pay and Enrollment Milestones.
- To qualify for an extended duty Supplement, the following criteria must be met as requested and assigned by the Executive Director:
 - The Executive Director must first agree with the teacher on the terms.
 - The Supplemental work must be separate from the normal job responsibilities.
 - The work must be completed or in the progress of being completed.

PART-TIME TEACHERS

For All Part-Time Teachers

- Part-time/Full-time Status: Compensation for part-time teachers will be prorated based on the percentage of students served compared to a full-time equivalent*. This rate may increase or decrease in direct correlation to the School's operational needs and/or budget approved by the School Board. Estimated hours for part-time teachers each week includes a maximum of 10 hours per week for approved non-instructional activities (recruiting, planning, grading, parent conferences, etc.) and one (1) additional hour per week per enrolled student. Part-time teachers are pre-approved for the hours according to the chart

below. This allotted time should be sufficient to complete each part-time teacher's duties. All time worked will be compensated at the part-time teacher's percentage of FTE rate. If a part-time teacher anticipates exceeding the number of approved hours per week.

- Part-time teachers must accurately record and timely submit records of all time worked and observe all lunch and rest breaks as outlined in the School's Employee Handbook. Part-time employees may not work overtime (i.e., over 8 hours in a workday or 40 hours per workweek) without written authorization from their direct supervisor.
- When a case load of less than 35 students is granted due to accommodations approved by the Executive Director employees will receive a prorated salary or an hourly rate based on the Salary Schedule. These staff members will also be given health care benefits contingent upon the teacher's expected maintenance of a case load over 28 students and averaging 30 or more work hours per week. These staff members are considered part-time and will be reported as such for STRS. Once part-time teachers reach the norm minimum standard of 35 students, they will be considered full-time and rated in and placed on the Salary Schedule.

*Depending on the percentage of FTE, this may be a non-exempt position paid at an hourly rate.

Part-Time HST Hourly Schedule					
Percentage of FTE	50%	60%	70%	80%	90%
Number of Regularly Enrolled Students	18	21	24	28	32
Number of Approved Hours Per Week	20	24	30	32	36

Part Time HQT Hourly Schedule				
Number of Sections Covered	1	2	3	4
Number of Approved Hours Per Week	15	20	25	30

Please Note (Non-exempt Employees ONLY):

- No more than your max approved hours should be worked in one calendar week without prior approval.
- No more than 8 hours can be worked in one day.
- Any time over 5 hours in a day must include scheduled lunch.
- No hours may be worked on Holidays.
- No hours are approved over school breaks: (e.g. Thanksgiving Break, Winter Break, Presidents' Break, Spring Break)

CLASSIFIED COMPENSATION

Experience and Placement

- Each classified employee will be placed on the Pay Scale based on their creditable years of experience,

which will be categorized as equivalent or applicable experience.

- Equivalent experience is the directly related experience of an employee to the position held or hired. Applicable experience is the other administrative, teaching, or professional experience which is not directly related to the position held or hired.
 - Example: Office Manager experience at a private school is accepted as equivalent experience for a person in the Office Manager position, but teaching experience will be applicable experience.
 - Example: SPED Instructional Aide at a school district, or a company may be equivalent experience for the SPED Instructional Aide position, but SPED Center Aide will be applicable experience.
- The evaluation of prior experience and placement on the Pay Scale will be recommended by the Human Resources Department and the Executive Director or designee makes the final decision, consistent with the School's approved budget.
- The following criteria will be considered in the evaluation of prior experience:
 - The number of days worked in a year must be at least 180 days as a full-time employee
 - The percentage of days worked
 - Position held
 - Type of the organization and accreditation
- Each equivalent year of creditable experience will be equal to 1 YEAR, and each year of creditable applicable experience will be equal to a 0.5 YEAR. If the total years of experience is a fraction of a whole, it will be rounded up.
 - Example: 3.5 YEARS will be rounded to 4.0 YEARS of experience.
- Rehired employee's years of experience in the same or higher salary placements will be treated as equivalent experience.
- The starting salary of a new employee may exceed the salary of a current employee in the same position based on the creditable years of experience as defined herein.
- Creditable experience may be earned from other schools, districts or any other employer.
- Staff who do not complete at least 50% of the school year or hired on or after the start of the 2nd semester and are receiving a contract for the following school year will remain in the same placement on the Salary Schedule and in accordance with other parameters set forth by this policy unless otherwise required by law.
- The Executive Director shall recommend the creation of new positions as needed and will evaluate and recommend placement of the new positions in the appropriate role, together with any necessary budget adjustments required, to be approved by the School Board.

Role/Salary Placements

All positions are classified according to the corresponding role and/or salary placements based on the required set of skills, education, effort, and responsibility of the job assignment as indicated in the specific job description. All positions may be reclassified as necessary by the Executive Director or designee. Some hard-to-staff positions may be compensated out of the Pay Scale as approved by the Executive Director.

Advancements on Pay Scale

An advancement on the Pay Scale is the placement of an employee from a position in a lower salary placement to a position in a higher salary placement and will be determined on the same basis and factors articulated herein.

Lateral Transfer

A lateral transfer is the movement of an employee from one position to another within the same salary placement. The employee may continue to progress in the same salary placement as experience in the position is accumulated. Prior experience will not be re-evaluated for purposes of placement or advancement in the new salary placement.

Partial Assignments

In cases where a classified employee has been given multiple assignments (e.g. a SPED coordinator with partial ESL duties), the employee will be placed on the Pay Scale (or salary placement) with the higher salary.

Reassignments

- Employees approved to voluntarily transfer to a position in a lower placement on the Pay Scale, if applicable, will be placed in the new salary placement, and the salary will be calculated as it is in the new placement or Pay Scale.
- When an employee is reassigned for any reason to a position in a lower salary placement, the employee's salary will be lowered during the next payroll cycle, or when determined by the Executive Director to avoid disruption so long as it is not earlier than the next payroll period.

Rehires

- A former employee who returns to a position similar to the role held prior to separation will be placed on the Pay Scale as follows:
 - The converted grade and step of individuals who separated employment will be identified for appropriate entry placement on the Pay Scale.
 - All applicable work experience earned outside of Pacific Coast Academy, subsequent to separation, may be identified and used for credit as equivalent experience in accordance with the creditable years of service as described herein.

Experience – Non-Exempt Employees

- Each non-exempt employee will be placed on the Pay Scale based on their years of relevant experience. Although non-exempt employees will be paid on a semi-monthly basis, all non-exempt salaried employees will be paid for all hours worked and are eligible for overtime in accordance with applicable law. Employees should receive approval from their supervisor before working overtime.
- The evaluation of prior experience will be made by the Executive Director or his/her designee. The following criteria, among others, may be considered in evaluation of prior experience:
 - The number of days worked in a year must be at least 180 days as a full-time employee
 - The percentage of days worked
 - Position held
 - Type of the organization and accreditation
- Experience including secretarial, clerical, teaching, professional, and substitute experience may be credited.
- Each year of experience may be 1 YEAR in the Pay Scale.

- The starting salary of a new employee may exceed the salary of a current employee in the same position based on their years of experience.
- Experience may be earned in other districts or other companies.
- The Executive Director or his or her designee may adjust a rehired non-exempt employee's placement on the Pay Scale as appropriate based on the employee's accumulated relevant experience following the employee's separation from the School, which may result in a higher or lower placement on the scale than the employee would have otherwise been placed had the employee been continuously employed. Adjustments to an employee's salary may be made in any subsequent school year.

Additional Supplement Bonus ("Supplement")

The Executive Director may recommend a Supplement for classified staff members as set forth in this section.

- An Executive Director, in his or her sole discretion, shall determine what duties shall be Supplemented based upon the operational needs of the School.
- A Supplement is not automatic and can be provided at the discretion and approval of the Executive Director, based on additional work beyond the regular work responsibilities.
- A Supplement will be paid to the employee in accordance with the chart provided by the School at the time of Supplement award.
- The Supplemental award shall not exceed \$35,000 or 50% of annual salary.
- All Supplements awarded are paid for the performance of duties beyond the regular work day and normal job responsibilities and are not approved solely on the basis of position classification or previous Supplement payment. Additional time spent fulfilling job duties does not constitute a basis for compensation beyond the classified staff members' regular salary.
- Classified staff member's Supplements will be set forth in a Supplement Performance Order. The Supplement Performance Order Request shall be completed and signed by the classified staff member and the Executive Director prior to performing the Supplemental duties.
- Supplements will be paid in installments or one lump sum if less than \$1,001. However, this option will not be available where it would cause the employee to receive compensation prior to providing the service.
- Additional Supplements may include things such as Winter Break Coverage and Enrollment Milestones.
- To qualify for an extended duty Supplement, the following criteria must be met as requested and assigned by the Executive Director:
 - The Executive Director must first agree with the classified staff member on the terms.
 - The Supplemental work must be separate from the normal job responsibilities.
 - The work must be completed or in the progress of being completed.

APPENDICES

A. STIPEND CHART

B. SALARY SCHEDULES AND PAY SCALES

Coversheet

Kindergarten and TK Policy

Section: IV. Consent Agenda
Item: I. Kindergarten and TK Policy
Purpose:
Submitted by:
Related Material: PCA Kindergarten and TK Policy_Final_5.03.2022_RED 9.03.2025.pdf



Pacific Coast Academy

Kindergarten and TK Policy

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 Adherence to All Non-Discrimination Laws 4

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KINDERGARTEN AND TRANSITIONAL KINDERGARTEN POLICY

Pacific Coast Academy is committed to providing educational instruction to all students. The Executive Director or designee shall ensure that the Charter School provides a non-discriminatory and equal enrollment process for students of Transitional Kindergarten and Kindergarten age, in compliance with current state requirements.

~~The purpose of the Pacific Coast Academy Governing Board approving this Kindergarten and Transitional Kindergarten Policy is to accomplish the following:~~

- ~~● Establish the Enrollment in Kindergarten~~
- ~~● Establish the Enrollment for Transitional Kindergarten Eligible Students~~
- ~~● Establish Enrollment in Transitional Kindergarten~~
- ~~● Outline Adherence to All Non-Discrimination Laws~~
- ~~● Professional Experience for TK Teachers~~

ENROLLMENT IN PUBLIC SCHOOL

Pacific Coast Academy is a full-time, general education, independent study program, not a supplemental program or a part-time program. A student may not be dual enrolled in any other private or public school, including a preschool or daycare center.

ENROLLMENT IN KINDERGARTEN

Pursuant to EC 48000(a), a child is eligible for kindergarten if the child will have their fifth birthday by September 1.

ENROLLMENT IN KINDERGARTEN FOR TRANSITIONAL KINDERGARTEN ELIGIBLE STUDENTS

Pursuant to EC 48000(b), A child having attained the age of five years at any time during the school year with the approval of the parent or guardian, may be admitted to kindergarten subject to the following conditions:

- The governing board determines that the admittance is in the best interests of the child. Determination will be based on standard criteria set by School administration and is based on standardized guidelines for academic and developmental readiness for kindergarten. Staff determination of grade level placement will be made based on multiple measures including grade level appropriate formal assessments and student observations.
- The parent or guardian is given information regarding the advantages and disadvantages and any

other explanatory information about the effect of this early admittance.

ENROLLMENT IN TRANSITIONAL KINDERGARTEN

Pursuant to EC 48000(d), Transitional Kindergarten is the first year of a two-year kindergarten program that uses a modified kindergarten curriculum that is age and developmentally appropriate.

The School's TK program will admit children whose birthday falls within the following:

- In the 2022-23 school year, a student must be five years old between September 2 and February 2;
- In the 2023-24 school year, a student must be five years old between September 2 and April 2;
- In the 2024-25 school year, a student must be five years old between September 2 and June 2;
- In the 2025-26 school year, and each year thereafter, a student who will have had their fourth birthday by September 1.

The School's transitional kindergarten program is subject to the following conditions:

- The governing board determines that the admittance is in the best interests of the child. Determination will be based on standard criteria set by School administration and is based on standardized guidelines for academic and developmental readiness for transitional kindergarten. Staff determination of grade level placement will be made based on multiple measures including grade level appropriate formal assessments and student observations.
- The parent or guardian is given information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance.

ADHERENCE TO ALL NON-DISCRIMINATION LAWS

This policy adheres to all non-discrimination laws and is subject to the same enrollment processes as all otherwise qualified students. Enrollment into the Charter School will be consistent with all other enrollment guidelines. In the event that a parent or guardian disagrees with the enrollment or grade level placement recommendations of staff, they may appeal the decision in accordance with the School's complaint procedures.

PROFESSIONAL EXPERIENCE FOR TK TEACHERS

All TK Teachers first assigned to a TK classroom after July 1, 2015 shall have one of the following by August 1, ~~2023~~ 2025: 1) At least 24 ~~semester~~ units ~~with a grade C or higher~~ in early childhood education, or childhood development, or both; 2) Professional experience in a classroom setting with preschool age children comparable to the 24 units of education described in 1), as determined by the governing board; or 3) Child Development Teacher Permit issued by the Commission on Teacher Credentialing.

The governing board has determined the equivalent professional experience in item 2 above shall constitute either a) 175 days of experience within 4 years as an independent study teacher for at least 1 TK student OR b) 175 days of experience in a TK classroom, preschool classroom, or child care center at 3+ hours per day

within 4 years OR 80 hours of TK professional development consisting of 20 hours of TK training courses, 20 hours of TK shadowing, and 40 hours of asynchronous learning/responses within 175 days.

Coversheet

Grade Appeal Policy

Section:	IV. Consent Agenda
Item:	K. Grade Appeal Policy
Purpose:	
Submitted by:	
Related Material:	PCA Grade Appeal Policy_Rev 06.25.2025_RED 8.27.2025.pdf



Pacific Coast Academy

Grade Appeal Policy

GRADE APPEAL POLICY

Parents/guardians and students are encouraged to take an active role in monitoring academic progress, including grades. If there is a concern about a grade on a specific assignment, the parent/guardian or student should reach out to the teacher of the course.

The final semester grade for each course will be determined by the teacher of the course. The parent/guardian may appeal a semester grade based only on the following grounds:

- Mistake
- Bad Faith

To appeal a semester grade, the parent/guardian must take the following steps within sixty (60) calendar days of the end of the semester:

- Submit a request for grade change to the teacher of the course.
 - The request must include specifically how the grade reflects a mistake or bad faith. Any supporting documentation should be included with the appeal.
- The teacher will take the following steps:
 - Should the teacher agree to change the grade, the teacher will notify the parent/guardian in writing of the new grade, and the change will be made in the student's official record within ten (10) school days of the receipt of the grade appeal.
 - Should the teacher not agree to change the grade, the teacher will notify the parent/guardian of the decision within ten (10) school days of the receipt of the grade appeal.

Parents/guardians may appeal a teacher's decision to School administration or submit an appeal directly to administration if the teacher is no longer employed by the School. This appeal must be submitted within ten (10) days of the date of the teacher's written decision or, if the teacher is no longer employed by the School during the sixty (60) days after the end of the semester, within that sixty (60) day timeframe.

- The parent/guardian will submit a written request to the Associate Executive Director-Secondary Education or School Executive Director.
 - The written appeal must include specifically how the grade reflects a mistake or bad faith. Any supporting documentation should be included with the appeal.
- The School shall request any additional supporting information from all involved parties.
- The School will inform the parent/guardian of the result of the appeal. This notice will be sent in writing (email) within fifteen (15) school days of the receipt of the grade appeal.

CAASPP allows for rescoring of hand-scored responses.

If the score is adjusted higher, there is no cost to the LEA.

If the score is not changed, the cost is found on the [CAASPP fee-based services page](#).

Parameters to allow for a rescore:

- Families can request a rescore within 2 weeks of the Student Score Report being released, no later than the Request Deadline as defined by the state.
- Student must have received a zero, with a condition code on their WER score as seen on the Student Score Report and/or the downloaded Data File from TOMS.
- The student must confirm that a multi-paragraph essay was written on section 2 of the CAASPP test. If not able to confirm, the rescore opportunity will end.
- Student must confirm that their response did not fit into the Condition Code they received.
 - I - Insufficient
 - Response too brief
 - Too much copied text
 - B - Blank
 - No response
 - T - Off Topic
 - Response unrelated to task or sources provided
 - M - Off Purpose
 - Response is on topic, but not written to the purpose of the task
 - Narrative, Informative, Persuasive
 - L - Non-scoreable Language
 - Written in a language other than English

If all parameters are met, the LEA CAASPP Coordinator will seek a rescore by creating a Purchase Order for the amount of the Fee-Based Service.

They will make a copy of the PO to send to the CDE Region Success Agent, along with student's SSID, and the specific task that needs to be rescored.

School: Pacific Coast Academy

LEA: Pacific Coast Academy

CDS code: 37 68049 0136416

Content areas: Language Arts Performance Task

Once the rescore is completed, the LEA CAASPP Coordinator will confirm if the score was higher or stayed the same by reaching out to the CDE Success Agent (Region 9).

- If scored higher - PO will be canceled
- If scored the same - PO will be confirmed, and order will be sent to CDE.

Coversheet

Invoices over 100K

Section: IV. Consent Agenda
Item: L. Invoices over 100K

Purpose:
Submitted by:

Related Material:

REDACTED - PCA - 07.08.25 - School Pathways - Invoice # INV-140-09129 - \$101,123.18.pdf
REDACTED - PCA - CharterSafe 7.01.2025 - Invoice 49159 - \$102,442.00.pdf
REDACTED - PCA - OverDrive 7.16.25 - Invoice CD1443425221871 - \$102,238.pdf
REDACTED - PCA - Renaissance 7.11.25- Invoice INV5567640- \$119,376.00.pdf
PCA - Gallager _ CharterSAFE Premium Quote.pdf
REDACTED - PCA - 08.04.25 - SHI Quote # 26495885 - \$172,849.00.pdf
REDACTED - PCA - SHI Quote # 26592547 - \$219,231.25.pdf
REDACTED - CharterSafe 6.20.2025 - Invoice 49105 - \$307,326.00 (1).pdf
REDACTED - PCA - SHI International 5.28.25 - Invoice B19809913 - \$107,522.pdf
REDACTED - SPECIALIZED THERAPY SERVICES 05.31.25 - INVOICE PCAC01-0525 - \$109420
.23.pdf
REDACTED - SPECIALIZED THERAPY SERVICES 04.3.25 - INVOICE PCA01-0425 - \$118138.63
.pdf



Invoice

School Pathways, LLC
PO Box 432
Portola CA 96122
United States

Date	08/07/2025
Invoice #	INV-140-09129
Terms	Net 30
Customer ID	140-C0402 So Cal Schools : 140-C0358 Pacific Coast Academy (pacificcoast)
PO#	
Date Due	09/06/2025

Bill To

Pacific Coast Academy
1740 Huntington Dr #205
Attn: Accounts Payable
Duarte CA 91010
United States

Ship To

Pacific Coast Academy
1740 Huntington Dr #205
Attn: Accounts Payable
Duarte CA 91010
United States

Qty	Description	Rate	Amount
1	National Student Clearinghouse Export Bridge Annual Subscription 7/1/2025-6/30/2026, Quarterly Invoices	\$116.46	\$116.46
6,778	SIS Oversight Annual Subscription 7/1/2025-6/30/2026, Quarterly Invoices	\$0.17750074	\$1,203.10
6,778	SIS Annual Subscription 7/1/2025-6/30/2026, Quarterly Invoices	\$1.39750074	\$9,472.26
1	Beehively Export Bridge Annual Subscription 7/1/2025-6/30/2026, Quarterly Invoices	\$151.91	\$151.91
6,778	PLS Annual Subscription 7/1/2025-6/30/2026, Quarterly Invoices	\$11.18250074	\$75,794.99
1	Renaissance Learning Export Bridge Annual Subscription 7/1/2025-6/30/2026, Quarterly Invoices	\$116.46	\$116.46
6,778	RegOnline Annual Subscription 7/1/2025-6/30/2026, Quarterly Invoices	\$0.41	\$2,778.98
6,778	SPArchiving Annual Subscription 7/1/2025-6/30/2026, Quarterly Invoices	\$1.54	\$10,438.12
1	REST API Annual Subscription 7/1/2025-6/30/2026, Quarterly Invoices	\$465.82	\$465.82
1	Clever Export Bridge Annual Subscription 7/1/2025-6/30/2026, Quarterly Invoices	\$125.46	\$125.46
1	Educlimber Export Bridge Annual Subscription 7/1/2025-6/30/2026, Quarterly Invoices	\$184.28	\$184.28
1	Ellevation Export Bridge Annual Subscription (District Oversight Level) 7/1/2025-6/30/2026, Quarterly Invoices	\$74.53	\$74.53
1	ParentSquare Export Bridge Annual Subscription 7/1/2025-6/30/2026, Quarterly Invoices	\$200.81	\$200.81
Subtotal			\$101,123.18
Sales Tax			\$0.00

Qty	Description	Rate	Amount
		Total	\$101,123.18
		Payment	\$0.00
		Total Due	\$101,123.18

Payment Terms:
Please make sure you reference invoice number **INV-140-09129** on your payment option to ensure timely turnaround.

Remit checks to:
School Pathways, LLC
PO Box 432
Portola, CA 96122

For any inquiries, please contact Accounts Receivable:
E: accounts@schoolpathways.com
P: 866-200-6936 x. 1002



P (888) 901-0004 / F (530) 637-5701

PO Box 969

Weimar, CA 95736

A California Public Agency

INVOICE

Krystin Demofonte
Pacific Coast Academy
13915 Danielson St., Suite 103
Poway, CA 92064

Invoice No: 49159
Due Date: 08/01/2025
Customer ID: 17842
Terms: Upon Receipt

Description	Amount																
August Premium 2025-2026 - Package Premium	\$72,040.00																
August Premium 2025-2026 - Workers' Compensation	\$30,402.00																
<table><tr><th>Invoice #</th><th>Date</th><th>Description</th><th>Balance</th></tr><tr><td>49159</td><td>08/01/2025</td><td>August Premium 2025-2026 - Package Premium</td><td>\$102,442.00</td></tr><tr><td>49105</td><td>07/01/2025</td><td>25% Deposit 2025-2026 - Package Premium</td><td>\$307,326.00</td></tr><tr><td colspan="3">Total Outstanding Premium</td><td>\$409,768.00</td></tr></table>		Invoice #	Date	Description	Balance	49159	08/01/2025	August Premium 2025-2026 - Package Premium	\$102,442.00	49105	07/01/2025	25% Deposit 2025-2026 - Package Premium	\$307,326.00	Total Outstanding Premium			\$409,768.00
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49105	07/01/2025	25% Deposit 2025-2026 - Package Premium	\$307,326.00														
Total Outstanding Premium			\$409,768.00														
<table><tr><td>Invoice Total:</td><td>102,442.00</td></tr><tr><td>Pymt Rec'd:</td><td>0.00</td></tr><tr><td>Balance Due:</td><td>102,442.00</td></tr></table>		Invoice Total:	102,442.00	Pymt Rec'd:	0.00	Balance Due:	102,442.00										
Invoice Total:	102,442.00																
Pymt Rec'd:	0.00																
Balance Due:	102,442.00																
Please note that insurance premiums are due the 1st day of the premium month. Payment for this invoice must be received by CharterSAFE on or before 08/01/2025.																	

Customer ID	Invoice number	Internal purchase order ID(s)	Date
14434-0001	CD1443425221871	LIBR071125PCA	July 16, 2025



OverDrive, Inc.
One OverDrive Way
Cleveland, OH 44125
United States
Phone: +1 216 573 6886 Fax: +1 216 672 0087
Email: invoicing@overdrive.com

Bill to:
Pacific Coast Academy
13915 Danielson St., Suite 103
Poway, CA 92064

Sold to:
Pacific Coast Academy
13915 Danielson St., Suite 103
Poway, CA 92064

Payment terms:
On receipt

Pay directly in Marketplace

- Select one or more invoices and click **Pay invoice(s)**.
- Select your payment method, then click **Pay by bank account** (US accounts only) or **Pay by credit card**.
- Enter the required information. Bank account information will be saved automatically for future use, and credit card information can be optionally saved.
- **Note:** *Your saved bank account or credit card information can only be used by you.*
- Click **Confirm payment**.

Other payment options

When you make a payment using one of these methods, you must either include a list of invoice numbers and amounts due, or email the information separately to invoicing@overdrive.com.

Pay by check

Please make checks payable in USD to OverDrive, Inc.
Remittance address:
PO Box 72117
Cleveland, OH 44192-0002
United States

#	Description	Deposit	Unit price	Quantity	Tax rate	Tax amount	Total
1	Deposit on Account for Content Purchases	\$102,238.00 USD	\$102,238.00 USD	1	0.00%	\$0.00 USD	\$102,238.00 USD

Subtotal:	\$102,238.00 USD
Tax amount:	\$0.00 USD
Total:	\$102,238.00 USD

Amount due: \$102,238.00 USD

Renaissance

Invoice

Invoice Number: INV5567640
 Invoice Date: 07/11/2025

2911 Peach Street, Wisconsin Rapids, Wisconsin 54494-1905
 Phone (877) 988-8048 | accounts.receivable@renaissance.com
 Tax I.D. #39-1559474

0000-1508-0000-4305 - \$118,926.00
0000-1508-0000-5804- \$450.00

Bill To

PACIFIC COAST ACADEMY
 13915 Danielson St Ste 103
 Poway CA 92064-8884
 United States

Comments	Due Date	Terms	PO #
Megan Perkins	08/10/2025	Net 30	TEST042525PCA

Qty Ord	Quote #	Item Description	Tax (Y/N)	Ext. Price	End User
1	Q-183481	60-minute Remote Session	N	450.00	7142231 Pacific Coast Academy
1	Q-183481	Annual All Product Renaissance Platform	N	750.00	7142231 Pacific Coast Academy
1	Q-183481	Custom Data Integration Maintenance	N	3,750.00	7142231 Pacific Coast Academy
7800	Q-183481	Star Comprehensive Suite Subscription	N	114,426.00	7142231 Pacific Coast Academy


APPROVED*By Amanda Pimentel at 3:10 pm, Jul 14, 2025*

Total Gross	Tax	Total Net	Payments/Credits Applied	Total Amount Due
119,376.00	0.00	119,376.00	USD 0.00	USD 119,376.00

Please remit payment to Renaissance Learning, Inc. within 30 days.

This invoice can be paid by check made out to Renaissance Learning, Inc. and send to:

PO Box 64910
 St. Paul, MN 55164-0910

Please ensure you reference our invoice number in your payment and send remittance for electronic payments to AR@renaissance.com

Our Standard payment terms are 30 days, please settle invoice by 08/10/2025



Gallagher

Insurance | Risk Management | Consulting

Pacific Coast Academy Rate & Exposure Changes

	2024-2025	2025-2026	Percentage Difference
Student Count	6,630	6,742	1.69%
Payroll	\$ 36,390,393.00	\$ 46,855,985.00	28.76%
Total Insured Values	\$ 1,937,650.00	\$ 2,775,570.00	43.24%
Package Premium	\$ 724,904.00	\$ 864,482.00	19.25%
Package Rate/Student	\$ 109.34	\$ 128.22	17.27%
Work Comp Premium	\$ 272,817.00	\$ 364,823.00	33.72%
WC Rate	0.75%	0.78%	3.86%
Total Cost:	\$ 997,721.00	\$ 1,229,305.00	23.21%

Premium Comparison

Line of Business	CharterSAFE 24-25	CharterSAFE 25-26
Commercial Property	Included	Included
Commercial Auto	Included	Included
Commercial Crime	Included	Included
General Liability	Included	Included
Educators Legal Liability (E&O, D&O, EPLI)	Included	Included
Fiduciary Liability	Included	Included
Excess Liability	Included	Included
Cyber Liability	Included	Included
Student Accident	Included	Included
Workplace Violence	Included	Included
Pollution Liability	Included	Included
Total:	\$ 724,904.00	\$ 864,482.00
Workers Compensation	\$ 272,817.00	\$ 364,823.00
Grand Total:	\$ 997,721.00	\$ 1,229,305.00



Pricing Proposal
 Quotation #: 26495885
 Created On: 8/6/2025
 Valid Until: 8/31/2025

CA-Pacific Coast Academy

Andy Taylor

13915 Danielson Street
 Suite 100
 Poway, CA 92064
 United States
 Phone: 6192150704
 Fax:
 Email: andrew.taylor@cabrillopointacademy.org

Senior Inside Account Executive

Nick Voelker

290 Davidson Ave.
 Somerset, NJ 08873
 Phone: 732.652.0263
 Fax: 732.652-3099
 Email: Nick_Voelker@shi.com

All Prices are in US Dollar (USD)

	Product	Qty	Your Price	Total
1	ASUS Chromebook CZ11 CZ1104CM2A-YZ84 - 180-degree hinge design - Kompanio 520 - Chrome OS - Mali-G52 2EE MC2 - 8 GB RAM - 64 GB eMMC - 11.6" TN 1366 x 768 (HD) - Wi-Fi 6, Bluetooth - mineral gray ASUS - Part#: CZ1104CM2A-YZ84 Contract Name: California Multiple Award Schedule (CMAS) Contract #: 3-24-04-1038	400	\$299.00	\$119,600.00
2	ASUS Warranty Extension Package - Extended service agreement - parts and labor - 3 years - for Chromebook 12 C223NA-GJ0065; 14 C425TA H50098; C204MA YB02; Chromebook Flip C433TA AJ0156 ASUS - Part#: ACX15-009410NX Contract Name: California Multiple Award Schedule (CMAS) Contract #: 3-24-04-1038	400	\$74.95	\$29,980.00
3	Chrome OS Management Console - License - academic Google - Part#: CROSSWDISEDUNEW Contract Name: California Multiple Award Schedule (CMAS) Contract #: 3-24-04-1038	400	\$31.00	\$12,400.00
4	Zero Touch Enrollment Google - Part#: ZTCHROME-0 Contract Name: California Multiple Award Schedule (CMAS) Contract #: 3-24-04-1038	400	\$0.00	\$0.00
5	CA RECYCLING FEE SHI International Corp - Part#: CA-RECYC-S Contract Name: California Multiple Award Schedule (CMAS) Contract #: 3-24-04-1038	400	\$4.00	\$1,600.00

Subtotal	\$163,580.00
Shipping	\$0.00
*Tax	\$9,269.00
Total	\$172,849.00

*Tax is estimated. Invoice will include the full and final tax due.

Additional Comments

With continual technological advancements, the likelihood of finding generative AI in products increases. If you have any concerns or wish to know more about whether the product you are purchasing contains Generative AI (GenAI), please let your SHI support team know for further assistance."

Please note: Google has a zero returns policy.

Due to the potential impact of any current or future tariffs, the price and availability of hardware items on this quote may be subject to change.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.



Pricing Proposal
 Quotation #: 26592547
 Created On: 9/3/2025
 Valid Until: 9/30/2025

CA-Pacific Coast Academy

Senior Inside Account Executive

Andy Taylor

13915 Danielson St
 Suite 100/IT Department
 Poway, CA 92064
 United States
 Phone: (888) 215-3040
 Fax:
 Email: andrew.taylor@cabrillopointacademy.org

Nick Voelker

290 Davidson Ave.
 Somerset, NJ 08873
 Phone: 732.652.0263
 Fax: 732.652-3099
 Email: Nick_Voelker@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 ASUS Chromebook CR11 CR1104CTA-YZ84 - 180-degree hinge design - Intel N-series - N150 / up to 3.6 GHz - Chrome OS - UHD Graphics - 8 GB RAM - 64 GB eMMC - 11.6" TN 1366 x 768 (HD) - Wi-Fi 6E, Bluetooth - mineral gray - with Accidental Damage Protection ASUS - Part#: CR1104CTA-YZ84 Contract Name: California Multiple Award Schedule (CMAS) Contract #: 3-24-04-1038	500	\$299.00	\$149,500.00
2 ASUS Warranty Extension Package - Extended service agreement - parts and labor - 3 years - for Chromebook ASUS - Part#: ACX15-009410NX Contract Name: California Multiple Award Schedule (CMAS) Contract #: 3-24-04-1038	500	\$74.95	\$37,475.00
3 Chrome OS Management Console - License - academic Google - Part#: CROSSWDISEDUNEW Contract Name: California Multiple Award Schedule (CMAS) Contract #: 3-24-04-1038	500	\$31.00	\$15,500.00
4 Zero Touch Enrollment Google - Part#: ZTCHROME-0 Contract Name: California Multiple Award Schedule (CMAS) Contract #: 3-24-04-1038	500	\$0.00	\$0.00
5 Absolute Resilience for Chromebooks - Term License (1 year) - academic Lenovo - Part#: 4L41M24634 Contract Name: California Multiple Award Schedule (CMAS) Contract #: 3-24-04-1038	500	\$6.34	\$3,170.00
6 CA RECYCLING FEE SHI International Corp - Part#: CA-RECYC-S Contract Name: California Multiple Award Schedule (CMAS) Contract #: 3-24-04-1038	500	\$4.00	\$2,000.00
Subtotal			\$207,645.00

Shipping	\$0.00
*Tax	\$11,586.25
Total	\$219,231.25

*Tax is estimated. Invoice will include the full and final tax due.

Additional Comments

Please Note: Lenovo has a zero returns policy on any custom build machines. Lenovo also does not allow returns on open box/phased out products. For these products, orders are non-cancellable and non-returnable from point of order.

Maximize your technology's lifecycle with SHI's services to recover, redeploy, remarket, and recycle your devices. For more information, contact AssetRecoveryServices@SHI.com

With continual technological advancements, the likelihood of finding generative AI in products increases. If you have any concerns or wish to know more about whether the product you are purchasing contains Generative AI (GenAI), please let your SHI support team know for further assistance."

Please note: Google has a zero returns policy.

Due to the potential impact of any current or future tariffs, the price and availability of hardware items on this quote may be subject to change.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.



P (888) 901-0004 / F (530) 637-5701
 PO Box 969
 Weimar, CA 95736
 A California Public Agency

PCA

0000-1110-0000-5400

INVOICE

Krystin Demofonte
 Pacific Coast Academy
 13915 Danielson St., Suite 103
 Poway, CA 92064

Invoice No: 49105
 Due Date: 07/01/2025
 Customer ID: 17842
 Terms: Upon Receipt

Description	Amount
25% Deposit 2025-2026 - Package Premium	\$216,121.00
25% Deposit 2025-2026 - Workers' Compensation	\$91,205.00

APPROVED

By Joe Brigantino at 1:43 pm, Jun 23, 2025

Invoice Total: 307,326.00
 Pymt Rec'd: 0.00
 Balance Due: 307,326.00

Please note that insurance premiums are due the 1st day of the premium month.
 Payment for this invoice must be received by CharterSAFE on or before 07/01/2025.



Pacific Coast Academy - Regular Board Meeting - Agenda - Thursday September 11, 2025 at 6:00 PM
Please remit payment to:
SHI International Corp
P.O. Box 952121
Dallas, TX 75395-2121

Invoice No. B19809913

Invoice date 5/28/2025
Customer Acc. No. 1126488
Sales order S61272837

Finance charge of 1.5% per month will be charged on past due accounts - 18%/yr.
All returns require an RMA# supplied by your SHI Sales team.

Phone: 888-235-3871
Fax: 732-805-9669

For W-9 Form, www.shi.com/W9
Send remittances to - remittance@shi.com

Bill To

Pacific Coast Academy
13915 Danielson Street
Suite 103
Poway, CA 92064
USA

Ship To

Pacific Coast Academy - Tech Department - Yaser Muhsen
13915 Danielson Street
Suite 100
Poway, CA 92064
USA
TECH052225PCA-1/Andy Taylor

Ship Date	Salesperson	Purchase Order	Ship Via	FOB	Terms
5/28/2025	PSI - CA EDU Sierra	TECH052225PCA-1	ESD	FOB DEST	NET 30

Item No. Mfg Part No.	Description	Qty Ordered	Qty Shipped	Unit Price	Extended Price
50242618 4ZN1S96594 Optl upd via downld Lenovo	SOFTWARE ABSOLUTE Q-346514 Multiple platforms English Optl upd via downld Software Contract number: 3-24-04-1038 Maintenance From date: 6/29/2025 Maintenance To date: 6/28/2026	1	1	107,522.00	107,522.00

Quote: 26114607

Sales Balance 107,522.00
Freight 0.00
Recycling Fee 0.00
Sales Tax 0.00
Total 107,522.00
Currency USD

06/27/25
Kristina Franklin

Specialized Therapy Services, Inc.
4204A Adams Avenue
San Diego, CA 92116 US
+16194908119
annettes@theoascenter.com
<https://theoascenter.com/>

Invoice PCAC01-0525



BILL TO

Pacific Coast Academy
13915 Danielson St. #103
Poway, CA 92064

DATE
05/31/2025

PLEASE PAY
\$109,420.23

DUE DATE
07/23/2025

SERVICE PERIOD

May

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
05/31/2025	APE 425	Adapted Physical Education: Hourly Services	2.50	120.00	300.00
05/31/2025	APE 425 Virtual	Adapted Physical Education: Virtual Hourly Services	6.50	120.00	780.00
05/31/2025	AT 445	Assistive Technology: Hourly Services	8.25	147.50	1,216.88
05/31/2025	AT 445 Virtual	Assistive Technology: Virtual Hourly Services	5.68	147.50	837.80
05/31/2025	Audiology 720	Audiology: Hourly Services	3.25	190.00	617.50
05/31/2025	Audiology 720 Virtual	Audiology: Virtual Hourly Services	4.50	190.00	855.00
05/31/2025	BI 535	Behavior Intervention: Hourly Services	2	190.00	380.00
05/31/2025	BI 535 Virtual	Behavior Intervention: Virtual Hourly Services	2.75	190.00	522.50
05/31/2025	DHH 710 Special Rate	Deaf & Hard of Hearing: Hourly Services Special Rate	8.50	155.00	1,317.50
05/31/2025	DHH 710 Special Rate	Deaf & Hard of Hearing: Hourly Services Special Rate	0.66	110.00	72.60
05/31/2025	DHH 710 Virtual	Deaf & Hard of Hearing: Virtual Hourly Services	2.50	145.00	362.50
05/31/2025	ERMHS 510,515,520,525,530	ERMHS 510,515,520,525,530: Hourly Services	1	125.00	125.00
05/31/2025	ERMHS 510 Assessment	ERMHS Assessment: Flat Rate	2	1,750.00	3,500.00
05/31/2025	MT 900	Music Therapy: Hourly Services	49	128.00	6,272.00
05/31/2025	MT 900 Virtual	Music Therapy: Virtual Hourly Services	5.50	128.00	704.00
05/31/2025	O&M 730	Orientation & Mobility: Hourly Services	1.50	180.00	270.00

06.27.25
Kristine Franklin

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
05/31/2025	OI 740 Virtual	Orthopedic Impairment: Virtual Hourly Services	6.34	220.00	1,394.80
05/31/2025	OT 450	Occupational Therapy: Hourly Services	32.50	130.00	4,225.00
05/31/2025	OT 450 Virtual	Occupational Therapy: Virtual Hourly Services	4	130.00	520.00
05/31/2025	Psych 530	Psychological: Hourly Services	80.92	125.00	10,115.00
05/31/2025	Psych 530 Assessment with Academics	Psychological Assessment with Academics: Flat Rate	19	2,050.00	38,950.00
05/31/2025	Psych 530 Assessment with Academics Bilingual	Psychological Assessment with Academics: Bilingual Flat Rate	1	2,300.00	2,300.00
05/31/2025	Psych 530 Assessment with ERMHS & Academics	Psychological Assessment with ERMHS & Academics: Flat Rate	3	2,300.00	6,900.00
05/31/2025	Psych 530 Bilingual	Psychological: Bilingual Hourly Services	0	138.00	0.00
05/31/2025	PT 460	Physical Therapy: Hourly Services	32.99	165.00	5,443.35
05/31/2025	PT 460	Physical Therapy: Hourly Services	5	100.00	500.00
05/31/2025	PT 460 Virtual	Physical Therapy: Virtual Hourly Services	2.25	165.00	371.25
05/31/2025	SAI 330	Specialized Academic Instruction: Hourly Services	12.17	125.00	1,521.25
05/31/2025	SAI 330 Virtual Daily Rate	Specialized Academic Instruction: Virtual Daily Rate Services	16.08	125.00	2,010.00
05/31/2025	Speech 415	Speech Therapy: Hourly Services	5.50	120.00	660.00
05/31/2025	Speech Assistant 415	Speech Therapy Assistant: Hourly Services	13.50	85.00	1,147.50
05/31/2025	Speech 415 Daily Rate	Speech Therapy: Daily Rate Services	155	90.00	13,950.00
05/31/2025	Speech 415 Virtual	Speech Therapy: Virtual Hourly Services	0	120.00	0.00
05/31/2025	VI 725	Vision Itinerant: Hourly Services	2.58	180.00	464.40
05/31/2025	VI 725 Virtual	Vision Itinerant: Virtual Hourly Services	0.08	180.00	14.40
05/31/2025	VT 900 Assessment	Vision Therapy Assessment: Flat Rate	1	800.00	800.00

TOTAL DUE

\$109,420.23

THANK YOU.

Kristina Franklin

Account code	SUM of Line cost
6546-3907-3120-5102	\$760.00
6546-3901-3110-5102	\$125.00
6500-3909-3151-5102	\$617.50
6500-3909-2495-5102	\$4,427.00
6500-3908-3900-5102	\$320.00
6500-3908-3121-5102	\$60.00
6500-3907-3900-5102	\$64.00
6500-3907-3172-5102	\$1,059.05
6500-3907-3151-5102	\$47.50
6500-3907-3123-5102	\$206.25
6500-3907-3122-5102	\$65.00
6500-3903-9412-5102	\$1,264.40
6500-3903-3900-5102	\$128.00
6500-3903-3171-5102	\$2,010.00
6500-3903-3123-5102	\$82.50
6500-3903-3122-5102	\$65.00
6500-3903-3121-5102	\$840.00
6500-3901-9412-5102	\$67,867.10
6500-3901-3900-5102	\$768.00
6500-3901-3172-5102	\$110.63
6500-3901-3171-5102	\$1,521.25
6500-3901-3150-5102	\$15,097.50
6500-3901-3123-5102	\$3,423.75
6500-3901-3122-5102	\$3,835.00
6500-3900-3900-5102	\$64.00
6500-3900-3123-5102	\$165.00
6500-3900-3122-5102	\$780.00
6500-3900-3121-5102	\$180.00
6500-3200-3151-5102	\$1,680.00
6500-3200-3124-5102	\$14.40
6500-3200-3122-5102	\$1,199.80
6500-1110-0000-5102	\$572.60
	\$0.00
Grand Total	\$109,420.23

09/18/25
Kristina Franklin

Specialized Therapy Services, Inc.
4204A Adams Avenue
San Diego, CA 92116 US
+16194908119
annettes@theoascenter.com
<https://theoascenter.com/>

Invoice PCAC01-0425

**BILL TO**

Pacific Coast Academy
13915 Danielson St. #103
Poway, CA 92064

DATE
04/30/2025

PLEASE PAY
\$118,138.63

DUE DATE
07/16/2025

SERVICE PERIOD

April

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
04/30/2025	APE 425	Adapted Physical Education: Hourly Services	1	120.00	120.00
04/30/2025	APE 425 Virtual	Adapted Physical Education: Virtual Hourly Services	1	120.00	120.00
04/30/2025	AT 445	Assistive Technology: Hourly Services	5.25	147.50	774.38
04/30/2025	AT 445 Virtual	Assistive Technology: Virtual Hourly Services	17.50	147.50	2,581.25
04/30/2025	Audiology 720	Audiology: Hourly Services	7.25	190.00	1,377.50
04/30/2025	Audiology 720 Virtual	Audiology: Virtual Hourly Services	6.50	190.00	1,235.00
04/30/2025	BI 535	Behavior Intervention: Hourly Services	3	190.00	570.00
04/30/2025	BI 535 Virtual	Behavior Intervention: Virtual Hourly Services	0	190.00	0.00
04/30/2025	BT 535 Virtual	Behavior Technician: Virtual Hourly Services	1.50	75.00	112.50
04/30/2025	DHH 710	Deaf & Hard of Hearing: Hourly Services	3.50	155.00	542.50
04/30/2025	DHH 710 Special Rate	Deaf & Hard of Hearing: Hourly Services Special Rate Drive Time	0.33	110.00	36.30
04/30/2025	DHH 710 Virtual	Deaf & Hard of Hearing: Virtual Hourly Services	1.50	145.00	217.50
04/30/2025	ERMHS 510,515,520,525,530	ERMHS 510,515,520,525,530: Hourly Services	1.50	125.00	187.50
04/30/2025	ERMHS 510 Assessment	ERMHS Assessment: Flat Rate	2	1,750.00	3,500.00
04/30/2025	ERMHS 510 Bilingual Assessment	ERMHS Assessment: Bilingual Flat Rate	1	1,950.00	1,950.00
04/30/2025	MT 900	Music Therapy: Hourly Services	24.25	128.00	3,104.00

09/18/25
Kristine Franklin

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
04/30/2025	MT 900 Virtual	Music Therapy: Virtual Hourly Services	4	128.00	512.00
04/30/2025	Nursing 435,436	Nursing: Hourly Services	0	125.00	0.00
04/30/2025	Nursing 435,436 Virtual	Nursing: Virtual Hourly Services	0	125.00	0.00
04/30/2025	O&M 730	Orientation & Mobility: Hourly Services	0.75	180.00	135.00
04/30/2025	OI 740 Virtual	Orthopedic Impairment: Virtual Hourly Services	5.67	220.00	1,247.40
04/30/2025	OT 450	Occupational Therapy: Hourly Services	41	130.00	5,330.00
04/30/2025	OT 450 Virtual	Occupational Therapy: Virtual Hourly Services	2	130.00	260.00
04/30/2025	Psych 530	Psychological: Hourly Services	85	125.00	10,625.00
04/30/2025	Psych 530 Assessment with Academics	Psychological Assessment with Academics: Flat Rate	19	2,050.00	38,950.00
04/30/2025	Psych 530 Assessment with Academics Bilingual	Psychological Assessment with Academics: Bilingual Flat Rate	1	2,300.00	2,300.00
04/30/2025	Psych 530 Assessment with ERMHS & Academics	Psychological Assessment with ERMHS & Academics: Flat Rate	9	2,300.00	20,700.00
04/30/2025	Psych 530 Bilingual	Psychological: Bilingual Hourly Services	0	138.00	0.00
04/30/2025	PT 460	Physical Therapy: Hourly Services	18.91	165.00	3,120.15
04/30/2025	PT 460	Physical Therapy: Drive Time	4.50	100.00	450.00
04/30/2025	PT 460 Virtual	Physical Therapy: Virtual Hourly Services	2.50	165.00	412.50
04/30/2025	SAI 330	Specialized Academic Instruction: Hourly Services	1.42	125.00	177.50
04/30/2025	SAI 330 Daily Rate	Specialized Academic Instruction: Daily Rate Services	6.75	125.00	843.75
04/30/2025	SAI 330 Virtual	Specialized Academic Instruction: Virtual Hourly Services	0.50	125.00	62.50
04/30/2025	SAI 330 Virtual Daily Rate	Specialized Academic Instruction: Virtual Daily Rate Services	18.59	125.00	2,323.75
04/30/2025	Speech 415	Speech Therapy: Hourly Services	0.25	120.00	30.00
04/30/2025	Speech Assistant 415	Speech Therapy Assistant: Hourly Services	8.25	85.00	701.25
04/30/2025	Speech 415 Daily Rate	Speech Therapy: Daily Rate Services	146.50	90.00	13,185.00
04/30/2025	Speech 415 Virtual	Speech Therapy: Virtual Hourly Services	2	120.00	240.00
04/30/2025	VI 725	Vision Itinerant: Hourly Services	0.50	180.00	90.00
04/30/2025	VI 725 Virtual	Vision Itinerant: Virtual Hourly Services	0.08	180.00	14.40

09/18/25
Kristine Franklin

TOTAL DUE

\$118,138.63

THANK YOU.

Account code	SUM of Line cost
6546-3907-3120-5102	\$682.50
6546-3901-3110-5102	\$187.50
6500-3909-3151-5102	\$950.00
6500-3909-2495-5102	\$2,053.75
6500-3908-3123-5102	\$412.50
6500-3908-3122-5102	\$260.00
6500-3907-3172-5102	\$1,290.63
6500-3907-3151-5102	\$427.50
6500-3907-3123-5102	\$41.25
6500-3907-3122-5102	\$195.00
6500-3903-9412-5102	\$1,475.00
6500-3903-3900-5102	\$64.00
6500-3903-3171-5102	\$2,386.25
6500-3903-3151-5102	\$95.00
6500-3903-3123-5102	\$82.50
6500-3903-3122-5102	\$65.00
6500-3903-3121-5102	\$240.00
6500-3901-9412-5102	\$82,066.65
6500-3901-3900-5102	\$1,472.00
6500-3901-3171-5102	\$1,021.25
6500-3901-3150-5102	\$13,886.25
6500-3901-3123-5102	\$1,485.00
6500-3901-3122-5102	\$3,445.00
6500-3900-3900-5102	\$576.00
6500-3900-3123-5102	\$165.00
6500-3900-3122-5102	\$780.00
6500-3200-3151-5102	\$450.00
6500-3200-3124-5102	\$14.40
6500-3200-3122-5102	\$1,382.40
6500-1110-0000-5102	\$486.30
	\$0.00
Grand Total	\$118,138.63