



# El Camino Charter High School

## Board Meeting and Brown Act / Comprehensive Training

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### **Date and Time**

Monday July 9, 2018 at 4:30 PM PDT

### **Location**

El Camino Real Charter High School, Library, 5440 Valley Circle Boulevard, Woodland Hills, CA 91367

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### **BOARD MEETING**

For board meeting materials, please go to the school's main office, or call (818) 595-7500. Some board meeting materials are also posted in the school's website (<http://ecrchs.net/ecr-board/>).

### **INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS**

El Camino Real Alliance ("ECRA") welcomes your participation at ECRA's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of ECRA in public. Your participation assures us of continuing community interest in our charter school. To assist you in the ease of speaking/ participating in our meetings, the following guidelines are provided:

1. Agendas are available to all audience members at the door to the meeting.
  2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communications." "Oral Communications" is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed twenty-five (25) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
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  4. When addressing the Board, speakers are requested to state their name and adhere to the time limits set forth.
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5. Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 5440 Valley Circle Blvd., Woodland Hills, California, 91367.

Consent Agenda: All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The Executive Director recommends approval of all consent agenda items.

*In compliance with the Americans with Disabilities Act (ADA) and upon request, El Camino Real Alliance may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Requests for disability related modifications or accommodations shall be made 24 hours prior to the meeting to Daniel Chang, in person, by email at d.chang@ecrchs.net, or by calling (818) 595-7537.*

**Agenda**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>4:30 PM</b>
Opening Items			
<b>A.</b> Call the Meeting to Order		Jonathan Wasser	1 m
<b>B.</b> Record Attendance and Guests		Daniel Chang	1 m
<b>C.</b> Pledge of Allegiance	Discuss	Beatriz Chen	3 m
<b>D.</b> Public Comments	Discuss	Jonathan Wasser	25 m
<b>E.</b> Executive Director Update	Discuss	David Hussey	15 m
<b>F.</b> UTLA Update	Discuss	Carlos Monroy	10 m
<b>II. Consent</b>			<b>5:25 PM</b>
<b>A.</b> Approve Minutes of June 21, 2018 Board Meeting	Approve Minutes	Jonathan Wasser	5 m
<b>III. Financial</b>			<b>5:30 PM</b>
<b>A.</b> Review and Vote on May 2018 Check Registers	Vote	Alan Darby	10 m
<b>B.</b> Discuss and Possible Approval of Resolution Re 2018-2019 Education Protection Account	Vote	Cindy Frantz of EdTec	5 m
<b>C.</b> Discuss and Possible Approval of Revised Fiscal Policies and Procedures	Vote	Alan Darby	15 m
<b>IV. School Business</b>			<b>6:00 PM</b>

	Purpose	Presenter	Time
<b>A. Discuss and Possible Approval of Landscape Contract</b>	Vote	Alan Darby	10 m
<b>B. Discuss and Possible Approval of 2018-19 Parent-Student Handbook</b>	Vote	Daniel Chang	10 m

Staff recommends approval. Changes were primarily to update calendar and staffing, and inclusion of Immigration and Citizenship Status Policy.

<b>C. Tech Update</b>	Discuss	Fernando Delgado	15 m
Discussion will include Canvas.			
<b>D. Discuss and Possible Vote on Tech Refresh for Teachers</b>	Vote	Fernando Delgado	20 m
<b>E. Discuss Requirement of Board Approval for Future In-House Development</b>	Discuss	Alan Darby	20 m
<b>F. Board Review of Comparable Compensation Data for Charter School CBOs</b>	Discuss	Daniel Chang	15 m

**V. Closed Session 7:30 PM**

<b>A. Public Employment</b>	Discuss	Jonathan Wasser	10 m
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Title: Chief Business Officer

<b>B. Conference with Legal Counsel Anticipated Litigation</b>	Discuss	Jonathan Wasser	30 m
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code Section 54956.9: three (3) matters.			

**VI. Reconvene to Open Session 8:10 PM**

<b>A. Report of Actions Taken in Closed Session, If Any</b>	Discuss	Jonathan Wasser	5 m
<b>B. Possible Board Approval of Resolution Regarding Executive Compensation for CBO</b>	Vote	Jonathan Wasser	5 m
<b>C. Possible Board Approval of Salary Increase for CBO</b>	Vote	Jonathan Wasser	10 m

Report of salary, salary schedule, or compensation paid as fringe benefits to Chief Business Officer

1. Salary;
2. Health Benefits;
3. Bonuses;
4. Life Insurance;
5. Stipends / Allowances;
6. Differentials for MBA/JD.

**VII. Training 8:30 PM**

<b>A. Fiscal Control Policies and Best Practices for Public Charter Schools</b>	Discuss	Walter Wallace	30 m
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	<b>Purpose</b>	<b>Presenter</b>	<b>Time</b>
<b>B. Brown Act Training</b>	Discuss	Janelle Ruley	30 m
<b>C. Conflicts of Interest Laws</b>	Discuss	Janelle Ruley	15 m
<b>D. Best Governance Practices</b>	Discuss	Janelle Ruley	30 m
<b>E. Public Records Act</b>	Discuss	Janelle Ruley	15 m
<b>VIII. Closing Items</b>			<b>10:30 PM</b>
<b>A. Adjourn Meeting</b>	Vote	Jonathan Wasser	1 m

# Coversheet

## Approve Minutes of June 21, 2018 Board Meeting

**Section:** II. Consent  
**Item:** A. Approve Minutes of June 21, 2018 Board Meeting  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board Meeting on June 21, 2018

APPROVED



# El Camino Real Charter High School

## Minutes

### Board Meeting

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#### Date and Time

Thursday June 21, 2018 at 4:30 PM

#### Location

El Camino Real Charter High School, Library, 5440 Valley Circle Boulevard, Woodland Hills, CA 91367

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#### **Directors Present**

Beatriz Chen, Bruce Takeguma, Jonathan Wasser, Lisa Crosthwait, Scott Silverstein, Steven Kofahl

#### **Directors Absent**

Darin Ryburn

#### **Guests Present**

Alan Darby, Daniel Chang

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### **I. Opening Items**

#### **A. Call the Meeting to Order**

Jonathan Wasser called a meeting of the board of directors of El Camino Real Charter High School to order on Thursday Jun 21, 2018 at 4:34 PM.

#### **B. Record Attendance and Guests**

**C. Pledge of Allegiance**

**D. Public Comments**

There were no public comments.

**E. Staff Update**

The Oversight Report from LAUSD's Charter School Division was received. Last year we scored a 2 in Governance, a 3 in Student Achievement, a 1 in Organizational Management, and a 2 in Fiscal Operations. This year we scored a 3 in each of these categories, which was a welcome improvement.

Summer school started last Friday, we have approximately 1,000 students enrolled.

We currently have 3,643 enrolled for the next school year, with a wait list of about 75 students as well. This does not include the students we can house at Shoup.

We have 3 Assistant Principal positions listed on EdJoin; as of today, we have 8 applications for Counseling, 16 applications for Special Education, and 30 applications for Discipline, Curriculum and Technology.

We are also hosting a luncheon for staff on June 27, from 12:30 to 4 pm in the Penthouse, as a way to continue developing a positive school culture.

A DVD from the Dance show was shared.

**F. UTLA Update**

There was no UTLA update.

**G. Committee Reports/Updates**

There were no updates aside from agenda items.

**II. Consent**

**A. Approve Minutes of May 17, 2018 Board Meeting**

Scott Silverstein made a motion to approve minutes from the Board Meeting on 05-17-18 Board Meeting on 05-17-18.

Steven Kofahl seconded the motion.

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

**Roll Call**

Lisa Crosthwait	Abstain
Beatriz Chen	Aye
Jonathan Wasser	Aye
Bruce Takeguma	Aye
Steven Kofahl	Aye
Darin Ryburn	Absent
Scott Silverstein	Aye



**B. Approve Minutes of May 24, 2018 Special Meeting**

Change attendance to reflect that Daniel Chang was not present.

Steven Kofahl made a motion to approve minutes from the Special Meeting on 05-24-18  
Special Meeting on 05-24-18.

Beatriz Chen seconded the motion.

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

**Roll Call**

Bruce Takeguma Abstain

Beatriz Chen Aye

Lisa Crosthwait Aye

Darin Ryburn Absent

Jonathan Wasser Aye

Scott Silverstein Aye

Steven Kofahl Aye

**C. Approve Minutes of June 6, 2018 Special Board Meeting**

Scott Silverstein made a motion to approve minutes from the Special Meeting on 06-06-18  
Special Meeting on 06-06-18.

Lisa Crosthwait seconded the motion.

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

**III. Financial**

**A. Discuss and Possible Approval of Modification to LCAP**

An overview of the changes were shared at the prior Board meeting. This update is based on the actual and final data available. Some of the variances were significant as additional funding was used to improve student performance; for example, an additional \$37,000 was spent on the Period 7 after-school tutoring. This additional funding resulted in an overall increase in C's or better in core classes. The term "Estimated Actual" reflects that the actual number would not be available until June 30th, but this is the estimate as to what the final number will be based on the data. One significant variance was in Action 6 of Goal 1, estimate was \$4,095, actual was \$140,000, because the actual was way more comprehensive as originally estimated. This is a process of trying to identify where the budget is actually spent. And the State wants to see that we are spending money to help the under-performing students, and would be more concerned if we spent less than budgeted.

Scott Silverstein made a motion to approve the modification to the LCAP.

Beatriz Chen seconded the motion.

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

**Roll Call**

Scott Silverstein Aye

Steven Kofahl Aye

**Roll Call**

Darin Ryburn Absent  
Bruce Takeguma Aye  
Jonathan Wasser Aye  
Lisa Crosthwait Aye  
Beatriz Chen Aye

**B. Review and Vote on April 2018 Check Registers**

The listing for Engie Services is for the Prop 39 project. Missing checks have been reconciled; they are not showing up properly in our report because they did not transfer over to EdTec - this is a communication error between our system and EdTec's system. This will be corrected when we transfer over to NetSuite. And we have a list of vendors with contracted rates that the CBO can make available to the Board.

Steven Kofahl made a motion to approve the April 2018 check registers.

Lisa Crosthwait seconded the motion.

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

**C. April 2018 Financial Update**

The Forecast shows a negative operating income of \$209,158, which is an increase of \$8,614 from the March forecast, primarily due to increases in local revenue and LCFF gap percentage.

The Shoup Expenses shows that we have used 60% of our budgeted amount, and we expect to come in under the budget.

The 2017-18 Cash Flow shows the ending cash balance; compared to the cash balance at the start of the year, we have decreased due to the significant one-time expenses such as Shoup, Prop 39, and the lifetime benefits. Mr. Darby noted that on balance we will show a negative \$209K, but our cash balance will be an ending positive \$1.676M.

**D. Discuss and Vote on 2018-19 Budget**

Ms. Frantz stated that the State budget will pass shortly so the numbers will change, but the numbers provided are based on best information currently available. We are at LCFF target funding, which means that moving forward we will only see COLA increases to LCFF. Biggest increase in last year's expenditures was due to the lifetime benefits. We are continuing to make contributions into the trust fund; this fund will not be touched until fully funded, which will allow it to grow due to contributions and interest income earned.

Steven Kofahl made a motion to approve the 2018-19 Budget.

Beatriz Chen seconded the motion.

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

**Roll Call**

Scott Silverstein Aye  
Bruce Takeguma Aye  
Beatriz Chen Aye  
Steven Kofahl Aye

**Roll Call**

Lisa Crosthwait Aye  
Darin Ryburn Absent  
Jonathan Wasser Aye

**E. Discuss and Possible Approval of Consolidated Application and Reporting System**

Scott Silverstein made a motion to approve the Consolidated Application and Reporting System.

Steven Kofahl seconded the motion.

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

**F. Discuss and Possible Approval of Revised Fiscal Policies and Procedures**

Mr. Darby stated that the changes made were to clean up some of the language, to change outdated language due to the new accounting system coming in, and to add language that was missing such as regarding stale checks. Ms. Chen noted that language on page 11, "LET'S DISCUSS THIS" should be deleted. This matter will be tabled to the next Board meeting, to allow some revisions and clean-up to take place.

**IV. School Business**

**A. Discuss Marketing Plan to Deal with Declining Enrollment, Fundraising and General School Promotions**

Mr. Silverstein noted that, when he was at graduation, he was told by a number of students that they did not know what was going on with the school, that we should keep them informed and use them to better promote the school and its achievements. We do have a weekly newsletter that goes out to all students through their Aeries account, as well as parents/guardians. And PA announcements are made daily. Ms. Crosthwait was also told by students that they were not aware of what resources were available to them.

Mr. Archibald recommended that we reach out to students and school clubs to see what they feel would work in terms of marketing the school, fundraising, etc. He also spoke to possibly setting up a mentor-mentee program. Mr. Wasser commented that we should have more involvement, perhaps having student council come to Board meetings, and that we should make better use of social media. Ms. Rodriguez shared the draft plan for the upcoming 50th anniversary gala. Ms. Crosthwait requested that this be a monthly agenda item. Mr. Silverstein requested a matrix that shows quantitatively where the benefits are.

**B. Tech Update**

Web designers came and took footage of the campus using drones for our new website. A poster will be created identifying the 21st Century Classroom, providing an informational graphic on how technology will be integrated into the classroom. Weekly emails are being sent to staff and parents regarding the tech initiatives being implemented; they will also be provided to the Board.

For the 1 to 1 initiative, we are starting training modules to have teachers come in and learn what the 21st Century Classroom looks like and how the 1 to 1 laptops will be integrated into that.

For small panels, the plan is for a 3-year roll out of 50 panels a year. Mr. Darby and Ms. Chen stated that perhaps a smaller number should be rolled out. Mr. Wasser questioned how the panels would be integrated with the panels; Mr. Delgado responded that the panels would mirror what is on the teacher's laptop. The panels are interactive touch-screen, and teachers who had demo units were excited about the interactive capabilities. Ms. Crosthwait questioned whether tests were conducted for video latency; Mr. Delgado stated yes. Ryan Guinto advised that the panels selected were the most stable in terms of wireless connectivity. Mr. Darby advised that the budget already has factored in the purchase of 50 smart panels.

**C. Discuss and Possible Vote on Tech Refresh for Teachers**

The proposal is to update all of the office and classroom computers, which are still running Windows 7 are from 2012. Several proposals were received, all based on the same or similar schematics, and the lowest was from CDW. The proposal is for 150 desktops, monitors, and 5-year service contract, for a total cost of \$143,578.90. Also, we would need white glove service at a cost of \$3,250.00. So the total would be \$146,828.90.

The Board would like to table this to the next Board meeting, in order to get more detailed information. Mr. Silverstein advised that he would vote no to this proposal, until we get stabilized with the 1 to 1 laptops and the network infrastructure. Mr. Delorme, teacher, stated that the majority of teachers use their laptops, and the desktops are mostly used by substitutes and by students with last-minute printing needs. He also expressed concern over Canvas, and the fact that one of the selling points for Canvas would be that it would integrate with Aeries, and now it seems it will not.

Matter is tabled to next Board meeting.

**D. Discuss and Possible Approval of Purchase of Virus Protection Software**

The virus protection is the Palo Alto firewall, which is at the device level. This is more than just an anti-virus program, it's behavioral in that it looks at the way a program or application is being used, what it accesses, how it affects the computer, etc. Tech department compared several products, and based on the number of devices and the quality of protection, Tech felt this was the best solution available. The cost of \$75,012.00 is for 4 years, 3 years plus 1 year free. The total amount listed is for 4200 units, which includes 3800 students, 200 staff, and a buffer for devices that are out for repair, emergency use, etc. Also, we will be able to transfer the licenses should a machine die and, for the first 2 years, to transfer existing licenses from one class of laptops to the other.

Mr. Wasser requested that, in the future, proposals such as this be provided in advance and broken down fully.

Beatriz Chen made a motion to approve purchase of the Palo Alto virus protection software at the cost of \$75,012.00 aggregate over 4 years of service.

Lisa Crosthwait seconded the motion.

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

**Roll Call**

Scott Silverstein Aye  
Beatriz Chen Aye  
Bruce Takeguma Aye  
Darin Ryburn Absent  
Jonathan Wasser Aye  
Steven Kofahl Aye  
Lisa Crosthwait Aye

**E. Discuss and Possible Approval of Immigration Information Policy**

This is in accordance with recent California law AB 699. The language in the Policy is taken directly from the California Attorney General's model policies. However, based on information received from LAUSD, the name of the policy should be changed to Immigration and Citizenship Status Policy. Ms. Chen asked that where it identifies that the Executive Director shall be notified or questioned, the words "or designee" should be added.

Lisa Crosthwait made a motion to approve the Immigration and Citizenship Status Policy. Steven Kofahl seconded the motion.

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

**Roll Call**

Bruce Takeguma Aye  
Beatriz Chen Aye  
Scott Silverstein Abstain  
Darin Ryburn Absent  
Steven Kofahl Aye  
Lisa Crosthwait Aye  
Jonathan Wasser Aye

**F. Discuss and Possible Approval of Landscape Contract**

We received three proposals, one from LAUSD's approved vendor, another from a vendor that walked the perimeter of the property, and a third was recently received that had not yet been vetted. We can enter into a year contract, or alternatively a 6 month maintenance contract; Mr. Darby would recommend a shorter term contract to see what our need is and how well the service works.

The Board asked that this matter be tabled, to allow for more information, including getting 6 month contract proposals that has the work in phases.

**G. Discuss and Possible Approval of Contract for Substitute Teachers**

We have been using Kelly Services for our substitute teachers. We have looked at other vendors, and got a quote from DirectEd. Kelly charges an hourly rate of \$42.84 for standard substitutes; DirectEd charges \$212 per day for up to 8 hours. Kelly pays their substitutes \$28 an hour; DirectEd pays their substitutes about \$20 an hour. The savings over the last year would have been about \$112,000. The concern is that established substitutes whom we have been using will not want to move over to DirectEd, and some of our teachers would not be happy if they lost their established substitutes.

Beatriz Chen made a motion to approve renewing contract with Kelly Services for substitute teacher services.

Bruce Takeguma seconded the motion.

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

**Roll Call**

Bruce Takeguma Aye  
Scott Silverstein Aye  
Beatriz Chen Aye  
Jonathan Wasser Aye  
Steven Kofahl Aye  
Darin Ryburn Absent  
Lisa Crosthwait Aye

**H. Discuss and Possible Approval of New Insurance Contract**

We have used CharterSAFE for the past several years. The issue is that CharterSAFE is a pooled insurance system, which means that things that happen at other schools affect us, while our good standing benefits other schools. To seek out other options, we reached out to Bolton. Bolton is not a risk pool, and it appears they will be more proactive - for example, each quarter they will look at all outstanding matters and see if anything can be mitigated/adjusted.

Our cost with CharterSAFE will be \$394K; Bolton will be about 3% more, a difference of approximately 12%.

Mr. Archibald would recommend Bolton, there are benefits going with them over CharterSAFE.

Steven Kofahl made a motion to approve the insurance contract proposal of Bolton.

Bruce Takeguma seconded the motion.

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

**Roll Call**

Scott Silverstein Aye  
Darin Ryburn Absent  
Beatriz Chen Aye  
Steven Kofahl Aye  
Jonathan Wasser Aye  
Bruce Takeguma Aye  
Lisa Crosthwait Abstain

**V. Governance**

**A. Discuss Committee's Recommendation for Community Representative**

Mr. Silverstein thanked all those who expressed interest in the position. There were about 7 applications for the open Community Representative position. The Committee believed that the Board, in order to be well rounded and provide as much external knowledge and support as possible, needed someone with a strong financial background.

As such, the Committee recommended Brian Archibald. The position is to replace Julie Kornack, and will be from June 21, 2018 through June 30, 2019.

Mr. Archibald spoke regarding his background, and was present as a non-voting member for the entirety of the Board meeting.

**B. Vote to Install Community Representative**

Steven Kofahl made a motion to install Brian Archibald as the Community Representative, term commencing June 21, 2018 and ending June 30, 2019.

Beatriz Chen seconded the motion.

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

**C. Discuss and Vote on Board Meeting Calendar for 2018-19**

The calendar was approved by all, with the caveat that a meeting will have to be held on July 9th for additional agenda items, as well as for comprehensive training. Ms.

Crosthwait had an issue with the meetings starting at 4 pm, asked that the start time remain at 4:30 p.m.

Steven Kofahl made a motion to approve the proposed 2018-19 Board Calendar, all meetings to start at 4:30 p.m.

Bruce Takeguma seconded the motion.

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

**D. Board Review of Comparable Compensation Data for Charter School CBOs**

Palisades has a Director of Operations; Granada has a Chief Operating Officer.

**VI. Closed Session**

**A. Public Employee Performance Evaluation**

Closed session took place.

**B. Public Employee Performance Evaluation**

Closed session took place.

**C. Public Employee Performance Evaluation**

Closed session took place.

**D.**

**Public Employment**

Closed session took place.

**E. Conference With Legal Counsel: Anticipated Litigation**

Closed session took place.

**VII. Reconvene to Open Session**

**A. Report of Actions Taken In Closed Session, If Any**

During closed session, the Board accepted the Committee's evaluation of the Executive Director, and the Executive Director's evaluation of the CBO and the CCO.

**B. Possible Board Approval of Resolution Regarding Executive Compensation for CBO**

Tabled until the next Board meeting.

**C. Possible Board Approval of Salary Increase for CBO**

Tabled until the next Board meeting.

**VIII. Closing Items**

**A. Adjourn Meeting**

Steven Kofahl made a motion to adjourn the meeting.

Lisa Crosthwait seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:17 PM.


Respectfully Submitted,  
Daniel Chang



# Coversheet

## Review and Vote on May 2018 Check Registers

**Section:** III. Financial  
**Item:** A. Review and Vote on May 2018 Check Registers  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** III.A May 2018 ASB Trust Check Register.pdf  
III.A May 2018 Main Check Register.pdf

<b>Check Register</b>					
<b>El Camino HS</b>					
<b>May 2018</b>				Grand Total	78,366.83


Vendor	Check Number	Void	Date	Description	Check Amount
Eriks R. Teteris	10780		5/1/2018	3/24/18 - JV ECR/Taft Tourney - Official	128.00
Tom Nassraway	10784		5/1/2018	3/24/18 - ECR/Taft JV Tourney - Set Up Fee - 47 Pool Play, 26 Playoffs - Official Fee	36.50
Shelly Marshall	10785		5/4/2018	Reimbursement for the rooms for JV and Varsity team members for WGASC Championships (April 20-22) in Irvine for 2 nights, by drill team trust fund	1,986.60
Alison Yedor	10786		5/4/2018	Reimbursement for the Varsity Dance Guard's hotel stay in Ohio for the WGI World Championships 4/10/18-4/15/18 at the Courtyard by Marriott in Miamisburg, Ohio. This is to come from the Drill Team Trust.	2,826.60
Deny Sportswear	10787		5/8/2018	Framed Jersey (G Basketball Trust)	354.79
Event Apparel	10788		5/8/2018	Jerseys for Softball (Trust)	85.41
Event Apparel	10789		5/8/2018	Aerosol Stripper, Cans of Marking Paint (TRUST)	279.21
CSF Balfour	10790		5/11/2018	CSF Membership Pins, Stole, Transcript seal (CSF TRUST)	1,984.63
Deny Sportswear	10791		5/11/2018	Plaque, Rush Fee Trust Boys Basketball	41.63
Countdown Printables	10792		5/15/2018	Heat transfer customer supplied garment Drill Team Trust	261.38
Cory Wiener	10793		5/16/2018	5/11/18 Supervision El Coachella Sr Class 2018	42.00
Jeffrey Craig	10794		5/16/2018	Reimbursement for Showcase pictures from EICoachella Sr Class 2018 Trust Event	31.20
The Event Group	10795		5/18/2018	Sr Class 2018 Prom 5/26/18 Santa Anita Balance	64,312.50
Ace Party Rents	10796		5/24/2018	Chair, Wood-black Rentals for Creative Writing Show Rehearsal and Performance Trust Creative Writing	126.85
Eastbay Team Sales	10797		5/24/2018	A4 Compression shirts, Shorts, Trust Football	776.29
Jodi Borenstein	10798		5/25/2018	Reimbursement for 2 Bownet nets for the varsity and Jv teams. Softball Trust	330.07
Fulford Tyjai	10799		5/30/2018	2018 Senior Awards Scholarship	250.00
Chavez Zamudio Vania	10800		5/30/2018	2018 Senior Awards Scholarship Ms. Bero	250.00
Cortes Alexa	10801		5/30/2018	2018 Senior Awards Scholarship Ms Paniagua	250.00
Koslowski Chloe	10802		5/30/2018	2018 Senior Awards Scholarship	250.00
Moghanian Brandon	10803		5/30/2018	2018 Senior Awards Scholarship	250.00

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Swaim Matthew Jeffrey	10804		5/30/2018	2018 Senior Awards Scholarship Mr. Coleman	250.00
Gumatay David Joshua	10805		5/30/2018	2018 Senior Awards Scholarship Schuster	250.00
Romero Ana	10806		5/30/2018	2018 Senior Awards Scholarship	250.00
Leestma Madalynn	10807		5/30/2018	2018 Senior Awards Scholarship	250.00
Altamirano Audrey	10808		5/30/2018	Senior Awards Scholarship	250.00
Jacob Tobia	10809		5/31/2018	6/01/2018 Keynote Speaker - PRIDE	500.00
Shelly Marshall	10810		5/31/2018	Reimbursement for room at Hilton Garden in Irvine for 2 nights (for WGASC Championships) for booster president; drill team trust	283.80
Jun Reichl	10811		5/31/2018	Reimbursement for 2017 Cross Country Banquet Stone Fire Catering Cross Country Trust	1,083.66
Alison Yedor	10812		5/31/2018	Reimbursement for graduation memorabilia, to come from the Spanish Honor Society Trust.	216.00
Patricia Estrin	10813		5/31/2018	Reimbursement for Set Decoration (live Flowers)for Creative Writing Show Creative writing trust	55.00
Patricia Estrin	10814		5/31/2018	Reimbursement for Creative Writing Costume Beret creative writing trust	10.79
Patricia Estrin	10815		5/31/2018	Reimbursement for decoration and costume for creative writing show from the creative writing trust	113.92

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<b>Check Register</b>					
<b>El Camino HS</b>					
<b>May 2018</b>				Grand Total	835,606.63

Vendor	Check Number	Void	Date	Description	Check Amount
Jeffrey Craig	54288		5/17/2018	Reimbursement for Showcase pictures from EICoachella Sr Class 2018 Trust Event	306.47
ReadyRefresh	54289		5/1/2018	3/17/18-4/16/18 Water Service	2,562.30
IPEVO	54290		5/1/2018	Dual Mode Document Cameras	1,299.63
Linguabee LLC	54291		5/1/2018	4/16/18-4/20/18 Interpreting Services	10,002.03
CDW LLC	54292		5/1/2018	DELL CTO AW15 I7-7820HK 256/32 W10H	320.00
MAA American Mathematics Competitions	54293		5/1/2018	Registration Fee & Contest Fee	500.00
Avid Center	54294		5/1/2018	4/13-14/2018 AVID Tutorology training	500.00
Avid Center	54295		5/1/2018	4/13-14/2018 AVID Tutorology training	4.43
Dawn Sign Press	54296		5/1/2018	Signing Naturally 2 Student DVDs	17,329.17
EdTec Inc.	54297		5/1/2018	04/18 EdTec Monthly Services	46.00
The Shredders	54298		5/1/2018	03/18 Shredding	1,394.00
MAA American Mathematics Competitions	54299		5/1/2018	American Mathematics Competitions (AMC 10/12)	1,915.89
DLL Financial Services, Inc.	54300		5/1/2018	4/15/18-5/14/18 Copier Lease	417.50
Brooks Transportation Inc.	54301		5/1/2018	4/24/18 Round Trip ECR to City of Commerce Location-LCAP	79.00
L.J. Dolan	54302		5/2/2018	5/2/18 - Varsity Baseball vs Taft HS - Bases	83.00
Leverson, Chris	54303		5/2/2018	5/2/18 - Varsity Baseball vs Taft HS - Plate	122.00
Eriks R. Teteris	54304		5/2/2018	5/1/18 - JV Boys Volleyball vs Eagle Rock HS - UMP 5/1/18 - Varsity Boys Volleyball vs Eagle Rock HS - REF	117.00
Roy Vincent	54305		5/2/2018	5/1/18 - JV Boys Volleyball vs Eagle Rock HS - REF 5/1/18 - Varsity Boys Volleyball vs Eagle Rock HS - UMPIRE Game changed to 5/2/18	4,244.85
Samuel Villalobos	54306		5/2/2018	4/21/18-4/28/18 Labor on Shoup	3,350.00
Vartan Vartanian	54307		5/2/2018	Fire system upgrade at Shoup	500.03
PegEx	54308		5/3/2018	1 50-Gallon Double Bagged Asbestos Containing Debris	420.00
Rian Hardie	54309		5/3/2018	04/18 ColorGuard/Dance Instructor	500.91
Vista Paint Corporation	54310		5/3/2018	1/17/18 Paint Supplies	483.25
Merit Oil Company	54311		5/3/2018	4/25/18 Gasoline, Delivery Fee, Fuel Surcharge	94.00
Concepcion Gilmore	54312		5/3/2018	Refund for AP Exam	9,657.12

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McRory Pediatric Services	54313		5/3/2018	03/18 Behavior Intervention, Supervision	212.00
DirectEd Specialized Services LLC	54314		5/3/2018	04/12/18 Consultation Services	375.00
DirectEd Specialized Services LLC	54315		5/3/2018	4/12/18- 4/13/18 Consultation Services	409.53
MWB Copy Products	54316		5/3/2018	4/22/18-5/21/18 Maintenance Agreement for Sharp Multi Function Printers	931.30
MWB Copy Products	54317		5/3/2018	4/17/18-5/16/18 BW and Color Copies for Managed Print Service for Desktop Printers	1,772.26
Canon Financial Services, Inc.	54318		5/3/2018	4/20/18-5/19/18 Equipment Leases	208.00
Chartwells Division	54319		5/3/2018	April 9-10, 2018 Breakfast for Students	538.00
Chartwells Division	54320		5/3/2018	April 10, 2018 Breakfast for Students	938.00
Chartwells Division	54321		5/3/2018	April 9, 2018 Breakfast for Students	139.78
Chartwells Division	54322		5/3/2018	4/19/18 Lunches for Board of Directors	175.00
Penn State Industries	54323		5/3/2018	Chucks,Faceplate, #2MT Mandrel Saver Package	434.60
JW Pepper & Son, Inc	54324		5/3/2018	Music to use both Spring and the Fall for Choral Music Groups	918.65
Woodland Hills Printing	54325		5/3/2018	Program Printing Bloody Nloody Jackson Spring Musical	1,291.76
Law Offices of Young, Minney & Corr, LLP	54326		5/3/2018	03/18 Legal Services	9,204.76
Bob Arias	54327		5/3/2018	5/3/18 - Varsity Softball vs Alemany HS - Plate	75.00
Danny Vargas	54328		5/3/2018	5/3/18 - Varsity Softball vs Alemany HS - Bases	73.00
Benefit and Risk Management Services	54329		5/3/2018	05/18 Admin Fee	217.00
CCSA Employee Welfare Benefit Trust	54330		5/3/2018	05/18 Employee Benefits	299,944.26
The Home Depot	54331		5/3/2018	3/31/18-4/18/18 Supplies for David Honda	255.25
Kate Rechner	54332		5/3/2018	05/04/2018 Manual Paycheck	1,193.01
Brett Jiron	54333		5/4/2018	5/4/18 - JV Baseball vs Taft HS - Plate	80.00
Lisa Ring	54334		5/4/2018	Reimbursement for 4/26/18 Workshop offered through LACOE. Conference Fees paid for Lisa Ring and Wendy Treuhaft and Mileage	199.15
Lisa Ring	54335		5/4/2018	Reimbursement for Breakfast and classroom snacks for SBAC testing April 9th and 10th, 2018	450.16
Shelly Marshall	54336		5/4/2018	Reimbursement for Color guard flag bags	76.90
Shelly Marshall	54337		5/4/2018	Reimbursement for Pedro Montanez for his Feb and March 2018 coaching hours for dance guard	1,050.00
Shelly Marshall	54338		5/4/2018	Reimbursement for jacket and hat for the opening act of dance show "The Greatest Show". Dance Budget	99.84
Alison Yedor	54339		5/4/2018	Reimbursement for transportation of 350 pound tarp (also called a "floor") to Ohio for the Varsity Dance Guard's trip April 12-14, 2018	500.00

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Alison Yedor	54340	5/4/2018	Reimbursement for for the Varsity Dance Guard's hotel stay in Ohio for the WGI World Championships 4/10/18-4/15/18 at the Courtyard by Marriott in Miamisburg, Ohio. (A Yedor's Hotel Room)	706.65
Alison Yedor	54341	5/4/2018	Reimbursement for the rental April 10-15, 2018 of 2 12 passenger vans for transportation of the Varsity Dance Guard while they are in Ohio for the WGI World Championships.(Drill team)	1,528.00
Angel Lerma	54342	5/4/2018	Reimbursement for food for the Latino parents/ELAC meeting on 4/26/2018 from 6:00 pm. to 9:00 pm.	67.65
Melissa Harr	54343	5/4/2018	Reimbursement for Parking for the California Science Center Field Trip on 4/26/18	12.00
Cara Viramontes	54344	5/4/2018	Reimbursement for March 28-31, 2018 meals and mileage to Las Vegas for Softball Spring Jamboree Tournament over Spring Break.	411.94
Stephanie Franklin	54345	5/4/2018	Reimbursement for Academic Decathlon National Competition 4/18-21/18 Frisco, TX	7,647.52
Jinal Hicks	54346	5/4/2018	Reimbursement for materials for various thermochemistry labs (energy, specific heat, etc.)	17.46
Jacob Yoo	54347	5/4/2018	Reimbursement for 5/1/18-5/2/18 Observation of Microsoft showcase school - Santa Margarita Catholic High School in Orange County.	150.85
Daniela Lopez Vargas	54348	5/4/2018	Reimbursement for 5/1/18-5/2/18 Observation of Microsoft showcase school - Santa Margarita Catholic High School in Orange County.	144.73
Andrew Delgado	54349	5/4/2018	Reimbursement for 5/1/18-5/2/18 Observation of Microsoft showcase school - Santa Margarita Catholic High School in Orange County.	149.29
Samantha Spencer	54350	5/4/2018	Reimbursement for 5/2/18 Santa Margarita High School Visit Hotel, Meals and Mileage	192.10
Edgar & Sons Heating & Air, Inc.	54351	5/4/2018	4/30/18 to 5/2/18 Labor for Heating and Air Services	3,000.00
Edgar & Sons Heating & Air, Inc.	54352	5/4/2018	HVAC work done Week of 4/23/18 to 4/28/18	5,000.00
Ironman Concrete Pumping LLC	54353	5/4/2018	5/2/18 Concrete Pumping	245.00
Freshco Management	54354	5/4/2018	May 5, 2018 Latino Group EventLunch for Presenters	600.00
Juan Gonzalez	54355	5/4/2018	5/5/18 Mariachi Band for Latino Parents Event Ms. Ring --Budget should be General Operations	450.00
REPUBLIC SERVICES, INC.	54356	5/4/2018	04/18 Waste Disposal	1,241.22
Universal Awning	54357	5/4/2018	Funish and Install 2 Standard Awnings, 50% balance	880.74
Californians Together	54358	5/4/2018	Seal of Biliteracy Medallions for Senior 2018 Awards	808.63
AT&T	54359	5/4/2018	4/22/2018 - 5/21/2018 Billing Alarm	118.97
AT&T	54360	5/4/2018	4/22/18-5/21/18 Billing Student Store	219.63

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Kelly Services, Inc.	54361		5/4/2018	Substitute Teachers through 2/11/18	11,172.78
CompuClaim	54362		5/4/2018	04/18 MeduClaim Procedure Code Billing(LEA)	211.74
The CLM Group Inc.	54363		5/4/2018	mPower Annuual Subscription Fee (2018-19)	419.00
Smart & Final	54364		5/4/2018	04/18 Food Supplies	864.74
CBT Nuggets	54365		5/4/2018	CBTNuggets Annual Subscription	1,677.65
The Home Depot	54366		5/4/2018	March 2018 Pomerantz	394.47
Thomas Gray Prewitt	54367		5/7/2018	7/1/17-11/14/17 Consultant Fees	6,000.00
Cal Net Technology Group	54368		5/4/2018	Project Deposit - Lockout project down payment	4,810.00
Staples Business Advantage	54369		5/4/2018	Manila File Folders	45.33
Staples Business Advantage	54370		5/4/2018	Staples Hard Floor Chair Mat, Swingline Staples	86.83
				Correction Tape, Zebra Pens, Stapler, Wire Mesh	
Staples Business Advantage	54371		5/4/2018	Book End, Distenser, Organizer	25.93
Staples Business Advantage	54372		5/4/2018	Stapler, Paper Clips, Paper, Highlighters, Graph	33.07
Rigoberto Sanchez (Cal State Electric)	54373		5/4/2018	Progress Payment for Rough Inspection	5,000.00
Juan Agustin Martinez	54374		5/7/2018	4/30/18-5/6/18 painting Shoup	225.00
Alfonso Infante Jr	54375		5/8/2018	4/30/18-5/6/18 painting Shoup	884.67
Stephen A Ramirez	54376		5/8/2018	4/30/18-5/6/18 painting Shoup	1,243.33
Jose Gomez	54377		5/8/2018	4/30/18-5/6/18 taping	2,212.00
Juan Llerenas	54378		5/8/2018	4/30/18-5/6/18 taping Shoup	1,344.00
Alfonso Infante	54379		5/8/2018	4/30/18-5/6/18 cleanup Shoup (Sr)	403.00
Adrian Medellin	54380		5/8/2018	4/30/18-5/6/18 drywall, patching Shoup	1,994.67
Gary A Montalvo	54381		5/8/2018	5/8/18 JV Baseball vs Chatsworth HS - Plate	80.00
Linguabee LLC	54382		5/8/2018	4/25/18-4/27/18 Interpreting Services	1,072.89
AT&T	54383		5/8/2018	3/19/18-4/18/18 Local Access, Port	3,421.00
Vending Plus	54384		5/8/2018	May 5, 2018 Latino Parent Event 6 oz water bottle	66.45
Nettime Solutions LLC	54385		5/8/2018	04/18 stratustime Monthly Subscription	1,484.00
Elite Construction Inspection & Consulting	54386		5/8/2018	Reinforced Concrete Special Inspector	340.00
Stonefire Grill	54387		5/8/2018	Teacher Appreciation Lunch 5/9/18	347.98
Child and Family Guidance Center/Northpoint School	54388		5/9/2018	03/18 Special Ed Services	2,640.55
Alan Grant	54389		5/10/2018	Apr 2018 Supervise and assist VEX Robotics Club	62.50
				5/10/18 Sandwich and Salad Luncheon Teacher	
Leo and Lily Inc	54390		5/10/2018	Appreciation	1,900.00
Bryan Goldstein	54391		5/10/2018	5/10/18 - Varsity Baseball vs Chatsworth HS - Bases	79.00
Michael Chukerman	54392		5/10/2018	5/10/18 - Varsity Baseball vs Chatsworth HS - Plate	83.00
BF Consulting Design	54393		5/10/2018	Plumbing Riser Diagram SHOUP	750.00
				5/10/18 - Boys Volleyball Playoff Game vs Eagle Rock	
Colleen Garner	54394		5/10/2018	QF - Ref	83.00
				5/10/18 - Boys Volleyball Playoff Game vs Eagle Rock	
Kirk A. West	54395		5/10/2018	QF - Ump	78.00
DirectEd Specialized Services LLC	54396		5/10/2018	4/20/18 Consultation Services	212.00

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DirectEd Specialized Services LLC	54397		5/10/2018	4/27/18 Consultation Services	212.00
DirectEd Specialized Services LLC	54398		5/10/2018	4/22/18-4/24/18 Consultation Services	1,417.50
Brooks Transportation Inc.	54399		5/10/2018	4/10/18 Round Trip ECR to the Natural History Museum-Kopelev	440.00
Brooks Transportation Inc.	54400		5/10/2018	4/13/18 Round Trip ECR to the Getty Center-Sodek	428.75
Brooks Transportation Inc.	54401		5/10/2018	4/14/18 Round Trip ECR to Bilingual Foundation-World Language	395.00
Brooks Transportation Inc.	54402		5/10/2018	4/24/18 Round Trip ECR to Directors Guild of America-World Language	700.00
Brooks Transportation Inc.	54403		5/10/2018	4/21/18 Round Trip ECR to Monroe High School-Performing Arts	700.00
Brooks Transportation Inc.	54404		5/10/2018	4/21/18 Round Trip ECR to Web Theater and Disneyland-Performing Arts	1,500.00
Brooks Transportation Inc.	54405		5/10/2018	4/20/18 One-Way Trip ECR to Hilton Garden Inn, Irvine-Dance Guard	500.00
Brooks Transportation Inc.	54406		5/10/2018	4/28/18 Round Trip ECR to Naval Base Port Hueneme-ROTC	425.00
Brooks Transportation Inc.	54407		5/10/2018	4/26/18 Round Trip ECR to Ca. Science Center-Special Ed	880.00
Brooks Transportation Inc.	54408		5/10/2018	5/1/18-5/4/18 Trips to Various Places for Athletics	2,280.00
AEGIS Security & Investigations	54409		5/10/2018	04/18 Security Services	33,437.26
Chartwells Division	54410		5/11/2018	Sandwich, wrap platter for 5/1/18 Aeris Analytics Lunch	227.35
Chartwells Division	54411		5/11/2018	4/20/18 Perfect Attendance Breakfast	659.33
Chartwells Division	54412		5/11/2018	04/18 Food Services	67,898.89
The Cruz Center	54413		5/11/2018	04/18 Special Ed Services (PT, APE, DHHS)	937.50
Piece of Mind Care Services	54414		5/11/2018	04/18 SpEd Services(Teacher, Aide, Aide-EICo Continuation)	41,278.54
FedEx	54415		5/11/2018	4/17/18 FedEx Services	68.11
Flinn Scientific Inc.	54416		5/11/2018	Silver Nitrate, Copper wire, Sodium Strontium lithium , Lab supplies, for Summer 2018 and SY 2018-19	565.23
The AmGraph Group	54417		5/11/2018	banners for light poles	2,633.45
Diana Yerevanian	54418		5/11/2018	Reimbursement for lei's for 2018 Senior Awards as part of the LUAU theme	132.86
Madraswala, Rashida	54419		5/14/2018	Reimbursement for 1/30/18-1/31/18 Secondary NGSS Content Workshop	78.48
Susan Freitag	54420		5/14/2018	Reimbursement for PRIDE assembly decorations, set, costume, props	236.47
Jinal Hicks	54421		5/14/2018	Reimbursement for colligative properties ice cream	24.51
Victoria Sansevieri	54423		5/14/2018	Reimbursement for Registration cost for NATA Conference	250.00

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Victoria Sansevieri	54424		5/14/2018	Reimbursement for flights for NATA conference, June 2018	290.60
Wendy Treuhaft	54425		5/14/2018	Reimbursement for Short Story Unit	133.80
Ironman Concrete Pumping LLC	54426		5/14/2018	5/12/18 Concrete Pumping	360.00
Advanced Energy Compliance LLC	54427		5/14/2018	Product Design, Programming, Testing, Audits, Document Procurement and Filing	2,700.00
Elite Construction Inspection & Consulting	54428		5/14/2018	Reinforced Concrete Special Inspector	510.00
Linguabee LLC	54429		5/14/2018	5/2/18-5/4/18 Interpreting Services	1,075.07
Samuel Villalobos	54430		5/15/2018	5/1/18-5/6/18 Labor on Shoup	4,545.44
Mauricio Rivas (Green Roofing Solutions Inc.)	54431		5/15/2018	Rain Gutter Installation around Perimeter of School and Church	6,500.00
McLean Accounting Solutions	54432		5/15/2018	04/18 Payroll Services	4,250.00
Marty Eisen	54433		5/15/2018	Refund for Spirit Pack	120.00
UNUM Life Insurance Company of America	54434		5/15/2018	06/18 Premium Life Insurance	3,750.72
William V. Macgill & Co.	54435		5/15/2018	Cotton Balls, Instant Cold Packs, Nose Pack, Cream,Ointments, Eye Drops, etc	500.70
American Foothill Publishing Co.	54436		5/15/2018	The King's Courier Issue: May 11, 2018 Vol. 48, Issue 9	630.00
Reaching the Stars Center for Autism, Inc	54437		5/15/2018	04/18 BII, BID Services for Student #053003M005	6,355.29
American Heritage Landscape LP	54438		5/15/2018	05/18 Landscaping Services for Shoup Property	1,162.00
EdLogical Group Corp	54439		5/15/2018	04/18 Special Ed Services	1,638.75
Ervin H Reyes Cruz	54440		5/15/2018	5/7/18-5/13/18 Labor Cruz Reyes	476.00
Alexander Cardenas	54441		5/15/2018	5/7/18-5/13/18 Labor Cardenas	476.00
Jose Gomez	54442		5/15/2018	5/7/18-5/13/18 Labor Gomez	2,380.00
Alfonso Infante Jr	54443		5/15/2018	5/7/18-5/13/18 painting/clean	891.67
Alfonso Infante	54444		5/15/2018	5/7/18-5/13/18 Labor Infante	488.00
Juan Llerenas	54445		5/15/2018	5/7/18-5/13/18 taping	2,324.00
Juan Agustin Martinez	54446		5/15/2018	5/7/18-5/13/18 Labor Martinez	450.00
Adrian Medellin	54447		5/15/2018	5/7/18-5/13/18 Labor Medellin	1,870.57
Julio Quezada	54448		5/15/2018	5/7/18-5/13/18 Labor Quezada	225.00
Stephen A Ramirez	54449		5/15/2018	5/7/18-5/13/18 Labor Ramirez	805.83
Fidencio Sanchez	54450		5/15/2018	5/7/18-5/13/18 Labor Quezada	225.00
Onsite Reprographics	54451		5/15/2018	0	74.37
Cory Wiener	54452		5/16/2018	5/10/18 Supervision Baseball vs Chatsworth	42.00
SHI International Corp	54453		5/16/2018	Annual recurring license agreement with Microsoft.	15,109.10
Jeffrey Craig	54454		5/17/2018	Reimbursement for AcaDeca pep pics 2018 National Champions	47.92
Jeffrey Craig	54455		5/17/2018	Reimbursement for showcase pics - runway, Creative writing show	34.78
Jeffrey Craig	54456		5/17/2018	Reimbursement for Decorations for the AcaDeca pep rally	132.81

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Jeffrey Craig	54457		5/17/2018	Reimbursement for color-changing pin spots (for the disco ball) Stage	49.98
Jeffrey Craig	54458		5/17/2018	Reimbursement for masking tape for Student	37.52
Ryan Guinto	54459		5/17/2018	Reimbursement for CETPA Regional Meeting 4/27/18 Mileage, from ECR.	37.15
Ryan Guinto	54460		5/17/2018	Reimbursement 4/30/18 to 5/02/2018 for Observation of Microsoft showcase school - Santa Margarita Catholic High School in Orange County, Mileage from ECR	244.97
Cameron Maury	54461		5/17/2018	Reimbursement for 4/20/18-4/22/18 CHSSA California State Speech Tournament	1,115.09
Cameron Maury	54462		5/17/2018	Reimbursement for Entry Fees for National Speech and Debate Association Tournament 5/01/18: HS Nationals Judge Bond and HS Nationals Entry Fee	475.00
Alison Yedor	54463		5/17/2018	Reimbursement for Registration for WCWG 2018 premier show JV and Varsity (Dance Guard) Drill Team	250.00
Eric Choi	54464		5/17/2018	Reimbursement for tee times Match vs Taft on 4/23	50.00
Eric Choi	54465		5/17/2018	Reimbursement for greens fees Match vs Cleveland on 4/26/18	50.00
Eric Choi	54466		5/17/2018	Reimbursement for greens fees Boys Golf League finals 5/8/18	79.00
Eric Choi	54467		5/17/2018	Reimbursement for greens fees League match vs Palisades 5/3/18	97.00
Shelly Marshall	54468		5/17/2018	Reimbursement for new swing flags for the JV dance guard competition show, and adding rhinestones and doing alterations to the JV and Varsity costumes (also for their shows)	188.00
Julie Chyun	54469		5/17/2018	Reimbursement for 5/16/18 MAS-Training and TRL	60.87
Guadalupe Paez	54470		5/17/2018	Reimbursement for CalSTRS Training 5/16/18 in Glendale	61.80
Los Angeles Pierce College	54471		5/18/2018	2/12-5/18/18:87 hours of pool time for water polo and swimming practice and Swim Meets, Facility Fee	7,822.50
TC Security & Fire Alarm Systems	54472		5/18/2018	Fire Alarm System Installation - Progress Payment	3,000.00
Leo and Lily Inc	54473		5/18/2018	Sandwich Platter Science Full Day PD 5/17/2018 NGSS Standards	67.00

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check.  
Payroll checks are not included on this register.

AFPI INC.	54474	5/18/2018	Delivery, Installation, and Assembly of Cornice Molding, Base Molding, Corner Stone, Molds and Tooling	9,048.72
Brigham Young University	54475	5/18/2018	SPAN 061 Teacher-Led (TL) BYU Class	175.00
Brigham Young University	54476	5/18/2018	ASL 2B Teacher Led Class	256.00
Regional TAP Service Center	54477	5/18/2018	04/18 Metro 30-Day Pass(May 2018)	288.00
Guardian Innovations	54478	5/18/2018	Guardian Helmet Cover	4,109.05
Inspire Communication, Inc	54479	5/18/2018	04/18 Screening and Therapy/Staff Consultation and Documentation	12,680.00
SHI International Corp	54480	5/18/2018	Microsoft Surface Laptop - Core i7 7660U / 2.5 GHz - Windows 10 S - 16 GB RAM - 512 GB SSD - 13.5" touchscreen 2256 x 1504 - Iris Plus Graphics 640 - Wi-Fi, Bluetooth - platinum - kbd: English - North America - commercia	1,970.20
Department of Justice (State of CA)	54481	5/18/2018	04/18 Fingerprint Apps	32.00
PARS	54482	5/18/2018	01/18 PARS ARS Fees	323.84
AdTaxi	54483	5/18/2018	04/18 ROP Advertising	1,500.00
AT&T	54484	5/18/2018	5/2/18-6/1/18 Billing Date 818 844-8815 Shoup Property	119.52
Brooks Transportation Inc.	54485	5/18/2018	5/8/18-5/11/18 Trips to Various Places for Athletics	3,025.00
Brightbytes	54486	5/18/2018	5/8/18-5/7/19 21st Century Learning Suite	9,625.00
Marta Franco	54487	5/18/2018	5/8/18 Notary Service	90.00
Gabrielle Christine Molina	54488	5/22/2018	Woodwind Sectional, Ensemble Side by side Performance 5/18/18	500.00
Adrian Medellin	54489	5/23/2018	5/14/18-5/20/18 drywall, patching Shoup	1,999.73
Alfonso Infante	54490	5/23/2018	5/14/18-5/20/18 cleanup	567.00
Juan Llerenas	54491	5/23/2018	5/14/18-5/20/18 taping	2,002.00
Jose Gomez	54492	5/23/2018	5/14/18-5/20/18 taping	2,520.00
Stephen A Ramirez	54493	5/23/2018	5/14/18-5/20/18 painting	1,038.33
Alfonso Infante Jr	54494	5/23/2018	5/14/18-5/20/18, 4/28/18-5/1/18 painting, cleaning Shoup Infante Jr	1,271.00
Juan Agustin Martinez	54495	5/23/2018	5/14/18-5/20/18 painting	525.00
Julio Quezada	54496	5/23/2018	5/14/18-5/20/18 paint	450.00
Alexander Cardenas	54497	5/23/2018	5/14/18-5/20/18 taping	476.00
Ervin H Reyes Cruz	54498	5/23/2018	5/14/18-5/20/18 taping	2,100.00
Jesus S Quezada	54499	5/23/2018	5/14/18-5/20/18 painting	450.00
Kiamanesh Lily	54500	5/23/2018	05/23/2018 Manual Paycheck (Name spelled wrong)Check Voided	56.62

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check. Payroll checks are not included on this register.

				-Investigation Retainer Fee as Outlined in Oracle Investigations Group	
Oracle Investigations Group	54502	5/24/2018		-Investigative Services Retainer Agreement Signed & Dated 5/10/18	2,000.00
Pricila Chavez Lara	54503	5/24/2018		Reimbursement for Awards/plaques for music	197.10
Kevin Farr	54504	5/24/2018		5/24/18 - Varsity Baseball Playoff Game vs Roosevelt QF - Plate	85.00
Michael Chukerman	54505	5/24/2018		5/24/18 - Varsity Baseball Playoff Game vs Roosevelt QF - Bases	83.00
Pricila Chavez Lara	54507	5/24/2018		Reimbursement for Final course of SBAC Clear Credential Portfolio Class	157.50
Susan Kim	54508	5/24/2018		Organizational supplies Clear bins	433.02
Samuel Villalobos	54509	5/24/2018		5/14/18-5/20/18 Labor on Shoup	4,708.11
Samuel Villalobos	54510	5/24/2018		5/7/18-5/13/18 Labor on Shoup	5,300.00
Porter Sandblast Co.	54511	5/24/2018		Sandblast South Side Wall and Student Entrance Shoup	1,300.00
Golden West Sash Door, LLC	54512	5/24/2018		Job Total for Doors, Frames and Hardware per Quote Shoup	18,233.94
California Interscholastic Federation State Office	54513	5/24/2018		3/16/18 SoCal CIF Regionals Boys Soccer Playoff Game vs Loyola HS Ticket Sales.	1,138.00
California Interscholastic Federation State Office	54514	5/24/2018		3/17/18 SOCAL CIF Boys Basket Playoff Ticket Sales	733.00
Alyssa Lee	54515	5/25/2018		Reimbursement for 25th Annual Two-Day Las Vegas Easter Invitational Men's Volleyball -March 25-March 28	389.65
Rebeca Rodriguez	54516	5/25/2018		Reimbursement for 3/25/18-3/28/18 25TH ANNUAL CALIFORNIA CHARTER SCHOOLS CONFERENCE	1,294.64
Diana Yerevanian	54517	5/25/2018		05/25/18 Naviance Stipend (\$2200 - 1400 = \$800)	707.54
Rachel Bereny	54518	5/25/2018		5/25/18 Naviance Fall Stipend	1,749.69
Rigoberto Sanchez (Cal State Electric)	54519	5/30/2018		Purchase trimming material: Switches, Sensors, Low Voltage Dimmers, and Receptacles for Shoup	15,000.00
Abdon Rosales	54520	5/30/2018		Tree Trimming Service at Shoup Ave	300.00
TC Security & Fire Alarm Systems	54521	5/30/2018		Fire Alarm System Installation - Progress Payment	3,000.00
Adrian Medellin	54522	5/30/2018		5/21/18-5/27/18 drywall +reimbursements - Shoup	3,488.57
Alfonso Infante	54523	5/30/2018		5/21/18-5/27/18 cleanup - Shoup	372.67
Juan Llerenas	54524	5/30/2018		5/21/18-5/27/18 taping - Shoup	1,820.00
Jose Gomez	54525	5/30/2018		5/21/18-5/27/18 taping - Shoup	2,436.00
Stephen A Ramirez	54526	5/30/2018		5/21/18-5/27/18 painting - Shoup	1,030.42
Alfonso Infante Jr	54527	5/30/2018		5/21/18-5/27/18 painting/clean - Shoup	831.00
Julio Quezada	54528	5/30/2018		5/21/18-5/27/18 paint - Shoup	675.00

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Ervin H Reyes Cruz	54529		5/30/2018	5/21/18-5/27/18 taping - Shoup	1,876.00
Jesus S Quezada	54530		5/30/2018	5/21/18-5/27/18 painting - Shoup	900.00
California Interscholastic Federation State Office	54531		5/30/2018	3/16/18 SoCal CIF Regionals Girls Soccer Playoff Game vs Upland HS Ticket Sales.	594.00
Kelly Services, Inc.	54532		5/30/2018	Substitute Teachers through 3/18/18	15,709.51
Ace Party Rents	54533		5/31/2018	5/31/18 Sr Awards Night Rent-white chairs	2,100.00
Mr. B's (Hasson Inc.)	54537		5/31/2018	Flower arrangements forSr Awards (Stage)	766.50
Jacob Yoo	54538		5/31/2018	Reimbursement for 5/21/18-5/23/18 Paloalto Training, Anaheim Convention Center	305.06
Fernando Delgado	54539		5/31/2018	Reimbursement for 2017 CETPA Annual Conference	34.21
Fernando Delgado	54540		5/31/2018	3/25/18-3/28/18 California Charter Schools Conference 2018 Lodging, Meals, Parking Fee, Mileage	997.66
Fernando Delgado	54541		5/31/2018	5/1/18-5/2/18 Observation of Microsoft showcase school Rancho San Margarita HS: Meals, Lodging	152.20
Ryan Guinto	54542		5/31/2018	Reimbursement for 5/21/18-5/23/18 Palo Alto Firewall Deployment training: Meals, Conference Fees, Lodging and Mileage	402.14
Shelly Marshall	54543		5/31/2018	Reimbursement for 2 nights for 2 coaches rooms for WGASC Champnionships April 20-22, 2018	567.60
Shelly Marshall	54544		5/31/2018	Reimbursement for 3rd coaches room for 2 nights for WGASC championships April 20-22, 2018	283.80
Barbara Stanoff	54545		5/31/2018	Reimbursement for Supplies for Alt Curriculum Mother's Day project materials	26.84
Patricia Estrin	54546		5/31/2018	Reimbursement for Film Festival Entry Fee 1/18/18	30.00
Patricia Estrin	54547		5/31/2018	Reimbursement for film Nanook of the North, Robert Flaherty for film 1	10.67
Patricia Estrin	54548		5/31/2018	Reimbursement for CEA Equipment	197.31
Patricia Estrin	54549		5/31/2018	Reimbursement for school lap top (Mac Book Pro Charger)	71.99

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check. Payroll checks are not included on this register.

## Coversheet

### Discuss and Possible Approval of Resolution Re 2018-2019 Education Protection Account

<b>Section:</b>	III. Financial
<b>Item:</b>	B. Discuss and Possible Approval of Resolution Re 2018-2019 Education Protection Account
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	III.B Exhibit_EducationProtectionAccount-1819 (1).pdf III.B Resolution Re Education Protection Account.pdf

2018-19 Education Protection Account  
 Program by Resource Report  
 Expenditures by Function - Detail

El Camino Real Charter High School

Expenditures through: June 30, 2019

Estimate

For Fund 01, Resource 1400 Education Protection Account

Description	Object Codes	Amount
<b>AMOUNT AVAILABLE FOR THIS FISCAL YEAR</b>		
Adjusted Beginning Fund Balance	9791-9795	0.00
Revenue Limit Sources	8010-8099	4,653,594.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
All Other Financing Sources and Contributions	8900-8999	0.00
Deferred Revenue	9650	0.00
<b>TOTAL AVAILABLE</b>		<b>4,653,594.00</b>
<b>EXPENDITURES AND OTHER FINANCING USES</b>		
<b>(Objects 1000-7999)</b>		
Instruction	1000-1999	4,653,594.00
Instruction-Related Services		
Instructional Supervision and Administration	2100-2150	0.00
AU of a Multidistrict SELPA	2200	0.00
Instructional Library, Media, and Technology	2420	0.00
Other Instructional Resources	2490-2495	0.00
School Administration	2700	0.00
Pupil Services		
Guidance and Counseling Services	3110	0.00
Psychological Services	3120	0.00
Attendance and Social Work Services	3130	0.00
Health Services	3140	0.00
Speech Pathology and Audiology Services	3150	0.00
Pupil Testing Services	3160	0.00
Pupil Transportation	3600	0.00
Food Services	3700	0.00
Other Pupil Services	3900	0.00
Ancillary Services	4000-4999	0.00
Community Services	5000-5999	0.00
Enterprise	6000-6999	0.00
General Administration	7000-7999	0.00
Plant Services	8000-8999	0.00
Other Outgo	9000-9999	0.00
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>		<b>4,653,594.00</b>
<b>BALANCE (Total Available minus Total Expenditures and Other Financing Uses)</b>		<b>0.00</b>

\*amount  
not final

**Note to user:**  
 Specific cells in column C have been protected so that you can't enter data. The "Amount" column is protected for the following revenues: Federal Revenue, Other State Revenue, Other Local Revenue, and All Other Financing Sources and Contributions.  
 The "Amount" column is protected for the following expenditure functions: 2100-2150, 2200, 2700, 6000-6999, and 7000-7999.

**BOARD OF DIRECTORS  
EL CAMINO REAL ALLIANCE**

**RESOLUTION  
RE: EDUCATION PROTECTION ACCOUNT**

The Board of Directors (“Board”) of El Camino Real Alliance (“ECRA”), a tax exempt, California nonprofit public benefit corporation doing business as El Camino Real Charter High School, does hereby adopt the following resolution regarding the Education Protection Account.

WHEREAS, Proposition 30 was approved on November 6, 2012;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

WHEREAS, the provisions of Article XIII, Section 36(e) create in the State General Fund an Education Protection Account (“EPA”) to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30<sup>th</sup> of each year, California’s Finance Director shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the EPA during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the EPA within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the EPA are continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

WHEREAS, monies deposited in the EPA are not to be used to pay any costs incurred by the Legislature, the Governor or any agency of state government;

WHEREAS, a community college district, county office of education, school district, or charter school are to have the sole authority to determine how the monies received from the EPA are spent in the school or schools within its jurisdiction;

WHEREAS, the governing Board shall make the spending determinations with respect to monies received from the EPA in open session of a public meeting of the Board;

WHEREAS, the monies received from the EPA shall not be used for salaries or benefits for administrators or any other administrative cost;



WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the EPA and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the EPA have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the EPA and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing Board of **ECRA**;

2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing Board of **ECRA** has determined to spend the monies received from the EPA as attached.

BE IT FURTHER RESOLVED, that the Secretary of the Board hereby is authorized to certify this resolution.

\* \* \*

IN WITNESS WHEREOF, the Board of Directors has adopted the above resolution by the following vote at a regular Board meeting this 9<sup>th</sup> day of July, 2018.

By: \_\_\_\_\_  
Beatriz Chen, Secretary

# **EXHIBIT A**

# Coversheet

## Discuss and Possible Approval of Revised Fiscal Policies and Procedures

<b>Section:</b>	III. Financial
<b>Item:</b>	C. Discuss and Possible Approval of Revised Fiscal Policies and Procedures
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	180708 FPP.pdf



# EL CAMINO REAL ALLIANCE

## FISCAL POLICIES AND PROCEDURES HANDBOOK

**Revision Board Approved: July 9, 2018**  
**Effective: July 9, 2018**

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## **ECRA FISCAL POLICIES AND PROCEDURES**

### **OVERVIEW**

The Governing Board (“Board”) of El Camino Real Alliance (“ECRA”), a California nonprofit public benefit corporation, has reviewed and adopted the following Fiscal Policies and Procedures (“FPP”) to ensure the funds of ECRA are appropriately budgeted, accounted for, expended, and maintained.

1. The Board holds ultimate authority over all fiscal matters. The Executive Director and/or Chief Business Officer (“CBO”) of El Camino Real Charter High School (“ECRCHS” or the “Charter School”) shall report to the Board and, in particular, the Board Chair regarding all fiscal matters.
2. The Board formulates financial policies and procedures, and delegates administration of the policies and procedures to the CBO.
3. The Board will commission a Back Office Services Provider (e.g., EdTec,) who will report to both the administration and the Board. The financial compilations presented to the Board will be compiled by the Back Office Services Provider, and may also include input from ECRA staff.
4. The CBO has responsibility for all business operations.
5. The Chief Compliance Officer (“CCO”) will work with the Executive Director and the CBO and Business Office staff to enforce the FPP.
6. Financial duties and responsibilities must be separated so that no one employee has sole control over cash receipts, disbursements, payrolls, and reconciliation of bank accounts.
7. All documentation related to financial matters must be completed by computer, word processor, typewriter, or ink.
8. The Board will commission an annual financial audit by an independent third party auditor who will report directly to the Board. The Board will approve the final audit report, and a copy will be provided to the charter-authorizing entity. Any audit exceptions and/or deficiencies will be resolved to the satisfaction of the Board and be in compliance with GAAP and/or related laws and regulations.
9. The Board may appoint someone else to perform the CBO's responsibilities in the case of absence.

**As used in the FPP, the term “Authorizing Personnel” includes: Executive Director, CBO, Assistant Principals, and Board Chair or Vice Chair.**

## **ECRA FISCAL POLICIES AND PROCEDURES**

### **Safeguarding of Financial Assets**

ECRA is committed to safeguarding public funds. ECRA's financials are overseen by the following entities:

1. Charter School Authorizer (i.e. LAUSD's Charter Schools Division) reviews financials annually;
2. Independent Certified Public Accountant conducts annual financial audit;
3. Back Office Services Provider (e.g., EdTec) ensures segregation of duties and fiscal compliance; and
4. Board of Directors.

In addition, ECRA does the following:

1. Presents monthly financial updates at regular Board meetings;
2. Seeks Board approval of check registers and all major financial documents (e.g. interim financials, budget, Local Control and Accountability Plan ("LCAP"), etc.);
3. Provides financial information to the staff through presentations; and
4. Posts major Board approved financial documents on ECRA's website, including Approved Budget, Interim Reports, and Annual Audit.

### **Annual Financial Audit**

1. ECRA will select an independent auditor to conduct an independent audit of ECRA finances. The independent auditor will be selected by the Board at or before the March Board meeting in those years when a new auditor is to be selected. The Board will appoint an Audit Committee no later than the January board meeting for those years when an auditor is to be selected.
2. Audit Committee members, like all ECRA Directors, must be fiscally independent of ECRA.
3. The CBO will assist Audit Committee members.
4. ECRA will select a new auditor at least every three (3) years; however, the same auditing firm may be retained as long as a different auditor within that firm is retained.
5. The audit shall include, but will not be limited to:
  - a. An audit of the accuracy of the financial statements;
  - b. An audit of the attendance accounting and revenue accuracy practices; and
  - c. An audit of the internal control practices.



## **ECRA FISCAL POLICIES AND PROCEDURES**

### **Key Personnel Financial Responsibilities**

#### Approve Contracts

- Executive Director
- CBO
- Board

#### Approve Purchases for Payment – Including Purchase Orders and Reimbursement Requests

- Executive Director
- CBO
- Program Director
- Program Manager

#### Check Signers

- Executive Director
- CBO
- Two Designated Assistant Principals

#### Record Transactions

- Accounting staff (non-senior)
- Analysts

#### Reconcile Transactions

- Back Office Services Provider

### **Role of Key Financial Staff (Segregation of Duties)**

- Executive Director - Authorizing
- CBO – Authorizing, Reporting and Analysis, Compliance
- Chief Compliance Officer – Compliance with Policies and Procedures
- Back Office Services Provider - Recording, Reconciling and Reporting
- Program Director – Purchase Approver, Reviewing Budgets
- Accounting Manager/Controller - Authorizing and Reconciling (of cash receipts, bank accounts)
- Program Managers – Purchase Approver, Reviewing
- Analysts - Recording and Analysis
- Accountants - Recording, Purchasing and Custody

## **ECRA FISCAL POLICIES AND PROCEDURES**

### **Financial Instruments**

#### Debit Cards

- Use is not permitted.

#### Credit and Charge Cards

- Only one general card account in the name of ECRA is authorized by the Board. There are two cards that are issued in the name of the CBO and the Executive Director. The cards are kept in the possession of the Executive Director and the CBO.
- Must have established Board-approved spending limits (currently, \$100,000 within a monthly statement period; textbook purchases are exempt from this limit, and shall not exceed \$250,000 within a monthly statement period).
- “Platinum” or similar luxury status credit cards cannot be taken out under ECRA’s account.
- Vendor-specific credit cards for teachers (limited to Home Depot and Smart and Final) have the following limits within a monthly statement period: \$500 per month for Home Depot, and \$1,000 per month for Smart and Final.
- Any additional, vendor-specific credit or charge cards must be approved by the ECRA Board with the same limits as above.

#### Bank Check Signing Authority

- Board-approved personnel, as noted above under Key Personnel Financial Responsibilities; specifically, the Executive Director, CBO, and two designated Assistant Principals.
- Check signing authority will be given to the Executive Director and the CBO and two designated Assistant Principals.
- Individual staff members who process vendor payments and/or payroll, write checks, or perform any other tasks associated with cash transactions cannot be a check signer.
- A formal list of those authorized as check signers should be prepared, and the Board will approve all check signers.
- The CBO or Accounting and Finance Manager will ensure that the Charter School’s bank is notified whenever authorized signatories are changed.

#### Check Stock

- Held in student store.

### **Prohibition on Purchase of Alcohol and Marijuana**

- Charter School, state, and federal funds may never be used for the purchase of alcohol, or any items related to the consumption of alcohol.
- Charter School, state, and federal funds may never be used for the purchase of marijuana, or marijuana-related products or paraphernalia.

## **ECRA FISCAL POLICIES AND PROCEDURES**

### **PAYMENT / REIMBURSEMENT POLICIES**

ECRA employees must receive pre-approval for all purchases. Pre-approvals can be received through the Charter School's Approved ERP system (such as Netsuite) to which employees have access.

Any items purchased without pre-approval should be kept in new condition so that item(s) can be returned to the vendor in the event the approving administrator denies the purchase.

All staff members making financial choices on behalf of ECRA must factor in time and quantitative/qualitative factors before each purchase. Below are a few examples:

1. Staff members should not spend significant time to save the Charter School a de minimis amount. For example, s/he should not incur reimbursable mileage expenses from driving around to different stores to save the Charter School a few dollars on school supplies.
2. Staff should look beyond quantitative factors, such as cost, and evaluate the qualitative factors such as reliability, warranty, reputation, durability, environmental impact, maintenance costs, etc. For example, LED products may be more expensive initially, but they require less maintenance, use less energy and have a lower environmental impact.
3. Staff should look at total services provided, not just the product price. For example, some vendors will also assist with design and planning. This can save the Charter School additional time and money spent doing it ourselves, or from making costly mistakes.
4. Staff should consider the value of purchasing from local businesses, products made with union labor and products made in the USA.
5. All purchases must have a legitimate business purpose and must be for the benefit of and use by the Charter School. Purchases for personal use are strictly prohibited.
6. Staff must avoid conflicts of interests at all times. A conflict of interest arises when an employee, officer, agent, or any member of their immediate family, a partner, or an organization that employs or is about to employ any immediate family member, has a financial or other interest in, or would gain a tangible personal benefit from, a firm considered for a contract. Should a potential conflict of interest arise or exist, staff must disclose the conflict, in writing, to the Executive Director and the CBO.

Failure to comply with the policies and procedures as described herein, may result in a delay in reimbursement being paid to the employee and, in some instances, a denial of a reimbursement request in whole or in part.

## ECRA FISCAL POLICIES AND PROCEDURES

### Purchasing Flow Charts

#### Regular Purchases

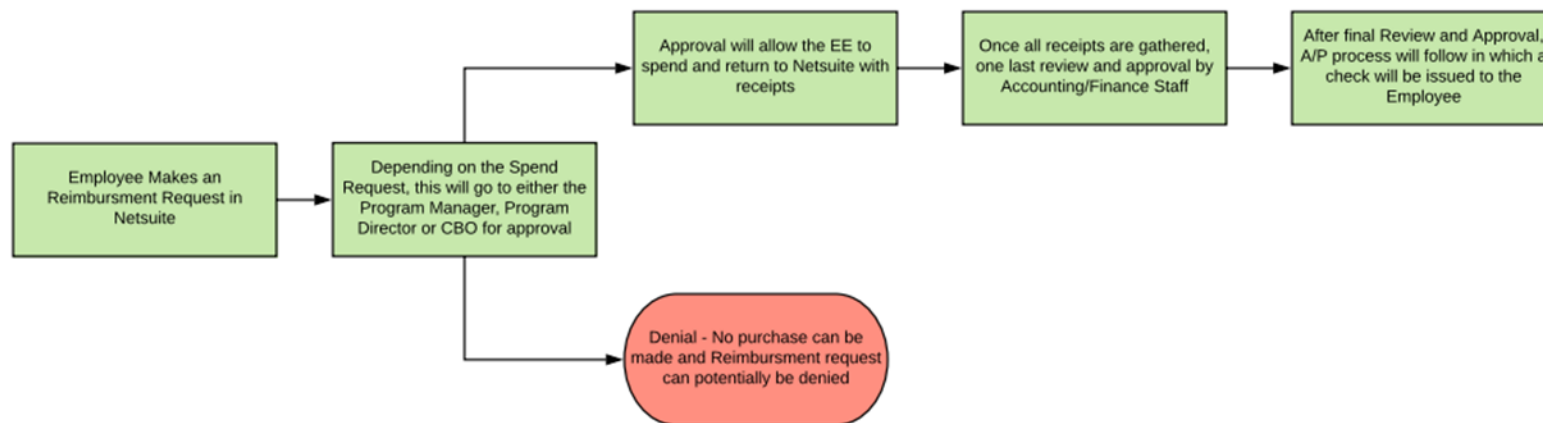
- Purchases done through Netsuite involve different approvers depending on the spend amount.
  - Under \$1,000, these will go to a Program Manager for approval.
  - Spend requests between \$1,000 and \$10,000 will go to Program Directors.
  - Anything over \$10,000 will go directly to the CBO for approval.
  - Requests over \$50,000 will be brought before the Board for approval.



## ECRA FISCAL POLICIES AND PROCEDURES

Reimbursement Requests or Expense Requests are subject to approval. All Reimbursement requests must have pre-approval.

- These requests submitted in Netsuite involve different approvers depending on the spend amount requested.
  - Under \$1,000, these will go to a Program Manager for approval.
  - Spend requests between \$1,000 and \$10,000 will go to Program Directors.
  - Requests over \$10,000 will go directly to the CBO for approval.
  - After approval, employee may make the purchase.
  - Employee will go back into the system to request final approval of their expenditures.
  - Final approval is given by CBO after review by accounting staff.



Purchases w/o Approved Purchase Orders, Reimbursement Requests or Travel Reimbursement Requests.

- Items are subject to review by an administrator. If purchase(s) are rejected, they are the responsibility of the employee.

### **Employee Receipts/Substantiation**

1. All purchases made by an employee must be accompanied by an original, itemized receipt. The individual making the charge or requesting reimbursement shall be held responsible for the amount if a receipt is not provided within 30 days. The only exceptions are for parking meters and gratuities given to taxi drivers (within the limit set herein).
2. When receipts are lost, employees must retrieve a copy of the receipt or provide a document with comparable detail. There is no recourse for lost receipts. There are a few exceptions for which credit card receipts or cancelled checks may be considered sufficient. Below are a few examples:
  - a. Taxi fares incurred while traveling for ECRCHS;
  - b. Parking fees incurred the day employee attended workshops or other work events.
3. If a receipt is lost and an acceptable replacement is not provided, the employee will not be reimbursed.
4. For all meals, detailed receipts are a requirement (see “Meals” on the following page for more details).
5. The Accounting Manager/Controller or Assistant Principal or designee shall be responsible for enforcing this policy within 30 days from the charge being incurred.

### **Employee Lost Receipts**

When receipts are lost or not provided, ECRA will not reimburse employee costs and will require employee payment of credit card or vendor-specific card charges.

### **Gratuity**

Employees are allowed to tip up to 18% of the subtotal cost, rounded up to the nearest dollar, when gratuity is customary. Any incremental excess is the responsibility of the employee.

### **Employee Reimbursements and Expense Reports**

1. Employees will be reimbursed for expenditures within fifteen (15) days of presentation of appropriate documentation.
  - a. Whenever possible, original, itemized receipts must be provided. (See “Employee Receipts/Substantiation” above.)
  - b. Electronic receipts are considered original, itemized receipts.
  - c. In certain cases, supporting documentation like email confirmations may be accepted as a receipt.

2. Employees must submit all expense reports before June 30<sup>th</sup> of the fiscal year in which the expenditure was made to the Accounting Staff.
3. Receipts or other appropriate documentation will be required for the reimbursement of all expenses (see “Employee Receipts/Substantiation” above).
4. Employees shall submit, for each reimbursement request, a signed copy of an Expense Report substantiating:
  - a. Who the expenditure was for;
  - b. What the expenditure was for;
  - c. Where the expenditure was made;
  - d. Why the expenditure was made; and
  - e. When the expenditure was made.

A copy of the Expense Request Form is attached as Appendix III. A copy of the Purchase Request Form is attached as Appendix IV.

5. The employee must sign expense report to certify the expenditures.
6. Authorizing personnel must sign expense report for reimbursement.
7. Accounting Staff will email a copy of the Executive Director's expense report to the Board Chair when processed for payment.
  - a. For expense reports greater than \$300 in single month, the Board Chair and one other Board member, or Board Vice Chair and one other Board member, must approve.

**8. Non-reimbursable Expenses**

Some expenses are not considered valid business expenses, yet may be incurred for the convenience of the traveling individual. Because these are not expenses for the Charter School, they are not reimbursable. Examples of non-reimbursable expenses include, but are not limited to, the following:

- a. Alcohol
- b. Tobacco and all nicotine-related products
- c. Marijuana
- d. Theft or loss of personal property
- e. Parking or traffic tickets or car towing if illegally parked
- f. Airline travel insurance
- g. Airport lounge clubs
- h. Dry cleaning
- i. Movies or personal entertainment
- j. Books, magazines or newspapers (unless specific to education or the employee’s job)
- k. Doctor bills, prescriptions, or other medical services
- l. Health club membership, even if for one day or short-term use
- m. Babysitter or pet care fees

### **Personal Use of School Items**

Personal use only applies to non-de minimis use consumption. For example, using an ECRCHS computer for personal use can be considered de minimis unless it creates noticeable wear and tear.

1. Employees will avoid the personal use of ECRCHS owned items without prior approval from a supervisor.
2. Employees will reimburse the Charter School for all ECRCHS-owned items that are consumed. For example, if the Charter School incurs additional expense as a result of personal telephone calls, employees must reimburse the Charter School for these calls.

### **Supplies**

All ECRA employees are allowed to spend the following without pre-approval for items deemed essential to carry out assigned duties or related to curriculum, subject to administrative review when reimbursement is approved:

1. \$50/semester limit for non-classroom staff
2. \$100/semester limit for classroom staff

Note, for higher thresholds, teachers/staff must submit a purchase requisition in the Approved ERP software system. As outlined in the 2<sup>nd</sup> paragraph on Page 8: Any items purchased without pre-approval should be kept in new condition so that item(s) can be returned to the vendor in the event the approving administrator denies the purchase.

Only the Charter School address may be used on the sales order prior to processing payments. It is the responsibility of the finance office to ensure that this policy is followed. Supplies are defined as items classified in the California School Accounting Manual under the following codes: Object Code 4100, Textbooks, Object Code 4200, Other Books and Reference Materials, Object Code 4300, Materials and Supplies, and Object Code 4400, Non-capitalized Equipment as found in Procedure 770 – Distinguishing between Supplies and Equipment.

### **Meals**

1. Except in connection with out of town travel or Charter School-approved events where students are present, meals chargeable to or reimbursable by ECRA may not occur outside of the ECRCHS campus.
2. School-related meals occur on a regular basis. If the meal is not pre-approved, the employee runs the risk of bearing the full cost of the meal if it is ultimately denied. For meals to be charged to ECRA or reimbursable to an employee, the ECRA employee must provide the following information:
  - a. Purpose of the meeting or agenda;



- b. Items ordered or a detailed receipt;
  - c. Number of individuals in the party; and
  - d. Names of the attendees or a sign-in sheet.
3. On professional development, non-school days, ECRCHS may purchase meals for staff for meetings lasting three or more hours.
4. Each department has a budget of \$50/employee/year for meals for team building and morale.
5. The Charter School may cater in food and snacks for ECRA Board meetings, community meetings, staff meetings, etc., but they require pre-approval by the CBO or Assistant Principal through the ERP system.

### **Mileage**

Employees will be reimbursed for mileage when the event is school-related and requires employees to travel outside of their normal commute. Mileage will be reimbursed at the IRS-approved rate for the distance traveled. Reimbursable travel starting from or ending at a residence cannot include the normal commute miles to/from work. Below are some examples:

1. Home to/from school is not reimbursable.
2. Home to/from school event/meeting is partially reimbursable.
  - a. If the mileage to/from home to school-related event/meeting exceeds the regular commute to/from school, then employee can claim the incremental difference.
  - b. School to/from school event/meeting is 100% reimbursable.
  - c. Home to/from non-school event/meeting is not reimbursable. For example, driving around to purchase non-essential supplies, driving around to purchase essential supplies on a non-school day, or commuting to a non-school sponsored staff meeting.

### **Travel**

The following travel policy is designed to provide guidelines and best practices when making travel arrangements, advances, and reimbursements.

1. Travel must receive the following approvals:
  - a. Employees requesting in-state travel must receive approval from the designated authorizing personnel with a summary of the purpose of travel, educational or professional benefit, number of employees attending and estimated cost.
  - b. Employees requesting out-of-state travel must also present the ECRA Board Travel Committee, which consists of three (3) ECRA Board members, with a

summary of the purpose of travel, educational or professional benefit, number of employees attending, and estimated cost.

2. All expenses must be pre-approved prior to travel for an event or meeting through the Approved ERP software system or an approved travel form. The approver cannot be the traveler. All supported documentation follows the specific rules in the Fiscal Policies and Procedures.
3. Unless charter school administrators consider something an emergency, it is encouraged that travel arrangements should be made at least 15 days in advance to obtain better pricing.
4. ECRA does not allow daily per diem rates.
5. Chargeable and Reimbursable Expenditures:
  - a. Only pre-approved coach class, economy, "Wanna Get Away," or promotional discounted airfare ticketing will be paid by ECRA/ECRCHS for documented school related travel. It is incumbent on all ECRA/ECRCHS employees, when arranging school related air travel, to seek the most reasonable and logical airfare accommodation available at the time of booking, and to provide contemporaneous documentation to substantiate the same.
  - b. First class, business class, economy plus, and other similar fare classes will not be paid for or reimbursed by ECRA.
  - c. Upgrade or non-emergency changes in flights are the exclusive responsibility of the ECRA employee. For non-medical/emergency changes or cancellations of a flight, the out-of-pocket cost is the responsibility of the employee.
  - d. All employee-initiated changes to airfare ticketing that are made on an ECRA credit or charge card must be reimbursed by the employee within five (5) business days of the conclusion of travel. Personal charges are not permitted on ECRA credit or charge cards.
  - e. Air travel requiring special accommodations due to a personal medical issue will require a signed note from the employee's treating physician attesting to the medical necessity of an upgraded airfare accommodation, which must be submitted prior to travel. ECRA/ECRCHS strongly respects the medical privacy of its employees. Therefore, the note from the treating physician does not need to disclose the specific medical ailment or injury of the employee. The medical note from the treating physician only needs to state the medical necessity for an accommodation and if the travel accommodation will need to be temporary or permanent.
  - f. ECRA's policy is a reflection of the FCMAT Best Practices Manual as it applies to ECRA.

g. The Board shall annually review this policy to ensure consistency with state and federal reimbursement standards.

h. Hotels/motels are allowable when the event is more than 50 miles from either the employee's residence or the school site and the requesting employee has received approval from ECRA/ECRCHS administration prior to booking the hotel. Specific rules include:

i. The hotel room selected must be the least expensive available room offered within the hotel.

ii. Hotels should be chosen for the following reasons:

1) Total cost relative to the other nearby hotels near the venue. Total cost includes parking fees, wireless fees, free breakfast, and other relevant fees. These costs need to be considered because the total cost of a hotel stay with a less expensive room rate may end up being higher than the total cost of a hotel stay with a more expensive room rate.

2) Qualitative costs should be considered, as these may impact the total travel costs and employee wellbeing. For example, access to public transportation, safety, and walkability to event location. However, these considerations should be balanced with prudence and reason.

iii. Hotel rates exceeding an average of \$200/night, not including taxes and fees, must be accompanied with an explanation as to why the specific hotel was chosen. If the reason is denied by the authorizing personnel, and the employee still chooses the room rate, then employee will be responsible for the incremental cost over \$200/night plus applicable taxes and fees. Pre-approval is required of all ECRA/ECRCHS employees for hotels over \$200/night.

iv. Employees must provide an itemized receipt from the hotel that details all charges and dates, and clearly indicates for whom the lodging was provided.

v. The ECRA Board of Directors shall review this policy annually to ensure consistency.

vi. Meals are reimbursed up to the published General Services Administration ("GSA") rate for the event location, based on the receipt documentation provided. Employees must seek the applicable GSA rate from the CBO or designee. The applicable GSA rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

- i. Other customary and reasonable travel-related expenses, such as Internet, cab fares, rental car (with prior approval from Authorizing Personnel), and mileage for using an employee's own car, gasoline are reimbursable.
  - j. The Board shall review and update these rates annually in accordance with the IRS and GSA schedules for Los Angeles County.
6. Below are approved travel days:
  - a. The day before the event if it starts before 11am.
  - b. The day after the event if it ends after 12pm.
  - c. An additional non-event travel day may be permitted due to flight scheduling.
7. Travel advances, before the actual travel, may be permissible, but employee must show proof that travel actually occurred after the event.
  - a. If the advance exceeds the amount of the receipts, the employee will pay the difference immediately in the form of a check.
  - b. If the advance is less than the amount of the receipts, the difference will be reimbursed to the employee in accordance with the expense report.
8. After the trip, the employee must enter all of the appropriate information on an expense report and submit it to the Authorizing Personnel for approval.
9. Documents should include any itemized receipts for parking, tolls, car rentals, taxis, food and other expenditures related to the travel for which the employee obtained prior approval
10. Excessive and unreasonable costs, such as valet parking, in-room telephone, and food from the honor bar in hotel rooms, shall not be reimbursed. Payment for internet service will only be reimbursed if preapproved by an administrator, and then only if deemed necessary for work.

### **Governing Board Expenses**

1. The individual incurring authorized expenses while carrying out the duties of the Charter School will complete and sign an expense report.
2. The completed expense report will be submitted to the Accounting Staff for review and initial approval. Once approved by the Accounting Staff, the completed expense report will follow the same workflow as other Purchase Orders. The approved expense report will then be submitted to the Accounting Staff for payment.

### **Tuition Costs for Non-Teaching Staff**

The tuition reimbursement program aims to encourage staff to gain new workplace skills.

1. Classes must be pre-approved.
2. Tuition will be subsidized for staff who do not receive additional compensation tied to units when s/he takes approved courses in education, business, or technology.
  - a. 100% for up to one class per quarter (for a total of four courses per year) at UCLA Extension. Employee may request reimbursement for up to two classes in any one quarter during a calendar year. As ECRA has a special agreement with UCLA Extension, ECRA pays for these classes directly and there is no employee reimbursement required.
  - b. \$700/class for non-UCLA Extension courses with a \$1,400 cap for any one academic period and a \$2,800 cap per calendar year. Employees must submit an expense report with supporting documentation (e.g. tuition bill).
3. All classes must be taken for a grade or pass/fail. A grade must be provided at the end of the course.
  - a. A failing grade, or the failure to report a grade, will prevent the employee from taking another subsidized class for 12 months.

#### **Classes/Conferences/Workshops/Seminars (“Course”) for All Staff**

All staff is encouraged to take advantage of opportunities to improve their craft. If the Charter School is subsidizing any of the cost, the employee cannot use the attained credit for salary advancement other than for a degree differential (e.g. master's degree).

1. Course must be pre-approved by an administrator.
2. Employee must complete an Expense Report and provide all receipts.
3. Employee will not be compensated for his/her time if employee made the request to attend the class/conference/workshop/seminar.

#### **Tuition Costs for BTSA**

ECRA provides Beginning Teacher Support and Assessment (“BTSA”) through Ventura County Department of Education. For those employees who would like to complete their BTSA elsewhere, ECRA will reimburse up to \$4,000. Employee will be required to do the following:

1. Employee must notify an administrator that Teacher Inductions courses are being completed elsewhere.
2. Upon completion of Teacher Induction coursework, employee must go through the reimbursement process (i.e. expense report).
  - a. Substantiation must include the copy of tuition paid since ECRA will only reimburse up to \$4,000/employee.

### **Professional Dues and Costs**

ECRA encourages all employees to maintain membership in professional organizations. If the dues and costs are associated with the employee's job responsibilities, the employee may seek reimbursement from an administrator through the Expense Report process.

### **Student Awards**

For ECRA school sponsored activities, the Charter School is authorized to spend up to \$300/student/activity/year for individuals and teams that win city, state and/or national athletic or academic competition(s).

1. A school sponsored activity is any activity that a school employee receives compensation to oversee.
2. The recommendation process will be based on input from the relevant staff and Assistant Principal(s). The Executive Director will make the final decision.
3. For teams, the \$300/student/activity/year limit can be used for flowers, candy, awards (e.g. trophies, rings, etc.), ceremonies w/up to two guests per student, etc.
4. For individuals, the \$300/student/activity/year limit can also be used for a cash equivalent award that can be used on educational related expenses.
  - a. Financial need will be strong consideration for cash equivalent awards.
  - b. A signed release form stating the cash equivalent will go towards education related expenses must be signed by the student and parent/guardian (see Appendix I – Student Gift Acknowledgement).

### **Policy for Use of Credit Cards**

1. Credit cards are held by Board-approved personnel only. Only one general card account in the name of ECRA is authorized by the Board. There are two cards that are issued in the name of the CBO and the Executive Director. These credit cards will be kept in the custody of the CBO and Executive Director.
2. The Executive Director's and CBO's credit or card privileges may be revoked by the Board.
3. Purchases made using a credit card are subject to the same criteria and requirements as all other purchases.
4. Prior to issuance of a credit card to an employee, the employee shall review and sign the "Credit Card Responsible Use Form." (Appendix II.)
5. All cardholders should report the loss or theft of the school credit card immediately to the credit card company and the CBO, even if the loss or theft occurs on a weekend or holiday. If a credit card is stolen, the cardholder should file a police report, and a copy of the report should be maintained for insurance purposes.

6. The credit card and vendor-specific charge cards must be board approved before being issued to an employee. Below is a list of outstanding credit and store charge cards, by departments, as of June 1, 2018:
  - a. Home Depot for Woodshop and Drama
  - b. Smart and Final for Family and Consumer Studies
  - c. American Express
  - d. Visa/Mastercard (pending Board approval)
7. The Board shall review a list of all credit card Charter School-authorized users and associated expenditures monthly.
8. Cardholders should be made personally liable for all inappropriate charges and personally responsible for settling any dispute over any purchase from a vendor.
9. Any charter school credit card holder may have their card revoked for violation of the preapproval process if it is determined there was enough time to request and receive approval for a purchase order using normal purchasing procedures.
10. Board-approved spending limits are currently, \$100,000 within a monthly statement period (textbook purchases are exempt from this limit, and shall not exceed \$250,000 within a monthly statement period) for American Express, \$500 for Home Depot, and \$1,000 for Smart and Final). The Charter School-authorized user shall be responsible for verifying that limits are not exceeded.
11. ECRA uses American Express as its credit card vendor. Credit card charges in excess of \$50,000 require approval of the expense by two Board members. Such approval is required as part of the supporting documentation prior to payment processing.
12. Threshold amounts include: \$.99 (online subscriptions).
13. The types of transactions to be charged on the credit card include: advance purchase or arrangement of approved employee travel and accommodations, school supplies, instructional materials, pupil transportation, technology, assistive technology, furniture, athletic equipment, school food, dues, subscriptions, and other items related to Charter School operations. Authorized expenses that do not fall under this Credit Card Use Policy shall be submitted and paid through the check disbursement process.
14. Credit card points accrued by ECRA employees using ECRA's credit cards are the property of ECRA.
  - a. Credit card points can be converted only and exclusively for the benefit of the Charter School and with the permission of the Executive Director and Board of Directors.
  - b. Prior to the conversion of any specific school-related use of accrued points, ECRCHS shall provide a memorandum to the ECRA Board of Directors for approval.

- c. Records of how the converted credit card points were used must be maintained.

15. Personal use of the school's credit card is prohibited. Credit cards shall not be used for personal expenses, gift cards, equipment, communication devices, institutional memberships, or computer software or hardware. Cardholders shall not make personal use of a credit or debit card, assign to someone else the use of a credit or debit card, or pay for another employee's or person's expenses with the credit card.

State laws prevent the unauthorized loaning and/or misappropriation of public funds. Accidental personal use of ECRA's credit card must be brought to the immediate attention of the employee's direct administrative supervisor and will be dealt with on a case-by-case basis. In all cases, reimbursement for accidental charges shall be paid in full within 30 days of the purchase. Reimbursement of the personal expense in this manner is required, but shall not prevent ECRA from taking further action against the employee. Interest charges will accrue at the then-applicable IRS-established rate when reimbursement is not made in 30 days from the personal charge.

16. Employee is responsible for maintaining all receipts. If a receipt is missing, then the employee must request copies of the receipt from the credit card company at his/her expense. See "Employee Receipts/Substantiation" for exceptions to the receipts requirement.

17. If the accounting department identifies any inadvertent personal charges or unauthorized uses of the card, the card statement and all backup documentation will be forwarded to the Executive Director, CBO, and/or CCO for review. The Executive Director, CBO, and/or CCO will discuss with the cardholder any charges of concern, and the cardholder will be required to reimburse the school immediately for any inadvertent personal charges or unauthorized charges. The Executive Director, CBO, and/or CCO will determine whether to revoke the cardholder's credit privileges and whether any disciplinary actions will be taken.

18. Employee shall submit, prior to the purchase being charged on the credit card, for each credit card transaction, a signed copy of the "Credit Card Expenditure Form" substantiating:

- a. Who the expenditure was for;
- b. What the expenditure was for;
- c. Where the expenditure was made;
- d. Why the expenditure was made; and
- e. When the expenditure was made.



## ACCOUNTING

### Key Accounting Thresholds

1. Checks over \$10K require two signatures.
  - a. Note, credit card transactions over \$10K do not require two signers since paying the monthly statement will require two check signatures.
2. Non-budgeted contracts that exceed \$50K during a calendar year and last beyond an academic year require Board approval.
3. Request for Proposals are required for projects that will be financed with bond funds that are subject to Public Contract Code § 20111(a) and (b).

### Purchasing in the Enterprise Resource Planning System (ERP)

1. School will use an ERP system to store all financial transactional data.
2. Employees will make purchase requisitions in the ERP. Purchase Requisitions can be created using the following information provided by the vendor:
  - An invoice or estimate prepared by the vendor, but which has not yet been processed for sale by the vendor.
  - Sales quotation provided by the vendor for use by the employee to assist in decision making and subsequent creation of a purchase requisition in the ERP system.
3. Accounting Staff will review the purchase requisition to check whether the Charter School has adequate resources (i.e. cash).
4. If the expenditure is in the approved budget, or the Charter School has adequate resources to make the purchase, the Accounting Staff will forward the purchase requisition to the authorized supervisors (e.g. department head and authorizing administrator). The authorized supervisors must:
  - Determine if the expenditure is allowable under the appropriate revenue source.
  - Determine if the expenditure is appropriate and consistent with the Charter School's mission, approved charter petition, school policies and procedures, and any related laws or applicable regulations.
  - Determine if the price is competitive and prudent. All purchases over \$100,000 must be Board approved and must include documentation of a good faith effort to secure the lowest possible expected cost<sup>1</sup> for comparable goods or services. If the purchase does not represent the lowest cost option, a business purpose must be provided.

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<sup>1</sup> Expected cost considers the product's price, quality, life, future maintenance costs, salvage value, environmental impact, school's mission, source and materials.

5. If the purchase order is approved, the purchase can be made by the employee through the reimbursement process or by the Charter School on behalf of the employee.
6. When the supplier/vendor submits to ECRA the final invoice, or when an employee submits an expense report, the Charter School will make the payment by requesting a check or by paying by credit card.
7. Since goods and services are sometimes received after payment, the employee making the purchase or shipping and receiving staff must certify that the product has been received, or that service has been provided, before closing the purchase in the Approved ERP software (Netsuite).
8. If a vendor is a sole proprietor or a partnership, a valid W-9 form must be submitted prior to payment. Employee requesting a vendor or vendors, must submit a vendor information form.
9. The Board approved credit card holders may authorize an individual to use the school credit card to make an authorized purchase on behalf of the Charter School, consistent with guidance provided by the FPP.
  - a. The Charter School Credit Cards are in the custody of the CBO and Executive Director. Any authorized person who uses this card must return it within three (3) hours of use, unless authorized otherwise by the card holder.
  - b. The other school vendor-specific charge cards will be kept under supervision of the board approved card holders
  - c. If receipts are not available or are “missing”, the individual making the charge will be held responsible for payment.
  - d. Credit and vendor-specific charge cards will bear the names of both El Camino Real Alliance and the board approved card holder(s).

### **Petty Cash**

ECRCHS will maintain a petty cash account for small and emergency purchases, generally costing \$100 or less. When presented with a request for petty cash, the petty cash custodian should verify whether the item to be purchased is available in the organization’s stock of supplies. If it is, the petty cash reimbursement is unnecessary; if it is not, the custodian can initiate a petty cash disbursement by doing the following:

1. The Accounting Staff will manage the petty cash fund from the student store.
2. The petty cash fund will be capped at \$1,000 at the school site, but it will typically hold \$500. This does not include cash held for school events.
3. All petty cash will be kept in the Charter School's safe. Only select Accounting Staff will have access to the petty cash box.

4. All disbursements will require a completed and signed petty cash request form, as well as a register receipt for all purchases.
5. The Accounting Staff will insure that the petty cash slip is properly completed and that a proper receipt is attached.
6. At all times the petty cash box will contain receipts and cash totaling \$500. A register receipt must support the petty cash slip. The individual using the petty cash to make a purchase is responsible for submitting the receipt for the petty cash slip to the Accounting Staff within 48 hours of withdrawing the petty cash.
7. When expenditures total \$300 (when cash balance is reduced to \$200), the Accounting Staff will total the disbursements, complete a petty cash reimbursement form, and obtain the approval of the Assistant Principal. This should be done on at least a quarterly basis. The petty cash slips and supporting receipts will be attached to the reimbursement request form and forwarded to the Accounting Staff.
8. Petty cash fund reimbursement checks will be made payable to ECRA.
9. Any irregularities in the petty cash fund will be immediately reported in writing to the CBO.
10. Loans will not be made from the petty cash fund.
11. The CBO or designee may conduct surprise counts of the petty cash fund.

### **Cash Boxes**

Currently the school has five (5) portable cash boxes which are controlled by the Business Department and used to collect money at fundraising activities, ticket sales and other events or activities.

Individuals who collect cash for fundraisers and activities for which a cash box is issued collect the cash and recorded the total on a cash count form. Two individuals will count the cash together, and both will sign and date the cash count form and remit the funds to the business office.

Every effort is made to turn in the cash the same day as fundraiser or activity. Any funds collected but not turned in to the business office for the final counting and deposit to the bank should never be taken home or left in any unprotected environment. When the principal or the business office receives the cash box funds, the funds will be counted again by a business office staff member and another witness. Each will sign the cash count form as verification of their confirmation. The cash and the verified cash count form will be placed in and secured in a locked, fireproof safe until the cash is deposited.

No funds will be left in the cash box.

### **Contracts**

1. The following may sign school-related contracts within the approved budget:
  - Authorizing Personnel

The Board must also approve the following contracts:

- Non-Public Contracts - \$50,000 or more for construction, equipment, materials, supplies, non-professional services and repairs.
  - Public Contracts (i.e. public bonds):
    - Bid limit under Public Contract Code § 20111(a) of \$50,000 or more for equipment, materials, supplies, services and repairs.
    - Bid limit under Public Contract Code § 20111(b) of \$15,000 or more for construction contracts.
2. Consideration will be made of in-house capabilities before contracting for outside services. Below are considerations:
    - a. Whether the services needed is for a limited time period.
    - b. Whether the contract service provider has expertise not otherwise available to the Charter School.
    - c. Whether the current staff has capacity to do the work.
    - d. Whether the contract service provider's core competency would lead to long-term savings.
    - e. Whether the utilization of the contract service provider would cost less than a comparable employee with benefits.
  3. The Accounting Staff will keep and maintain a contract file evidencing the competitive bids obtained (if any) and the justification of need for any contracts over \$100,000.
  4. Written contracts clearly defining work to be performed will be maintained for all contract service providers (i.e. consultants, independent contractors, subcontractors).
    - a. Contract service providers must show proof of being licensed and bonded, if applicable, and of having adequate liability insurance and worker's compensation insurance currently in effect. The CBO or designee may also require that contract service providers list ECRA as an additional insured.
  5. If the contract service provider is a sole proprietor or a partnership (including LP, and LLP), the Accounting Staff will obtain a W-9 from the contract service provider prior to submitting any requests for payment.
  6. The Executive Director or CBO will approve proposed contracts and modifications in writing.
  7. Contract service providers will be paid in accordance with approved contracts as work is performed.
  8. The CBO and/or Assistant Principal will be responsible for ensuring the terms of the contracts are fulfilled.

9. Potential conflicts of interest will be disclosed upfront, and the Executive Director, CBO, Assistant Principal(s) and/or Member(s) of the Board with the conflict will not participate in any manner in the preliminary discussions, negotiations, compromises, reasoning, planning and solicitation for applications for the contracts. If an ECRA Board member is financially interested in a contract, the entire Board is prohibited from voting on the contract. Financially interested employees shall disclose the conflict in writing and are prohibited from participating in, influencing, or attempting to influence the making of the contract.

## **Donations and Fundraising**

ECRCHS may receive donations of cash, supplies or equipment. Donations will be reported to the Board. Donations are for the exclusive use of the school, and may not be used to influence any person or decision made at the school.

A donor can choose to state a specific purpose for which the funds (or other) are being donated. If a donation is given for a specifically stated purpose, the donated funds may be used only for that purpose. When supplies or equipment are purchased using donated funds, the supplies or equipment become the property of the charter school. All equipment and supplies purchased by a donor for the school must be shipped to the charter school's address. The donor's address may not be used for purchases made for the charter school using donated funds.

## **Supplies**

All supplies purchased by the school should be tracked sufficiently to help prevent theft, spoilage, over- or under-stocking, and obsolescence. For example, obsolescence can occur when an organization purchases toner cartridges but replaces the laser printers before the cartridges are used and cannot use the cartridges in the new laser printers.

Supplies include educational and office supplies and cleaning and maintenance supplies. Educational supplies may include textbooks and laptops checked out to students. Supplies should be safeguarded in a secure area and inventoried. The cost value of the supplies should be adjusted in the accounting records at the end of each fiscal year.

## **Professional Development**

Professional development can improve employees' performance in their present positions and help them obtain skills, knowledge, and abilities that may improve their opportunities for advancement within the organization. Professional development should be preapproved by the administration and by the Executive Director and the Business Office to ensure adequate funding exists.

Professional development opportunities include seminars, educational courses and degree programs that will help an employee perform their essential job functions and increase the employee's contribution to the charter school. Other professional development expenses that can be reimbursed under this policy are membership fees to professional organizations; registration

fees for meetings, conferences, workshops and seminars; and fees and subscriptions for scholarly journals, books, and computer-based resources.

Employees must submit documentation of the completion of any professional development within 10 days after receiving the documentation. Failure to do so may result in the employee being required to reimburse the school for the costs of the training or coursework.

## ACCOUNTS PAYABLE

### Bank Check Authorization

1. All original, itemized invoices will immediately be forwarded to the Accounting Staff for scanning and then sent to the Authorizing Personnel for approval.
2. The authorizing personnel will carefully review each invoice, attach all supporting documentation, and verify that the specified services and/or goods were received. When receiving tangible goods from a vendor, the person designated to receive deliveries should trace the merchandise to the packing list and note any items that were not included in the shipment. The packing list should be submitted with the invoice. Accounting Staff will adjust the invoice for any missing items noted on the packing list before processing for payment. In the case goods are received after payment, or documentation showing receipt is missing, the Accounting Staff will verify with the employee that goods have been received.
3. Once approved by the Authorizing Personnel, Accounting Staff will trace by use of the ERP in most cases, all documentation from the invoice to either the original purchase requisition or budget item. Then s/he will prepare the Supplier Invoice for approval/validation by the Authorizing Personnel for payment.
4. The student store personnel will prepare the checks from the approved Supplier Invoice and send a report to the Back Office Services Provider for the bank reconciliation.
5. Payment of all invoices should, whenever possible, be made in a timely manner so as to avoid the imposition of late fees or other penalties by the vendor.

### Bank Checks

1. The Board will approve, in advance, the list of authorized signers on the Charter School's account. The Executive Director, and any other employee/board member authorized by the Board, may sign bank checks within established limitations.
2. The Board will be authorized to open and close bank accounts.
3. The student store personnel will be responsible for all blank checks and will keep them under lock and key.
4. When there is a need to generate a bank check, the Authorized Personnel will send appropriate approved documentation to the Accounting Staff.
5. Once approved by the Authorizing Personnel, Accounting Staff processes the check for signatures.
  - a. Two authorized check signers will co-sign checks in excess of \$10,000 for all non-recurring items.

- b. All checks less than \$10,000 require the signature of only one authorized check signer.
  - c. Checks may not be written to cash, bearer, or petty cash. Under no circumstance will any individual sign a blank check.
6. Accounting Staff will record the check transaction(s) into the approved ERP software (Netsuite) system.
7. Accounting Staff will distribute the checks and vouchers as follows:
  - a. Original – mailed or delivered to payee
  - b. Duplicate or voucher – attached to the invoice and filed by vendor name by Accounting Staff
  - c. Cancelled Checks – Report is submitted to the Back Office Service Provider.
  - d. Voided checks will have VOID written in ink.

### **Bank Reconciliation**

1. Bank statements will be received directly or printed directly from online banking by the Back Office Personnel.
2. Back Office Personnel will examine all paid checks for date, name, cancellation, and endorsement. Any discrepancies regarding the paid checks or any checks over 90 days will be researched and if applicable deleted from the accounting system.
3. Back Office Personnel will prepare the bank reconciliation, verifying the bank statements and facilitating any necessary reconciliation.
4. Back Office Personnel will compare the reconciled bank balance to the cash in the bank account and to the general ledger, immediately reporting any material discrepancies to the Financial Leader at Back Office Services Provider assigned to the Charter School and the CBO.

### **Timely Payment of Credit and Store Charge Card Statements**

1. Timely payment of statements is required in order to avoid the imposition of late fees or other penalties by the card issuer. The employee responsible for providing any necessary documentation for payment (receipts, etc.) is required to pay any applicable late fees and/or interest.
2. Accounting personnel will access the school's account on the card issuer's website and register for electronic statements using an ECRA email address coordinated in the Business Office. If only one email address may be the recipient of the monthly statement, that employee will set up an email forwarding rule to automatically copy another key employee on the statement.



3. On the day the statement is received, the assigned employee will note the due date and begin matching available documentation for the included charges. All documentation will be generated from the ERP system and employee receipts.
4. Accounting personnel will work diligently to obtain all necessary documentation supporting charges prior to paying each statement by its due date.
5. If unsubstantiated charges remain on the statement when it is paid, accounting personnel will keep and maintain a log of these charges. The CBO and Executive Director will review the list and follow the procedure under "Employee Receipts/Substantiation."

## ACCOUNTS RECEIVABLE

Documentation will be maintained for accounts receivable and forwarded to the Back Office Personnel.

Accounts receivable will be recorded by the Back Office Personnel in the general ledger and collected on a timely basis.

### Cash Receipts (Cash and Checks)

1. For each fundraising or other event in which cash or checks will be collected, a coordinator will be designated, who will be responsible for collecting and holding all cash and checks for the purpose of the fundraising activity.
  - a. The Accounting Staff will record the transaction in the approved ERP software (Netsuite) at the time the transaction is made, with a copy of the receipt provided to the donor.
  - b. The cash, checks, receipt book, and deposit summary must be given to the ECRA Accounting Staff, who will immediately put the funds in a secure, locked location.
  - c. Accounting Staff(s) and either the Event Coordinator, volunteer, or Assistant Principal will count the deposit and verify the amount of the funds in writing.
2. Cash/checks dropped off at the Charter School office will be placed directly into the student store safe by the person dropping off the cash/checks.
  - a. All funds are deposited into the safe in a sealed envelope, along with any notes, forms, or other descriptions of how the funds are to be used.
  - b. Verification of the cash/check amounts collected and held in the safe must always be done under dual custody, one of which will always be an Accounting Staff member, and sign off on the amounts received.
  - c. The safe will be emptied at least two times per week when school is in session, corresponding to days when deposits are made. When school is not in session, the safe will be emptied within 48 hours when cash and checks exceed \$5K.
3. Cash/checks dropped off in the classroom will utilize the classroom envelopes. Each morning, the homeroom teacher assigned to the classroom will collect all forms, payments, etc. Before lunchtime, an office staff member and a second staff member (who may be an office staff member or an aide) shall collect all envelopes from each classroom

and bring them to the student store, where they will be processed following the guidelines used for cash receipts, outlined above.

4. Mail (including anything official such as governmental notices, invoices and checks) received at the Charter School must be opened and converted into an electronic document for the Back Office Personnel.

a. For any cash or checks received in the mail, the funds will be deposited into the Student Store. The personnel there will follow the guidelines used for cash receipts.

5. All checks will be immediately endorsed with the Charter School deposit stamp, containing the following information: "For Deposit Only; El Camino Real Alliance; Bank Name; Bank Account Number."

6. A deposit slip will be completed by the Accounting Staff for approval to deposit. The deposit slip will be duplicated and documentation for all receipts (copy of check, letter, etc.) will be attached to the duplicate deposit slip.

7. The deposit receipt will be attached to the deposit documentation and forwarded to the Back Office Personnel.

### **Returned Checks and Improper Checks**

The school will attempt to deposit returned checks a second time; if the check does not clear on the second attempt, the payment will be returned to the vendor. ECRCHS will notify EdTec so that the general ledger account to which it was applied adjusted.

The school will not cash personal checks.

1. A returned-check processing fee will be charged for checks returned due to non-sufficient funds (NSF). Unless otherwise pre-approved by Authorizing Personnel, payment of the NSF check and processing fee must be made by money order or certified check.

2. In the event that a second NSF check is received by any individual, the Charter School will no longer accept checks from that individual. Payment of the NSF check, the processing fee and any subsequent payment(s) by that individual must be made by money order or certified check.

3. In the case of NSF checks written by parents of students, failure to pay may result in the withholding of report cards/transcripts at the end of the semester and/or school year until payment is received, unless other mutually agreeable arrangements are approved by the Executive Director and/or the Board.

4. If unsuccessful in collecting funds owed, the Charter School may initiate appropriate collection and/or legal action at the discretion of the Executive Director and/or Board.

## **PAYROLL**

### **Personnel Information**

1. The business personnel will maintain all employee information in ECRA's approved ERP software (Netsuite) system.
2. An employee's hiring is not effective until the candidate has:
  - a. Completed the employment application
  - b. Passed a TB Test
  - c. Passed the LIVESCAN background check
  - d. Submitted a form W-4
  - e. Completed an I-9.
3. An employee's hiring date is the first day the employee works, not when s/he has been offered the position.
4. The Human Resource Staff will maintain a position control list and notify the Executive Director, CBO, and CCO of any variances to the position control throughout the year.

### **Stipend Volunteers**

1. These individuals are ECRA volunteers who earn a small stipend for assisting with school programs (e.g. Athletics).
2. These volunteers receive stipends through the Charter School's payroll system. The stipends are either paid out in a lump sum or in even amounts by pay periods for the scheduled period of service.

### **Electronic Timesheets**

1. All employees will be responsible for clocking in and out, including (as appropriate) clocking in and out for meal breaks, using the School-provided electronic timekeeping system. All employees will also complete all forms (such as the Absence Form) identifying all missed work periods, including for vacation or sick leave; such forms must be signed by the employee and the appropriate supervisor.
2. All forms will be submitted to the Payroll Staff by the payroll period deadline designated by the Back Office Services Provider.
3. Incomplete forms will be returned to the signatory supervisor and late forms may delay payroll into the next period. No employee will be paid until a correctly completed timesheet is submitted.

4. If an employee is unexpectedly absent and therefore prevented from working the last day of the pay period or turning in any absence forms (such as when an employee misses work due to illness), the employee is responsible for notifying the signatory supervisor or for making other arrangements for any forms to be submitted. However, the employee must still complete and submit all necessary forms upon return.

### **Overtime**

1. All employees must seek pre-approval of unscheduled time (e.g., overtime) from their authorized supervisor in the Charter School's payroll system (i.e. Stratus Time).

2. Overtime only applies to non-exempt employees and is defined as hours worked in excess of eight hours a day and/or forty (40) hours within a five-day period of time. Any hours worked in excess of an employee's regular work schedule must be pre-approved by the supervisor, unless it is prompted by an emergency. If a supervisor identifies a recurring need for overtime in any given position, the supervisor should immediately consult with the Executive Director or CBO for further guidance.

### **Payroll Processing**

1. Hourly employees must electronically approve their time records to verify appropriate hours worked, resolve absences and compensations, and monitor number of hours worked versus budgeted. No overtime hours should be listed without proper authorization or explanations as to why they occurred. The signatory supervisor will submit a summary report of all time records to Back Office Services Provider who will verify the calculations for accuracy.

2. Salaried employees must sign in and out using the time clock system to verify working days for accuracy. A person from the business office will provide the designated school employee with any payroll-related information such as sick leave, vacation pay, and/or any other unpaid time.

3. The Payroll Staff will notify Back Office Services Provider of all authorizations for approved stipends and the hourly or daily rate.

4. Back Office Services Provider will prepare the payroll worksheet for review and approval by the Manager/Controller before final submission into the payroll system. These payroll hours are exported by designated payroll staff, in the form of a report out of the Time and Attendance Software used to track hours.

5. The payroll checks (if applicable) will be delivered to the Charter School. Accounting Staff will document receipt of the paychecks and review the payroll checks prior to distribution.

6. The Payroll Staff and Business Office will ensure that payroll is made in a timely manner, in accordance with appropriate Labor Code provisions.

### **Payroll Taxes and Filings**

1. Back Office Services Provider will prepare payroll check summaries, tax and withholding summaries, and other payroll tracking summaries.
2. Back Office Services Provider will prepare the state and federal quarterly and annual payroll tax forms, review the forms with the CBO or Executive Director, and submit the forms to the respective agencies.

### **Record Keeping**

Designated Payroll Staff will maintain records in the Time and Attendance Software of all employees' use of sick leave, vacation pay, and any other unpaid time and collect signed and approved paperwork for back-up documentation.

- a. Payroll Staff will immediately notify the authorized supervisor if an employee exceeds the accrued sick leave or vacation pay, or has any other unpaid absences.
- b. Records will be reconciled when requested by the employee. Every employee must maintain personal contemporaneous records.

## **FINANCE/RESERVES/INSURANCE/LIABILITIES/ASSETS**

### **Financial Reporting**

1. In consultation with the CBO and Finance Committee, Back Office Services Provider will prepare the annual financial budget for approval by the Board.
2. Back Office Services Provider will submit a monthly balance sheet and monthly revenue and expense summaries to the CBO, including a review of the discretionary accounts and any line items that are substantially over or under budget. The report will be reviewed at the scheduled board meeting and action will be taken, if appropriate.
3. Back Office Services Provider will provide the CBO and/or the Board with additional financial reports, as needed.

### **Financial Institutions**

1. All funds will be maintained at high quality financial institution(s).
2. Physical evidence will be maintained on-site for all financial institution transactions.

### **Loans**

1. The Executive Director, CBO, and the Board will approve all loans from third parties. In the case of a long-term loan, approval may also be required from the charter-granting agency in accordance with the terms of the charter petition and/or other lenders in accordance with the loan documents.
2. Once approved, a promissory note will be prepared and signed by the Executive Director before funds are borrowed.
3. Employee loans, including salary advances, are not allowed.

### **Retention of Records**

1. Financial records will be maintained indefinitely in original or electronic format.
2. Financial records will be shredded once they are converted into electronic format.
3. Appropriate back-up copies of electronic and paper financial and attendance accounting data will be regularly prepared and stored in a secure on-site location.



### **Cash Balance Reserve**

1. The following minimum cash balance reserve must be maintained:
  - a. Economic Uncertainties - At least 5% of the total unrestricted General Funds.
  - b. LAUSD Insurance Deductible - \$1,000,000.
  - c. Retiree Benefits: ECRA is setting aside funds to meet its projected unfunded liability.
2. Back Office Services Provider will provide the CBO with balance sheets on a monthly basis. It is the responsibility of the CBO and the Board to understand the Charter School's cash situation. It is the responsibility of the Authorizing Personnel to prioritize payments as needed. The CBO will have responsibility for all operations and activities related to financial management.

### **Insurance**

1. Back Office Services Provider will work with the CBO and CCO to ensure that appropriate insurance is maintained at all times with high quality insurance providers.
2. The Business Staff and the CCO will maintain the files of insurance policies, certificates of insurance, insurance policies and procedures, and related claim forms.
3. The CCO, CBO, and Back Office Services Provider will carefully review insurance policies on an annual basis, prior to renewal. A request for proposal must be done at least every five years.
4. Insurance will include general liability, worker's compensation, student accident, professional liability, and directors' and officers' coverage. Supplementary coverage will cover the after-hours and weekend activities. Coverage will be in line with the limits listed in the Charter School's approved charter petition.

### **Asset Inventory**

1. An asset is defined as all items, purchased or donated, with a value of \$5,000 or more and with a useful life of more than one year.
2. Accounting Staff will file all receipts for purchased asset.
3. Reconciling Personnel will maintain an inventory or log of all assets. The log will include the original purchase price and date, a brief description, serial numbers, and other information appropriate for documenting assets.
4. The Charter School will take a physical inventory of all District and ECRA assets, separately, within 90 days of the end of each fiscal year, indicating the condition and location of the asset.

5. The Assistant Principal(s) will immediately be notified of all cases of theft, loss, damage or destruction of assets.
6. The Assistant Principal(s) will submit to Reconciling Personnel written notification of plans for disposing of assets with a clear and complete description of the asset and the date of disposal.

### **Parking Lot Liability**

1. Parking lot related incidences are not covered under any insurance policy unless there is a witness. The Charter School assumes no liability for damage to cars:
  - a. Parked in the parking lot during school hours;
  - b. Parked in the parking lot before and after school hours.
2. Otherwise, liability is as follows:
  - a. If a student willfully causes damage (i.e., not in an accidental manner), the student's parent or guardian is responsible.
  - b. If a parent or other visitor causes damage, that individual is responsible for the damage.
  - c. If an employee causes damage, the employee is responsible for the damage.
  - d. If an unknown person causes damage and there is no witness, the affected individual would determine if they have applicable coverage through his/her individual insurance policies.

**APPENDIX I – STUDENT GIFT ACKNOWLEDGMENT**

### Student Gift Acknowledgement and Release of Liability

El Camino Real Charter High School (“ECRCHS” or the “Charter School”) supports and encourages student participation in extracurricular activities and believes in recognizing exemplary individual achievement when appropriate. Therefore, on occasion, ECRCHS rewards individual students for accomplishments in extracurricular activities by presenting the student with a monetary reward (e.g., a gift card) intended to be used for educational purposes.

#### Student Agreement

As a condition of receiving of a monetary equivalent reward, I acknowledge that (please initial):

- \_\_\_\_\_ I am receiving a monetary equivalent reward for an individual accomplishment.
- \_\_\_\_\_ I intend to use the reward for educational purposes.
- \_\_\_\_\_ I voluntarily waive, release, and discharge any and all claims for damages against ECRCHS, El Camino Real Alliance, its officers, employees, and agents which I may have, or which hereafter may accrue, arising out of or related to use of this reward.

#### Parent/Legal Guardian Agreement

As a condition my student receiving of a monetary equivalent reward, I acknowledge that (please initial):

- \_\_\_\_\_ My student is receiving a monetary equivalent reward for an individual accomplishment.
- \_\_\_\_\_ I understand that my student shall use the reward only for educational purposes and I will help ensure this occurs.
- \_\_\_\_\_ I voluntarily waive, release, and discharge any and all claims for damages against ECRCHS, El Camino Real Alliance, its officers, employees, and agents which I may have, or which hereafter may accrue, arising out of or related to use of this reward.

Reward Recipient Name: \_\_\_\_\_

Purpose of Reward: \_\_\_\_\_

Reward Description and Amount: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ECRCHS Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX II – CREDIT CARD RESPONSIBLE USE FORM**

### ECRA SCHOOL'S CREDIT CARD RESPONSIBLE USE FORM

Usage Term \_\_\_\_\_ (academic year)

For Credit Card \_\_\_\_\_ (last four numbers only)

Employee Information: Name \_\_\_\_\_

Position \_\_\_\_\_

By signing below, you agree that you have read, reviewed and will abide by the terms of the Credit Card Responsibility Use Form. User agrees to the following:

- Employee must receive pre-approval before using the card for a specific purpose.
- If credit card is taken out of the safe or school premises, employee must return the credit card as soon as it is used for a specific purpose. It may not be taken out for more than 24 weekday hours.
- Employee may not make any personal charges.
- Employee is responsible for maintaining all receipts. Along with the receipts, an appropriate description of each purchase must be provided.
- Employee is responsible for any late fees and/or interest the credit card company charges for failing to provide document within 10 days of the credit card statement's closing date.
- Employee must report any fraudulent, lost or stolen card immediately to the credit card company and ECRA.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Executive Director's Signature

\_\_\_\_\_  
Executive Director's Name

**APPENDIX III – EXPENSE REQUEST FORM**



# EL CAMINO REAL CHARTER HIGH SCHOOL

## Expense Request Form

### Expense Request Information

ER# (From Netsuite): \_\_\_\_\_

Your Name: \_\_\_\_\_

Vendor(s) Name: \_\_\_\_\_

Department: \_\_\_\_\_

Program: \_\_\_\_\_

Conference Name: \_\_\_\_\_  
(if applicable)

Date(s) of Conference: \_\_\_\_\_  
(if applicable)

Reason/Description for request:

What is the Purpose of your attendance of the Conference?

What is the benefit to the school?

Please attach any relevant documentation to assist with initial approval (i.e maps, conference flyers etc.). You will be expected to provide follow-up information after your attendance, whether as a certificate of attendance, leading professional development, reporting to staff or developing related lesson plans. After initial approval, this form will be returned to you so that all relevant documents can be attached (receipts, maps, certificates of attendance, conf flyers etc.). Please check Netsuite for approval/rejection of your request.

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

### Manager/Director - Initial Approval

Approved

Comments:

Rejected

\_\_\_\_\_  
*Manager Signature*

\_\_\_\_\_  
*Date*

### Business Office - Final Approval (after all expense are incurred/attached)

Approved

Comments:

Rejected

\_\_\_\_\_  
*CBO Signature*

\_\_\_\_\_  
*Date*



**APPENDIX IV – PURCHASE REQUEST FORM**



# EL CAMINO REAL CHARTER HIGH SCHOOL

## Purchase Request Form

(To be used if ECRCHS is to issue payment to directly to the vendor)

### Purchase Request Information

PO# (from Netsuite): \_\_\_\_\_

Your Name: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Department: \_\_\_\_\_

Program: \_\_\_\_\_

Reason/Description for the Purchase:

Please attach a quote, or print out of your cart, flyer, etc to this document as back up to your request.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

***Please check in Netsuite for approval/rejection of your request***

### Program Manager/Director Approval

Approved

Rejected

Comments:

\_\_\_\_\_  
*Manager Signature*

\_\_\_\_\_  
*Date*

PRINT MANAGER NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

# Coversheet

## Discuss and Possible Approval of Landscape Contract

**Section:** IV. School Business  
**Item:** A. Discuss and Possible Approval of Landscape Contract  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** IV.A Landscaping Proposal 2.pdf  
IV.A Landscaping Proposal 1.pdf

**Abdon Rosales Tree Service. May 23 2018**  
**15842 Nordhoff St North Hills, Ca 91343**  
**818 256-5074**  
**License # 160561**

**El Camino Real Charter School-Main Campus**  
**5440 Valley Circle Drive Woodland Hills, CA. 91367**  
**Attn: Mr. Alan Darby**  
**Proposal for tree trimming**

	<b>Quantity</b>	<b>Unit</b>	<b>Extension</b>
<b>Small Trees-9' and under</b>	<b>123</b>	<b>\$150</b>	<b>\$18,450</b>
<b>Medium Trees-9'-14'</b>	<b>95</b>	<b>\$225</b>	<b>\$21,375</b>
<b>Large Trees-14'-25'</b>	<b>74</b>	<b>\$500</b>	<b>\$37,000</b>
<b>Extra Large-25'-45'</b>	<b>73</b>	<b>\$700</b>	<b>\$51,100</b>
<b>Palm Trees</b>	<b>2</b>	<b>\$500</b>	<b>\$1,000</b>
<b>Dead Tree removal</b>	<b>11</b>	<b>\$500</b>	<b>\$5,500</b>
<b>stump grinding</b>	<b>11</b>	<b>\$125</b>	<b>\$1,375</b>
<b>Total</b>	<b>389</b>		<b>\$135,800</b>

**All tree quantities to be verified with staff of El Camino Real Charter School.**

**Active Members Of:**

International Society of Arboriculture  
 National Women Business Owners Corporation  
 Tree Care Industry Association  
 Hispanic Arborist Association  
 California Landscape Contractors Assoc.



International Environmental Corporation  
 P.O. BOX 4218 • PANORAMA CITY, CA 91412  
 Phone: (818) 892-9341  
 Fax: (818) 997-0938

State Contractor Lic. #499540  
 Fully Licensed      www.iectrees.com      Bonded / Insured

**Billing Information:**

Client: LAUSD Tree Maintenance  
 Address: 1240 S. Naomi Ave.  
 City: Los Angeles, CA 90021  
 Contact: Phil Fernandez, phil.fernandez@lausd.net  
 Phone #: 213-369-5382

Job Site: El Camino Real HS  
 Address: 5440 Valley Circle Blvd  
 Visit Date: 6/6/2018  
 Estimated By: Luis A  
 School Code: 8617

**VALID FOR 90 DAYS**

Disclaimer: Due to the nature of this work, large cuts on the parent limbs will be made leaving large wounds in the tree increasing the trees susceptibility to diseases. Arborists are tree specialist with education, knowledge, and experience enhancing the beauty and health of trees and reducing the risk of living near trees. Arborist cannot detect every condition that can possibly lead to the structural failure or death of a tree. Any dead, diseased or detrimentally affected trees as a result of our pruning practices will not be the responsibility of IEC or its Arborist. IEC will not be held liable for any future lack of vigor or lack of re-growth or dead, diseased, or detrimentally affected trees.

**WORK CODES:**

T-Trim R-Removal S-Stump Grinding O-Other

**ESTIMATE GIVEN AS COST PROPOSAL ONLY.**

This does not indicate an opinion or recommendation of any kind.

**WEEKDAY WORK ONLY**

Code	Quan	Species	Description	Cost
T	123	Small	Routine Pruning, Shaping, and Thinning of Small-size trees at \$150/tree	\$18,450.00
T	94	Medium	Routine Pruning, Shaping, and Thinning of Medium-size trees at \$270/tree	\$25,380.00
T	56	Large	Routine Pruning, Shaping, and Thinning of Large-size trees at \$595/tree	\$33,320.00
T	78	Extra Large	Routine Pruning, Shaping, and Thinning of Extra Large-size trees at \$725/tree	\$56,550.00
T	1	Palm-Small Trunk	Routine Pruning, Shaping, and Thinning of Small Trunk - Palm Trees with 15 years of skirt growth at \$300/tree	\$300.00
T	2	Palm- Large Trunk	Routine Pruning, Shaping, and Thinning of Large Trunk - Palm Trees with 15 years of skirt growth at \$300/tree	\$600.00
R	3	Small	Routine Removal and Stump Grinding of Small-size trees with DBH <6" at \$205/tree	\$615.00
R	4	Medium	Routine Removal and Stump Grinding of Small-size trees with DBH >6" and <20" at	\$2,000.00
R	3	Large	Routine Removal and Stump Grinding of Large-size trees with DBH >20" and <40" at	\$3,060.00
R	1	Extra Large	Routine Removal and Stump Grinding of Extra Large-size trees with DBH >40" at	\$2,460.00
R	6	Palm-Small Trunk	Routine Removal and Stump Grinding of 1' to 15' from ground to leaf crown and trunk (dbh) up to 18" at \$125/tree	\$750.00
PL	1	Planting	Planting 24" Box tree at \$1,500/tree      Redwood	\$1,500.00
SG	6	Stump Grinding	Stump Grinding services at \$120 per foot diameter	\$720.00
<b>Count:</b>	<b>372</b>			<b>PRICE: \$145,705.00</b>

All work shall be performed in accordance with the ANSI A300 pruning standard and the ANSI Z133.1 safety standard to ensure the well-being of both trees and persons. Client agrees to not hold International Environmental Corp. liable for any damages resulting from the work performed. However, IEC pledges to repair any direct damages caused during the course of the work, unless the Client revokes his interests. IEC is fully insured

Man Hours: \_\_\_\_\_      Lift Truck: \_\_\_\_\_  
 Climber: \_\_\_\_\_      Chipper Truck: \_\_\_\_\_      Stump Grinding: \_\_\_\_\_  
 Ground: \_\_\_\_\_      Other: \_\_\_\_\_      Mulch: \_\_\_\_\_

**SPECIAL COMMENTS TO CREW:**

# Coversheet

## Discuss and Possible Approval of 2018-19 Parent-Student Handbook

**Section:** IV. School Business  
**Item:** B. Discuss and Possible Approval of 2018-19 Parent-Student Handbook  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 2018-19 Parent Student Handbook FINAL.pdf

# El Camino Real Charter High School

## Parent-Student Handbook

2018-2019



El Camino Real Charter High School

*Home of Academic and Athletic Excellence*

5440 Valley Circle Blvd. Woodland Hills, CA 91367

Tel.818.595.7500 Fax 818.710.9023

[www.ecrchs.net](http://www.ecrchs.net)

**Board Approved: July 9, 2018**

**Effective Date: July 9, 2018**

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## **EXECUTIVE DIRECTOR'S WELCOME**

Dear Parents and Guardians,

Welcome to the 2018-2019 school year and welcome graduating class of 2022. The State of California requires that all schools notify students, parents and guardians about their rights and responsibilities annually. The enclosed notices provide important information that describes policies and procedures at El Camino Real Charter High School that will affect your student.

Thank you and I hope you have a productive and successful school year!

Sincerely,

David Hussey  
Executive Director

## **MISSION/VISION/SLOS**

### Mission Statement

The mission of ECRCHS is to prepare our diverse student body for the next phase of their educational, professional, and personal journey through a rigorous, customized academic program that inspires the development of students' unique talents and skills, builds character, and provides opportunities for civic engagement and real-world experiences.

### Vision Statement

We envision a charter school community, highly regarded for its innovative teaching methods that empower students to be independent, determined, and compassionate global citizens who think critically, collaborate confidently, and work passionately toward a sustainable future in the world they will inherit.

### Student Learning Outcomes (SLOs)

In order to succeed in a changing global community, all ECR students will be:

#### **Critical Thinkers who:**

- Observe, interpret, analyze, evaluate, and integrate information
- Collaborate confidently in a variety of settings
- Develop multiple literacies (linguistic, environmental, historical, numerical, scientific, cultural, digital)
- Make predictions based on evidence
- Produce claims with credible support
- Reassess previous interpretations when presented with new evidence

#### **Effective Communicators who:**

- Synthesize data from print and digital media
- Organize and prioritize information
- Express ideas with a deliberate use of rhetoric
- Consider audience, by demonstrating clear and appropriate language and behavior
- Utilize technology to present findings purposefully

#### **Hard-working graduates who:**

- Achieve college education, career and individual goals
- Explore options and plan for success
- Persevere in the face of challenges
- Become informed, empowered decision makers
- Possess a sense of agency
- Exhibit professionalism in all endeavors

#### **Socially Responsible Citizens who:**

- Demonstrate compassion, honesty, and respect

- Utilize technology appropriately
- Live sustainably
- Engage in the civic process
- Work towards a just society
- Connect local issues to global systems to create positive change

## **COMMUNICATIONS**

### **GENERAL INFORMATION**

El Camino Real Charter High School (ECRCHS) is located at 5440 Valley Circle Blvd., Woodland Hills, CA 91367. Our phone number is (818) 595-7500 and our website address is [www.ecrchs.net](http://www.ecrchs.net). The school opened in February of 1969 as El Camino Real High School, and became a charter school in 2011.

Office hours are from 7:00 a.m. to 4:00 p.m. Monday through Friday. El Camino Real Charter High School is a closed campus. Visitors to the campus must have permission and a pass to be on school grounds. Students may not leave the school grounds without permission during school time.

Our school colors are dark blue, light blue, and camel. The school newspaper is The King's Courier and the yearbook is El Corazon. Our school mascot is the Conquistadores.

### **CONTACTING A TEACHER**

All members of the El Camino Real Charter High School Faculty and Staff may be reached via e-mail. For example, to contact teacher John Doe, you may email [j.doe@ecrchs.net](mailto:j.doe@ecrchs.net). Look under the "Contact Us" tab on the home page of the website for a list of staff members. Staff members are listed alphabetically and by department.

### **TEACHER WEBSITES**

Some teachers have created Web pages as resources for their students. These pages may be accessed through the "Students" tab on the home page of the school website.



## **LIST OF IMPORTANT DATES**

### **AUGUST 2018**

08/08: Pupil Free Professional Development Day  
08/9 – 08/10: Pupil Free Days  
08/13: First Day of Instruction (Monday)  
08/31: No school – Admissions Day (Friday)

### **SEPTEMBER**

09/03: No School – Labor Day (Monday)  
09/06: Back to School Night (Thursday),  
6:00 pm – 8:00 pm  
09/10: No school – Floating Holiday  
(Monday)  
09/19: No school – Floating Holiday  
(Wednesday)

### **NOVEMBER**

11/12: No school - Veterans' Day (Monday)  
11/19 -11/23: No school  
Thanksgiving Holiday

### **DECEMBER**

12/12: Final Exams, Dismissal @ 12:30pm  
(Wednesday)  
12/13: Final Exams, Dismissal @ 12:30pm  
(Thursday)  
12/14: Final Exams, Dismissal @ 12:30pm  
(Friday)  
12/17 – 12/31: No school - Winter Break

### **JANUARY 2019**

01/01 – 01/04: No school - Winter Break (con't.)  
01/07: No school – Pupil Free Professional  
Development Day (Monday)  
01/08: Second Semester Starts (Tuesday)  
01/21: No school - Martin Luther King Day  
(Monday)

### **FEBRUARY**

02/18: No school - Presidents' Day (Monday)

### **APRIL**

04/01: No school – Cesar Chavez Day  
(Monday)  
04/15-04/19: No school: Spring Break

### **MAY**

05/27: No school - Memorial Day (Monday)

### **JUNE**

06/03: Final Exams, Dismissal @ 12:30  
(Monday)  
06/04: Final Exams, Dismissal @ 12:30  
(Tuesday)  
06/05: Final Exams, Dismissal @ 12:30  
(Wednesday)  
06/06: Senior Clearance Day (Thursday),  
Dismissal @ 3:14  
06/07: Regular Day, Dismissal @ 3:14;  
Graduation @ 6pm (Friday)

**\* Note: Common Planning Day takes place each Wednesday, please see Bell Schedule below. For more information, please go to the School website.**

## BELL SCHEDULES

Listed below are some of the commonly used school bell schedules. The bell schedule for the day can be found on the home page of the school's website.

### Regular Schedule (M-T, Th-F)

<u>Period</u>	<u>From</u>	<u>To</u>	<u>Minutes</u>
0	7:00	7:54	54
1	8:01	9:00	59
2	9:07	10:01	54
Nutrition	10:01	10:17	16
3	10:24	11:32	68
4	11:39	12:33	54
Lunch	12:33	1:12	39
5	1:19	2:13	54
6	2:20	3:14	54

### Common Planning Day Schedule (Wednesdays only)

<u>Period</u>	<u>From</u>	<u>To</u>	<u>Minutes</u>
0	7:09	7:54	45
Common Planning Time	8:00	9:00	60
1	9:07	9:59	52
2	10:06	10:51	45
Nutrition	10:51	11:07	16
3	11:14	11:59	45
4	12:06	12:51	45
Lunch	12:51	1:30	39
5	1:37	2:22	45
6	2:29	3:14	45

Final Exam Schedule

<u>Period</u>	<u>From</u>	<u>To</u>	<u>Minutes</u>
Exam 1	8:01	10:01	120
Nutrition	10:01	10:23	22
Exam 2	10:30	12:30	120

Day 1	Periods 1 & 2
Day 2	Periods 3 & 4
Day 3	Periods 5 & 6

## **BOARD MEMBERS**

<u>Member</u>	<u>E-Mail</u>
John Wasser, Chair	j.wasser@ecrchs.net
Brian Archibald	b.archibald@ecrchs.net
Beatriz Chen	b.chen@ecrchs.net
Lisa Crosthwait	l.crosthwait@ecrchs.net
Steven Kofahl	s.kofahl@ecrchs.net
Kenneth Lee	ken.lee@ecrchs.net
Darin Ryburn	d.ryburn@ecrchs.net
Scott Silverstein	s.silverstein@ecrchs.net
Bruce Takeguma	b.takeguma@ecrchs.net

The Board meets once per month. Meeting dates, times, agendas, and minutes are posted on the school website under ECR Board.

## **SENDWORDNOW TELEPHONE SYSTEM**

SendWordNow is used periodically to notify families of upcoming events and student absences. It is important that the school has a current active working telephone number for each family. Therefore, we encourage families to always keep the school informed of any changes to their personal information. Changes can be made at the Admissions Office by filling out the appropriate form.

## **NEWS MEDIA ACCESS**

Occasionally, members of the news media may visit the school to cover activities such as sports competitions, school assemblies, special programs, and general newsworthy events. The law provides that when members of the news media are lawfully on campus, they may interview, photograph, and/or film students. However, parents/guardians may deny or withhold permission for their children to be interviewed, filmed, or photographed. Additionally, a student may decline to speak to the media and may refuse to be interviewed, filmed, or photographed by the media.

In addition, various campus organizations (e.g. newspaper, broadcast journalism, student council) may take pictures and videos during the year that are posted to the school and/or organization website.

## **INTERNET ACCESS/ACCEPTABLE USE POLICY**

ECRCHS classrooms have Internet access for students to use for class projects and research. ECRCHS is compliant with the Federal Children's Internet Protection Act (CIPA). Specifically, CIPA requires schools to use technology to block access to

Internet sites that: A) are obscene; (B) contain child pornography; or (C) are harmful to minors.

Please read and review with your son/daughter the Acceptable Use Policy (AUP) found in Appendix A for students using the Internet at ECRCHS. Both student and parent/guardian must indicate that they understand and agree to the Acceptable Use Policy. Without this acknowledgement, your child will not be allowed to use school computers with Internet accessibility.

## **SOCIAL NETWORKING POLICY**

Students should understand that they are responsible for anything they display or post on the Internet through social networking sites such as Snapchat, Instagram, Twitter, Facebook, LinkedIn, YouTube, etc., and that their online actions can have serious real-life repercussions. As such, students should use good judgment and common sense in all their online activities. The following guidelines are intended to ensure that students know how to behave properly online.

- Students are responsible and may be held accountable for negative or hostile comments, insults, and/or harassment on social networking sites or through other electronic acts. If a student or employee is harassed online, causing the student or employee to feel uncomfortable at school, ECRCHS has the right to take disciplinary action to safeguard the well-being of its students and employees. An "electronic act" means the transmission of a communication, including, but not limited to, a message, text, sound, or image by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager. If a threat is made against a ECRCHS student or employee, against school facilities, or generally in relation to the school, ECRCHS has the right to become involved. A threat is a threat regardless of the medium in which it is made.
- ECRCHS will always err on the side of safety. If there is a perceived safety threat, the school will investigate.

## **ACADEMICS**

### **ATTENDANCE**

#### **California Compulsory Full-Time Education Law**

Education Code Section 48200 states that each person between the ages of 6 and 18 years not exempted under the provisions of Chapter 2 or Chapter 3 (commencing with Section 48400) is subject to compulsory full-time education. Each person subject to compulsory full-time education and each person subject to compulsory continuation education not exempted under the provisions of Chapter 3 (commencing with Section 48400) shall attend the public full-time day school or continuation school or classes and for the full time designated as the length of the school day by the governing board of the school district which the residency of either the parent or legal guardian is located and each parent, guardian or other person having control or charge of the pupil shall send the pupil to the public full-time day school or continuation school or classes and for the full time designated as the length of the school day by the governing board of the school district in which the residence of either the parent or legal guardian is located.

School attendance is vital to student achievement. Students who develop patterns of good attendance are much more likely to be successful both academically and socially. Schools are required to update attendance data and records during the current school year. Corrections and updates to attendance data and records are not allowed after the school year has closed. It is the parent's/guardian's responsibility to provide documentation within five (5) days after the student returns to school in order to prevent absences from being converted to trancies.

#### **Excused Absences**

Education Code Section 48205 provides that a student shall be excused from school when the absence is due to:

- Illness;
- Quarantine;
- Medical, dental, optometric or chiropractic services;
- Attending the funeral of an immediate family member, e.g., mother, father, grandmother, grandfather, brother, sister, or any relative living in the immediate household of the student (one day within the state, three days outside the state);
- Jury duty;
- Illness or medical treatment of a child of whom the student is the custodial parent;
- Justifiable Personal Reasons is when the pupil's absence has been requested in writing by the parent and approved by the Executive Director or designee. Absences that fall into this category include, but are not limited to, the following:
  - Appearance in court;
  - Attendance at a funeral service for someone other than immediate family;

- Observance of religious holiday or ceremony;
- Attendance at a religious retreat (shall not exceed 4 hours per semester);
- Revoked suspension through appeal's procedure;
- "Take Our Daughters and Sons to Work Day®."

Students who are absent should bring a written and signed note upon return to school for each day or consecutive days he/she was absent, and submit the note to the Counseling Office. This written verification must be received within five (5) days of a student's return to school. Upon receiving appropriate written verification that an absence occurred due to one of the reasons listed above, the school will consider the absence to be excused. A pupil absent from school for the above excused reasons shall be allowed to complete all assignments and tests missed during the absence that can reasonably be provided and, upon satisfactory completion, shall be given the opportunity to earn full credit. The teacher of any class from which a pupil is absent shall determine what assignments the pupil shall make up and in what period of time the pupil shall complete such assignments. The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

Unexcused Absences

Any absence for reasons other than those listed as excused absences are unexcused and students do not have to be given the opportunity to make up missing assignments.

Excessive absences are defined as absences equal to or greater than ten percent (10%) of the number of school days; i.e., if there are 180 school days in the year, excessive absences will be 18 or more.

**GRADUATION REQUIREMENTS**

To earn a diploma, students must satisfactorily complete the required course of study, earn at least 230 credits, and meet the Service Learning and Career Pathway requirements. In addition, all graduation requirements must be met in order to participate in the graduation ceremony.

Required Courses (Grades 9-12)

English (40 credits)

- 9<sup>th</sup> grade: English 9AB
- 10<sup>th</sup> grade: English 10AB
- 11<sup>th</sup> grade: 1 year of American Literature/Contemporary Composition or  
1 year of A.P. English Language AB
- 12<sup>th</sup> grade: 1 year of A.P. English Literature AB or  
1 semester of Expository Composition or Advanced Composition  
and  
1 semester of an English elective

**Social Studies (30 credits)**

- 10<sup>th</sup> grade: World History AB
- 11<sup>th</sup> grade: U.S. History AB
- 12<sup>th</sup> grade: 1 semester of Government and  
1 semester of Economics

**Mathematics (20 credits)**

At minimum, students need to take Algebra 1AB and Geometry AB

**Laboratory Science (20 credits)**

- 10 credits of Biological Science
- 10 credits of Physical Science

**Physical Education (20 credits)**

Students take PE in the 9<sup>th</sup> and 10<sup>th</sup> grades  
Students must pass the State Fitness Exam or they will be enrolled in PE in the 11<sup>th</sup> and 12<sup>th</sup> grade or until they pass the exam (note that passing the State Fitness Exam is not a requirement to graduate)

**Visual and Performing Arts (10 credits)**

Students must take a one year course in the visual or performing arts

**Applied Technology (10 credits)**

- 1 semester of computers
- 1 semester of another applied technology course

**Health (5 credits)**

- 1 semester of Health

**Electives (75 credits)**

**A-G REQUIREMENTS**

The “A-G” are a sequence of high school courses that students must complete (with a grade of “C” or better) to be minimally eligible for admission to the University of California (UC) and California State University (CSU). They represent the basic level of academic preparation that high school student should achieve to undertake university work. All ECRCHS students will be automatically placed on the A-G program; ECRCHS encourages all students to remain in this program. However, if a parent/guardian elects to remove his/her student from the A-G program, the parent/guardian must come in to the school and meet with a counselor and affirm the election to remove the student from this program.

For the A-G program, please note the following:



- Minimum requirements needed to apply directly to a 4-year college after graduation.
- Completing requirements does NOT guarantee entrance to any college.
- Courses used to satisfy the “A-G” requirements in which the student earns “D” or “F” grades MUST be repeated with grades of “C” or better. In these cases, the second grades are used in the calculating the grade point average. Each course in which a grade of “D” or “F” has been received may be repeated only once.
- If a student repeats a course used to satisfy the “A-G” requirements in which he or she originally earned a grade of “C” or higher, the repeated grade will not be used in the calculating the grade point average.
- A student must complete eleven of the fifteen A-G requirements by the end of his/her junior year in order to be UC-eligible.
- For A-G Course Lists (search by high school), go to <http://www.ucop.edu/agguide/>; then click on the “A-G Course List” tab on the right side of the screen to search for classes.

<b>A-G Category</b>	<b>Subject</b>	<b>Required Years</b>
A	History/Social Science	2
B	English	4
C	Mathematics	3*
D	Laboratory Science	2*
E	Foreign Language	2*
F	Visual Performing Arts	1
G	College Preparatory Elective	1

Note: \* indicates additional years are recommended

### **CAL GRANT PROGRAM NOTICE**

ECRCHS is required by state law to submit the GPA of all high school seniors by October 1 of each year, unless the student over age 18 or parent/guardian for those under 18 opt out. Students currently in eleventh (11<sup>th</sup>) grade will be deemed a Cal Grant applicant, unless the student (or parent/guardian, if the student is under 18) has opted out on or before January 31.

### **PROGRAMS**

The school has several special programs. For more information on the special programs, please contact your child’s counselor.

#### AVID

AVID is a small learning community for students who have the potential and desire to attend a four-year college. Many students in the AVID program are the first in the family to attend college and benefit from the extra support and guidance. The AVID program involves academic instruction, tutorial support, and motivational activities. Students in the AVID program are enrolled in the AVID elective each semester and learn

organizational/study skills, work on critical thinking and probing questions, get academic help from peers and tutors, and receive guidance through the college process. Students in the AVID program are required to maintain a GPA of 2.5 or higher.

### Humanitas

Humanitas is a college preparatory program for students who are interested in the social, political, and environmental issues that shape society. Humanitas consists of three college-prep classes at each grade level that work together to build academic skills and make connections between the content areas. The award-winning, project based curriculum prepares students for success in college and beyond. Humanitas is committed to the integration of visual and performing arts as an essential tool to engage students and develop deeper understandings of course content. Students in the humanitas program will have many opportunities for field trips and community service.

### Careers in Entertainment Academy

CEA is a four year, internationally recognized, academy in which students acquire the artistic and technical skills in all aspects of film and television production, in order to prepare them for a professional career in the entertainment industry. Filmmaking 1AB includes 1 semester of Film History and 1 semester of beginning Film Production, where students acquire the basic skills necessary to produce their own group narrative films. Sophomore year is Broadcast, which emphasizes documentary filmmaking and produces ECREALITY, a bi-monthly news format web series. Junior and Senior years, students may choose to stay in Broadcasting, or they may move to Intermediate Filmmaking 2AB, for 11th grade, and Film Production (Advanced Film), for 12th grade. Both intermediate and advanced classes work in all film departments to produce 7-15 minute narrative films. Completed films are entered in prestigious national and international film festivals.

### Fashion and Design Academy

This elective based academy offers students the opportunity to participate in the world of fashion design. Students in this program make costumes for drama festivals and put on an annual fashion show at the school.

### Resource Specialist Program (RSP)

Students enrolled in the Resource Program are provided with support in the General Education English and/or Mathematics classroom(s) through the help of Resource teachers, paraprofessionals, and other related services providers. All Resource students have been assessed to determine their eligibility and academic disabilities. An Individualized Education Program (IEP) is developed to meet his/her special needs. The RSP Program offers students additional assistance in the Resource Room for help with homework, test-taking, tutoring, and small-group instruction. The instructional program may be fully accommodated in the general education milieu and/or accommodated in a Resource elective, as is indicated by a student's IEP.

## **ALTERNATIVE EDUCATION AND INDEPENDENT STUDY**

### Alternative Education

ECRCHS pledged to provide an appropriate and challenging educational program accessible to all students, including students achieving at a level significantly below their peers, defined as those who are 30 credits or more behind the four-year pacing plan. These students will be given the opportunity to capture credits through the Alternative Education Program. This program provides additional strategies with a more personalized instructional setting specific to each student's academic needs. Students identified for the personalized intervention setting will be expected to master the skills and content necessary for success in colleges and careers. Students will demonstrate mastery of standards in four core academic subject areas: English Language Arts; history/social sciences; mathematics; and the natural sciences.

Courses offered are not set on a semester timeline. Each course is designed to allow students the flexibility to access the curriculum at their own pace. Personalized learning plans are developed for each student. The instructional curriculum will have the flexibility to provide specific intervention, catering to the needs of each student, throughout each course's entirety. A self-paced format allows the teacher to slow down the curriculum at any time throughout the course and address learning deficits. Students are not required to move forward and keep up with the class but rather set their own pace based on their skills and ability to process the information necessary to be successful in each course. This approach allows students of all levels to demonstrate growth and mastery within the curriculum and be successful in grade appropriate classes that meet A-G requirements.

Due to the independent nature of the instructional program, plagiarism and/or sharing of work is taken very serious and will lead to closing the course with no credit awarded.

### Independent Study

An independent study program will be offered to those students who are unable to attend school in the traditional five days a week format. It is designed for students with special interests and abilities, scheduling problems, or individual needs that cannot be accommodated in the traditional school. This program offers courses that meet the CSU/UC college A-G course requirements. Most of the courses will be offered online as well as in person from our ESSA-qualified teachers on campus. Students must meet all independent study eligibility requirements. Because this program offers rigorous, challenging courses, students must be able to work independently and have a desire to learn. Due to the independent nature of the instructional program, plagiarism, and/or sharing of work, is taken very serious and will lead to closing the course with no credit awarded.

ECRCHS will adhere to California Department of Education regulations and

requirements for Independent Study programs at charter school sites and Education Code Section 47612.5.

### Online Instruction

ECRCHS currently contracts with Cyber High to offer our students online classes. ECRCHS covers the expenses of these online classes. Each class is five units and students may work on the classes from their home computers. However, to finish each unit, the student must stay after school to take a test. Each semester there is a specific deadline for completion; classes that are not finished by the deadline are lost and do not roll over to the next semester. Students may request additional information and sign-up sheets from their counselors. Though there are other online, accredited programs from which we will accept credits, those other programs are private pay options. Due to the independent nature of the online program, plagiarism and/or sharing of work is taken very serious and will lead to closing the course with no credit awarded.

## **TESTING**

### English Language Proficiency Assessments for California

State law requires school districts to assess the English language development of all English Learners (ELs) and of new enrollees in California public schools who may be ELs in order to determine each student's level of English proficiency in listening, speaking, reading and writing.

The English Language Proficiency Assessments for California (ELPAC) must be administered to new enrollees in the district with a home language other than English, unless they have been assessed at another California Public School. Students who have previously been identified as being ELs must also be administered the ELPAC annually to determine annual English language development progress until the EL student has been reclassified.

The ELPAC is administered to students who are already identified as ELs in the spring semester. For new enrollees who have a home language other than English, the ELPAC must be administered within 30 days of enrollment in a California public school.

The ELPAC is the required state test for English language proficiency (ELP) that must be given to students whose primary language is a language other than English. State and federal law require that local educational agencies administer a state test of ELP to eligible students in kindergarten (or year one of a two-year kindergarten program, sometimes referred to as "transitional kindergarten") through grade twelve. The ELPAC is aligned with the 2012 California English Language Development Standards, and is comprised of two separate ELP assessments:

- an initial identification of students as English learners

- an annual summative assessment to measure a student's progress in learning English and to identify the student's ELP level.

To find more information about the ELPAC, please contact Mr. Yi in the College Office at (818) 595-7553. Additional information is posted on the internet at <http://www.elpac.org>.

### California Assessment of Student Performance and Progress (CAASPP) System

The 2018-19 California Assessment of Student Performance and Progress (CAASPP) administration will include the Smarter Balanced Summative Assessments; the California Alternate Assessments (CAAs), including the CAA for Science pilot; and the California Science Tests (CASTs) pilot. The optional primary language test, the Standards-based Tests in Spanish (STS) for Reading/Language Arts (RLA), will be offered in the form of paper-pencil assessments.

The school shall annually administer required state testing to the applicable grades (e.g., the CAASPP). Notwithstanding any other provision of law, a parent's or guardian's written request to school officials to excuse his or her child from any or all parts of the state assessments shall be granted.

### Physical Fitness Test

State law requires school districts to administer the Physical Fitness Test (PFT) annually to all students in grade nine. The state-designated PFT is the FITNESSGRAM®. The FITNESSGRAM® is a set of tests designed to evaluate health related fitness and to assist students in establishing lifetime habits of regular physical activity. Passing the test requires that students score in the "Healthy Fitness" zone in five out of the six fitness areas. However, please note that passing the PFT is not a requirement for graduation.

The complete FITNESSGRAM® test battery measures student performance in the following areas:

- 1) Aerobic Capacity
- 2) Body Composition
- 3) Abdominal Strength and Endurance
- 4) Trunk Extensor Strength and Flexibility
- 5) Upper Body Strength and Endurance
- 6) Flexibility

Teachers and administrators are responsible for preparing students to do their best on the test by providing instruction and appropriate practice in the skills and abilities that are tested. It is recommended that schools should provide students appropriate practice as part of the regular physical education (P.E.) program throughout the year. Students are tested between February to May.

To find more information about the FITNESSGRAM®, please contact your child's P.E. teacher. Additional information is posted on the internet at <http://www.cde.ca/gov/ta/tg/pf/>.

### California State University Early Assessment Program (CSU-EAP)

The EAP test is embedded in the California Assessment of Student Performance and Progress (CAASPP) 11th-grade English Language Arts/Literacy and mathematics. These tests are part of California's public school testing and accountability system and are required of all grade 11 students. CAASPP exams cover both California high school standards as well as the CSU placement standards. Specified levels of these scores indicate meeting CSU standards.

Additional information can be found at: <http://www.cde.ca.gov/ci/gs/hs/eapindex.asp> and <https://www.calstate.edu/eap/>.

### **SCHOOL ACCOUNTABILITY REPORT CARD**

Education Code Section 35256 requires the District to annually issue a School Accountability Report Card (SARC) for each school. The SARC is published by February 1 each school year. A copy is available upon request at the school site and also on the school's website ([www.ecrchs.net](http://www.ecrchs.net), under About Us).

### **PROCEDURES FOR CLASS PROGRAMMING**

Students meet with their counselor twice each year to choose their courses and discuss their progress towards meeting graduation requirements. During Welcome Week, students will have the opportunity to meet with their counselor to make program adjustments. During this time, students with an incomplete schedule, incorrect classes, and repeated classes may meet with the counselor to make changes. Counselors will not make teacher changes.

### **GRADE CHANGE REQUEST PROCESS**

Under Education Code Section 49066, parents have a right to request a change of a student's grade on the following grounds:

- Mistake;
- Fraud;
- Bad faith; and/or
- Incompetency in assigning the grade.

When grades are earned for any course of instruction taught in the public schools, the grade earned by each student shall be the grade determined by the teacher of the course. In the absence of any of the grounds listed above, the grade shall be final.

Any request for a grade change must start with the classroom teacher within 30 days of the date the grade report was mailed. The next step, if not resolved with the teacher, is a written request to the appropriate Assistant Principal. If not resolved, the decision may be appealed to the Executive Director. At each step, the parent has the right to present information in support of the request.

### **ALTERNATIVES TO USING PRESERVED AND LIVE ORGANISMS IN SCIENCE CLASSES**

School policy and Education Code Section 32255.1 provides that students with a moral objection to participation in science laboratory instruction in which animals are used must be informed of the opportunity to be excused or provided with alternative activities. Students objecting to participation in a science laboratory in which animals will be used must have a note from their parents or guardians requesting an alternative assignment. This assignment must require a comparable time and effort investment by the student.

### **INTERNATIONAL STUDENT ADMISSIONS**

The Primary Designated School Official (PDSO) currently works with international students in grades 9-12 who wish to study at ECRCHS with an F-1 Student Visa issued by the State Department. This office is authorized to issue the I-20 documents required to obtain a student visa. For additional information regarding the process and admission eligibility of foreign students please send an email to [exchange@ecrchs.net](mailto:exchange@ecrchs.net).

## **ATHLETICS**

### **GENERAL INFORMATION AND ELIGIBILITY**

ECRCHS is a member of the Los Angeles City Section of the CIF. The school fields teams in Baseball, Boys and Girls Basketball, Boys and Girls Cross Country, Football, Boys and Girls Golf, Boys and Girls Soccer, Softball, Boys and Girls Swimming and Diving, Boys and Girls Tennis, Boys and Girls Track and Field, Boys and Girls Volleyball, Boys and Girls Water Polo, Boys and Girls Lacrosse, and Wrestling. Contact information for coaches is available on the school website under the "Athletics" tab.

In order to compete on an interscholastic athletics team, the following requirements must be met:

#### **Academic**

- Minimum of a 2.0 GPA on the 10 and 20 week grading periods (CIF Rule). (ECR has added a "Only 1 U in Citizenship/Cooperation Rule" for 5, 10, 15, and 20 week grading periods)
- Student Athletes must be enrolled in a minimum of 20 credits.
- Student Athletes must attend a minimum of 2 classes (not including the sports period) on the day of athletic contests.

#### **Annual Medical/Health Physical**

- All student athletes must have an *annual* physical completed by a medical physician (not nurse, chiropractor, etc.).
- All physical forms must be completed on ECR approved forms. The coaches will have copies of them available. A copy is also available on the school website under the "Athletics" tab.
- The physical form must be completely filled out, and must be signed by the student, parent/guardian, and the medical physician.
- The physician's office signature must be stamped on the form next to the doctor's signature.
- All questions must be answered and doctor's must stamp and sign the forms.
- Copies, faxes, or any duplicates will not be accepted.
- All students participating in tryouts must have a physical completed prior to actual tryouts per CIF rules and regulations.

#### **Proof of Medical Insurance**

- All student athletes must have valid medical insurance to participate.
- The student's name must be on the copy of the card, or a letter of eligibility from your insurance carrier if they do not provide cards for dependents.
- School insurance may also be purchased.

#### **Athletic Paperwork**

- Parent and Student Consent to Participate in Interscholastic Sports.



- Athletic Insurance Certificate (Proof of Medical Insurance must be attached).
- Acknowledgement of Risk and Informed Consent.
- Acknowledgement of Concussion & Head Injuries Information Sheet.
- Acknowledgement of Sudden Cardiac Arrest Information Sheet.
- Student Code of Conduct.
- Acknowledgement of Rules and Consequences for ECR Athletics.
- Steroid Prohibition.
- Victory with Honor: Parent Code of Conduct.

## **CAMPUS LIFE**

### **ID CARDS**

At the beginning of each school year, every student is provided with a photo identification card. Students are expected to carry this card at all times when on campus or when attending any school related activity on or off campus. Students must produce the card upon request of authorized school personnel. If the ID card is lost, a duplicate may be obtained in the Admissions Office at a cost of \$4.00. ID cards, along with appropriate passes, must be shown when leaving school at lunch or any other time before regular dismissal.

### **LOCKERS**

Each student entering ECRCHS will be assigned a hall locker. These lockers will be kept throughout a student's stay at ECRCHS. Students should not give their locker combination to other students or share lockers. A student can use his/her locker to store books, notebooks, and personal articles, but the school assumes no responsibility for any loss. Students should not leave money or valuables in the locker. Students experiencing locker issues should go to the Assistant Principals' Office for assistance. The school maintains the right to open lockers at any time and random locker searches may be conducted throughout the year.

### **ACTIVITY CARDS**

The Activity Card provides savings for the student and support for school activities. Activity card holders receive free admission to home football and basketball games (not including playoffs). Students also receive free admission to away football and basketball games when the school is playing a West Valley League opponent. In addition, the card provides a discount on the yearbook and several school activities.

### **LUNCH PASSES**

Juniors and seniors with good attendance (no more than 10 unexcused absences; note that two tardies equal one unexcused absence) may be eligible for a lunch pass. Lunch passes allow students to leave campus during lunch. Parent/guardian permission is required and the passes may be taken away at any time. Applications and more information are available in the Deans/Admissions Office.

### **FOOD POLICY**

#### Students with Lunch Passes:

Students with lunch passes must stay off campus until 3 minutes before the bell rings. Students may not bring any food back on campus. Students may bring a single drink/beverage for his/her own consumption. Due to allergies and other health concerns, bringing food or drink back for other students is strictly prohibited.

### Outside Food Deliveries Prohibited:

Outside food delivery of any kind is prohibited during school hours.

### Parent/Guardian Lunch Drop-Off:

Parents/guardians may bring a single meal only for their child(ren) to drop off with Security or at the Main Office. Students may take the lunch brought by a parent/guardian to the quad (or other designated area) to eat. Students are only allowed to pick up food during nutrition or lunch, not during a passing period. ECRCHS has the right, in its sole discretion, to inspect any bags or containers brought, as necessary.

### Clubs/Student Organizations:

**During Lunch:** clubs and organizations **may not sell food at all** during school hours. Clubs and organizations may be allowed to bring food during lunchtime for meetings with the approval of both the sponsor and administration (either Ms. Clark or Mr. Bennett). If approved, the club/organization will only be allowed to bring food once per month, during the third week of each month. All food brought in must meet the school's Health and Wellness Policy regulations (i.e., healthy foods only and no home-cooked foods), which is posted on the ECRCHS Web site. Items served must be discussed with sponsors & administrators.

**After School:** clubs and organizations may sell food on campus 30 minutes after school ends with both the both the sponsor's and administration's (either Ms. Clark or Mr. Bennett) approval. If approved, all food sold must meet the school's Health and Wellness Policy regulations (i.e., healthy foods only and no home-cooked foods). Items served should be discussed with sponsors & administrators.

## **FIELD TRIP POLICY**

Students may have the opportunity to participate in field trips, which are educational off-campus activities led by a teacher or other school staff. All students who are scheduled to attend an approved field trip will receive a "Parent's or Guardian's Permission for a Field Trip and Authorization for Medical Care" form. The completed and signed form must be submitted prior to the student attending the trip. The teacher will notify the student of the paperwork deadline. In general, transportation for field trips is provided by school bus and all students must take the bus to and from the trip destination. In the event that transportation is not by bus, parents/guardians will receive additional paperwork to acknowledge and allow a different method of transportation.

## **STUDENT CLUBS**

Joining a club is a great way to feel connected to the school, meet new friends, and gives students the opportunity to explore and share special interests with other students. There are currently over 100 clubs on campus covering a wide variety of

topics. Go to the Student Section of the school website to see a current club list. Most clubs meet once per week during lunch in the sponsor's classroom.

## **STUDENT GOVERNMENT**

ECRCHS has several organizations that give students a variety of leadership opportunities.

### Student Council

Student Council is the main student government organization on campus. Chaired by the Student Body President, the group oversees all business concerning students, plans and produces all Student Body activities, and promotes school spirit. Membership is by election or appointment only.

### Class Steering Committees

The Senior, Junior, Sophomore, and Freshman Steering Committees are chaired by the elected class presidents and are designed to represent and implement the ideas of class members. Steering committees meet weekly and all students are invited to attend and participate.

### Student Senate

The Student Senate is composed of elected representatives from each homeroom and meets monthly. Its main purpose is to provide input and two-way communication between Student Council and the Student Body.

## **EXTRACURRICULAR ACTIVITIES**

ECRCHS offers a wide variety of extracurricular activities. Options include yearbook, drama, choir, instrumental music, journalism, film making, color guard, and ROTC. Several of our clubs perform activities outside of school such as Relay for Life, Science Bowl, and Robotics.

## **PHYSICAL EDUCATION / P.E. CLOTHES**

To fulfill the requirements for high school graduation, students must take two years (four semesters) of Physical Education (P.E.). In addition, they must pass 5 out of the 6 components of the California State Physical Fitness Test (as discussed above). P.E. is typically taken in the 9th and 10th grades. If a student is unable to pass 5 out of the 6 components of the Physical Fitness Test, the student will be required to take a P.E. class each semester until they pass.

For safety reasons, students are required to change into appropriate clothing for their Physical Education class. Appropriate clothing includes the following:

- Shoes: Closed toe sneakers with laces or Velcro.
- Shirts: ECR logo P.E. shirts or plain white t-shirts with no logos or design.
- Shorts: ECR-logo shorts or royal blue sports shorts.
  
- Cold weather gear: In the event of cold weather, the student may wear any ECR logo sweatshirt or plain grey (no logos) sweatshirt OVER their P.E. shirt. In addition, they may also wear plain grey sweat bottoms OVER their shorts, or black leggings UNDER their shorts. The “sweats” may not be worn in lieu of the P.E. shirt and short uniform.

Students may purchase ECR logo P.E. clothes from the Student Store or online at <http://store.ecrchs.net/>. P.E. clothing purchased are the property of the student to keep.

Upon request, ECRCHS will provide students a set of “used” ECR logo P.E. shirt and shorts to wear during P.E. class. Students will be required to return the provided clothing at the end of the school year; failure to do so may result in a fine. If you would like a set of used ECR logo P.E. shirt and shorts, please have the student ask his/her P.E. teacher or contact the Department Chair Lori Chandler at [l.chandler@ecrchs.net](mailto:l.chandler@ecrchs.net).

## **STUDENT STORE**

The Student Store is located near the covered eating area and is open Monday through Friday from 7:30am to 4:00pm. The Student Store provides a variety of items including:

- P.E. clothes (shorts, shirts, sweatshirts)
- Spirit Wear (shirts, hats, sweatshirts)
- Student Activity Cards
- Sales of tickets for athletic and school events
- Yearbook sales
- AP test sign ups

Purchases must be made with cash, cashiers’ check, or credit card. Personal checks will not be accepted.

## **CAFETERIA**

Food is available in the student cafeteria during nutrition and lunch through our food vendor, Chartwells. Parents can use Meal Time Online to make deposits into their student’s cafeteria account or view the student’s purchase history. The school also participates in the National School Lunch Program. Qualified families will receive free or reduced-price meals, as well as reduced testing rates for AP exams and are able to receive two fee waivers for the SAT, ACT, and SAT Subject tests. To check your family’s eligibility, fill out the application online at [www.mymealtime.com](http://www.mymealtime.com). For assistance with the application process, please view the support materials on the school’s website: <http://ecrchs.net/cafeteria/>. Please note that this application is different than the LAUSD application, and in order to receive free or reduced-price meals at ECRCHS, you must

fill out our application. Students may not sell food (i.e., candy bar fundraisers) or drinks on campus. Students violating this rule may be referred to the Deans Office and face consequences for violation of this rule, including, but not limited to, having their food items confiscated.

## **PARKING**

Students may park in the student lot or on the streets around the school where parking is legal. Students may not park in the faculty lot. Students are not to loiter, litter, smoke, play radios, etc., in the parking lot or surrounding streets. Students are expected to follow safe driving practices at all times. ECRCHS assumes no liability for any damage done to or loss of vehicles parked on or near its campus; students and parents/guardians park at their own risk. Illegally parked cars may be towed at owner's expense. ECRCHS reserves the right to revoke parking privileges at any time, at its sole discretion.

## **BICYCLES AND SKATEBOARDS**

Students are welcome to ride bicycles and skateboards to school, but may not ride them on campus. Bicycles and skateboards must be stored in an appropriate rack during the day. There is an enclosed bicycle rack located near the lower "S" building. There is also a skateboard rack located in the quad, just past the main lobby. Students must supply their own locks. Skateboards do not fit in the lockers and students may not carry their skateboards around during the school day. ECRCHS assumes no liability for the loss of or damage to bicycle and skateboards stored on ECRCHS campus. ECRCHS reserves the right to deny use of bicycles and skateboards on its campus.

## **STUDENT CONDUCT**

### **BULLYING AND HAZING POLICY**

ECRCHS is committed to providing a safe and civil learning and working environment. The school takes a strong position against bullying, hazing, or any behavior that infringes on the safety and well-being of students and/or employees, or interferes with learning or teaching. The school prohibits retaliatory behavior against anyone who files a complaint or who participates in the complaint investigation process. The policy applies to all other persons within the school's jurisdiction.

Bullying is defined as the deliberate antagonistic action or creation of a situation with the intent of inflicting emotional, physical, or psychological distress. The behavior may be a single or repeated act and may be electronic, direct, indirect, non-verbal, psychological, sexual, social, physical or verbal.

Cyber bullying is conducted via electronic communication technology (e.g., texts, e-mails, blogs, postings) and meets the impact of bullying (see above). A person who engages in cyber bullying at school or school-related activities and events is subject to disciplinary action even if the bullying occurred on a personal electronic device. Cyber bullying that occurs off-campus but compromises the safety or instructional environment of the school may fall under school jurisdiction.

Hazing is any method of initiation, pre-initiation, or rite of passage associated with actual or desired membership in a student organization or student body, whether or not it is officially recognized by the educational institution.

Administrators and staff are responsible for creating an environment where the school community understands that bullying is inappropriate and will not be tolerated. Students also take responsibility for helping to create a safe environment: do not engage in or contribute to bullying behaviors, actions, or words. Treat everyone with respect. Be sensitive as to how others might perceive your actions or words. Never engage in retaliatory behavior or ask for, encourage, or consent to anyone's taking retaliatory actions on your behalf. Report bullying behavior to a trusted adult. The school's Title IX / Bullying Complaint managers are: Assistant Principal Minita Clark, Assistant Principal Dean Bennett, and Chief Compliance Officer Daniel Chang.

### **SUSPENSION AND EXPULSION**

Education Code Section 48925 (d) defines suspension as "removal of a pupil from ongoing instruction for adjustment purposes." A student may be suspended for no more than five consecutive school days. Education Code Section 48925 (b) defines expulsion as "removal of a pupil from (1) the immediate supervision and control, or (2) the general supervision, of school personnel...."

ECRCHS's suspension and expulsion policies are set forth in Appendix E. The suspension and expulsion policies may also be found on ECRCHS' Charter Renewal Petition, which is available on the school website at <http://ecrchs.net/wp-content/uploads/2015/11/FINAL-ECRCHS-110215-826AM-3.pdf>.

## **APPEALS PROCESS FOR SUSPENSIONS AND EXPULSIONS**

Challenges or objections to suspensions and expulsions may first be addressed with the appropriate Assistant Principal. If the Assistant Principal upholds the suspension or expulsion, an appeal may be made to the Executive Director. Further information regarding the appeals process is set forth in Appendix E.

## **CELL PHONE POLICY**

Cell phones are permitted to be brought to school, however, they may only be used before school starts, at the end of the school day, or during nutrition and lunch. Students are not permitted to use their phones inside of classrooms or in the main building at any time. Headphones, earphones, ear buds, and other listening devices/accessories may also not be used inside of classrooms or in the main building at any time. Students violating this policy may have their cell phones confiscated by school staff. The first time a phone is confiscated, it will be returned to the student after school at the Deans' Office. The second time a phone is confiscated, the student must serve lunch detention. If a phone is confiscated a third time, a parent must pick up the phone. Phones brought to school will be at the owner's risk. The school will not be responsible for lost or stolen phones.

## **CHEATING/PLAGIARISM**

Any student found cheating/plagiarizing may be penalized by the loss of the test or assignment value. In addition, a student may receive a "U" in cooperation and/or work habits. A parent or guardian will be notified of the incident and penalty by the teacher. The contact will be documented. Further, cheating/plagiarizing may jeopardize college recommendation letters. Please note that Alternative Education and Independent Study may have different standards and guidelines; please refer to written guidelines for these programs.

## **DRESS CODE**

### **Dress Code Philosophy:**

The purpose of the ECRCHS dress code is to ensure that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase stereotypes, marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. All students are expected to dress in a professional and appropriate manner consistent with the



academic environment. All students shall be required to show proper attention to personal cleanliness. The following rules and guidelines are designed to help students thoroughly understand the expectations put upon them as they prepare for college, careers, and professional life after high school as well as to nurture school pride and a focus on academics.

**Our values are:**

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students should understand that they are responsible for managing their own personal image without regulating individual students' clothing/self-expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff should be trained and able to use student body-positive language to explain the code and to address code violations.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

**Our student dress code is designed to accomplish several goals:**

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as science/shop (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable, within the dress code.
- Allow students to wear clothing that expresses their self-identified gender, within the dress code.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference violence and weapons, alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.

- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

## **Dress Code**

*OPAQUE FABRIC: solid, not sheer or transparent, cannot be see-through.*

1. Students must wear a shirt with straps or sleeves with opaque fabric covering the student's front, back, sides under the arms and midriff/stomach.
  - 1.a) Strapless tops/dresses may not be worn at school, even if an undergarment is underneath the top. Tank tops are allowed.
  - 1.b) Hoodie sweatshirts are allowed but the student's full face must be visible at all times.
  - 1.c) All tops must be worn such that private parts, belly buttons, midriffs, and back areas are covered with opaque material.
  - 1.d) Tops may not reveal visible undergarment, though waistbands or straps on undergarments worn under clothes are allowed to be seen.
  - 1.e) Tops intended as an undergarment (such as bralette, sport bras and the like) must be covered by an opaque top.
  - 1.f) Swimwear, leotards or unitards may not be worn to school except as required for athletic practice or performance.
  - 1.g) Pajamas/sleepwear may not be worn except for a spirit day theme. Students may not wear a robe or a blanket while at school except for a spirit day theme.
2. Students must wear pants or the equivalent (i.e. jeans, shorts, skirts, dresses, sweatpants, yoga pants or leggings) of a reasonable length to ensure buttocks and private parts are fully covered.
  - 2.a) Ripped jeans must not allow undergarments or private parts, including any part of the butt, to be visible at any time.
  - 2.b) Pants, or the equivalent, may not reveal/expose undergarments or private parts.
3. Students must wear shoes.
  - 3.a) House shoes or slippers may not be worn to school, except as part of a spirit day theme.
4. Headwear may be worn at school. This includes religious coverings.
  - 4.a) Hats must face straight forward or straight backwards.
  - 4.b) Headwear may not cover a student's face or ears, except as permitted for religious purposes.
  - 4.c) Headwear must not interfere with the line of sight of the student or staff.

5. Body parts that are supposed to be covered by tops or bottoms must not be exposed by movements of the body (bending over, sitting, raising of arms, walking up/down stairs, etc.).
6. No clothing may be worn that includes images or language that creates a hostile or intimidating environment based on any protected class or groups, including hate speech, profanity and/or pornography.
7. No clothing may be worn that includes images or language that depicts violence, drugs, alcohol, weapons of any kind, any illegal item or activity and/or nude/exposed bodies.
8. Accessories that could be considered dangerous or could be used as a weapon may not be worn at school. This includes chains, intended for a wallet, longer than 6 inches.

Students wearing clothing that violates this Dress Code may be asked to put on suitable alternative clothing. If the student does not have suitable alternative clothing, the school may, at its discretion:

- Provide the student with suitable clothing to wear the rest of the school day; or
- Have the student obtain suitable clothing from home; or
- Have the student do school work in a designated area in the Dean's office until suitable clothing is provided or until the end of the student's school day.

## **STUDENT SEARCHES**

The 4th Amendment of the United States Constitution protects individuals from unlawful searches. However, the law allows school officials to conduct searches of students under certain limited circumstances.

### **A. Searches Based on Reasonable Suspicion**

If a student has engaged in conduct that causes an administrator to have *reasonable suspicion* that the student has committed, or is about to commit, a crime or has violated statutory laws or school rules, the administrator may conduct a search of that student.

The administrator must:

- Be able to articulate the reason for his or her suspicion and the facts and/or circumstances surrounding a specific incident.
- Be able to reasonably connect the student to a specific incident, crime or rule or statute violation.
- Have relied on recent, credible information from personal knowledge and/or other eyewitnesses.
- Ensure that a search based on reasonable suspicion is not excessively intrusive in light of the student's age and gender and the nature of the offense.

When conducting a student search based on reasonable suspicion, school officials must adhere to the following practices:

- Conduct the search only if there are clear and specific reasons for suspicion and there are facts that connect the student to a specific incident of misconduct.
- Jackets, purses, pockets, back packs, bags, and containers in the student's possession may be searched to the extent reasonably necessary.
- Under no conditions may a body or strip search be conducted.
- Only school officials of the same sex as the student being searched may conduct the search.
- Searches based on reasonable suspicion must be conducted in a private area where the search will not be visible to other students or staff (except for a school administrator or designee witness, also of the same sex).

#### B. Random Metal Detector Searches

California courts and the California Attorney General's Office have approved the use of random metal detector searches for weapons to maintain and protect the safety, security, and peace of students, School employees, and the School as a whole. :

The following procedures shall be followed when using metal detectors to conduct random searches of students:

1. Searches involving metal detectors shall be minimally intrusive and involve the use of neutral criteria for selection.
2. Before walk-through, students shall be asked to empty their pockets of metallic objects.
3. If an initial activation occurs, students shall be asked to remove other metallic objects they may be wearing (e.g., belt and jewelry) and to walk through a second time.
4. If a second activation occurs, a hand-held metal detector shall be used.
5. If the activation is not eliminated or explained, staff shall escort the student to a private area.
6. In the private area, an expanded search shall be conducted by a staff member of the same gender as the student, in the presence of another district employee.
7. The search shall be limited to the detection of weapons.

If, as a result of a metal detector search, reasonable suspicion arises that a particular student may have a weapon, school officials may conduct a search of that student, in a private area, in accordance with the guidelines for reasonable suspicion based individual searches.

## **STUDENTS' PERSONAL PROPERTY**

Personal items of value (cell phones, electronic games, laptops, tablets, etc.) should not be brought to school since loss, theft, or damage is possible. Also, such items can be distracting to the educational process and may be confiscated by school personnel. The school is not responsible for lost or stolen items (including those in lockers).

## **PROM ATTENDANCE POLICY**

ECRCHS has adopted an attendance policy to help improve attendance and student achievement. Students who exceed the maximum number of allowable absences will be denied the privilege of participation in the Senior Prom. More details can be found in Appendix B.

## **FREE EXPRESSION INCLUDING POLITICAL CONDUCT, RALLIES, ASSEMBLIES, DEMONSTRATIONS, ETC.**

Students have a right to freedom of speech and may participate in political or free speech activities while on school campus. Students may distribute literature reflective of their views and opinions. Students may assemble on campus during non-instructional time to discuss their views and opinions and may participate in peaceful demonstrations on campus during non-instructional periods. Students may exercise these rights as long as their speech, expression, or conduct is not obscene, lewd, libelous, slanderous, does not incite students to destroy property or inflict injury upon any person, or cause a substantial disruption to school.

California law permits school site administrators to establish reasonable parameters for those students who wish to exercise their free speech rights on campus or during the school day. School site administrators may impose restrictions on the times, place, and manner of those speeches or activities in order to maintain a safe and peaceful campus for all students and school employees. Students who fail to follow the directive of school site administrators or school policy concerning demonstrations, assemblies, sit-ins, etc., may be disciplined.

### Distribution of Circulars, Newspapers, and Other Printed Matter

Students shall be allowed to distribute circulars, leaflets, newspapers, and pictorial or other printed matter, and to circulate petitions, subject to the following specific limitations:

1. Leaflets, pictorial and other printed matter to be distributed shall be submitted to the ECRCHS Executive Director or designee at least one school day prior to distribution.
2. Distribution, free or for a fee, may take place at any time except during instructional time and providing there is no substantial disruption in the school programs (as determined by the Executive Director).

3. The manner of distribution shall be such that coercion is not used to induce students to accept the printed matter or to sign petitions.
4. The solicitation of signatures must not take place in instructional classes or school offices, nor be substantially disruptive to the school program (as determined by the school's Executive Director).
5. Pupil editors of official school publications shall be responsible for assigning and editing the news, editorial, and feature content of their publications subject to the limitations of this section. However, it shall be the responsibility of the adviser or advisers of pupil publications to supervise the production of the pupil staff, to maintain professional standards of English and journalism, and to maintain the provisions of this section.
6. There shall be no prior restraint of material prepared for official school publications except insofar as it violates this policy. ECRCHS officials shall have the burden of showing justification without undue delay prior to a limitation of pupil expression under this section.

#### Buttons, Badges, and Other Insignia of Symbolic Expression

Students shall be permitted to wear buttons, badges, armbands, and other insignia as a form of expression, subject to the prohibitions enumerated in this Policy.

#### Use of Bulletin Boards

Students will be provided with bulletin boards, upon request and subject to availability, for use in posting student materials on campus locations convenient to student use. Where feasible, the location and quantity of such bulletin boards shall be by mutual agreement of student government representatives and ECRCHS administration. Posted material must be in compliance with other sections of this Policy, particularly regarding the distribution of materials and prohibited speech.

#### Organized Demonstrations

Students have the right to lawful organized on-campus demonstrations, subject to the provisions of this Policy and applicable law. Demonstrations that incite pupils to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or demonstrations that substantially disrupt of the orderly operation of the school are prohibited.

No organized demonstrations by school groups may take place during school hours off the school campus unless sanctioned by school authorities and supervised by a designated school authority. No individual student may demonstrate in the name of the school or as an official school group at any time unless authorized by the school to participate in the activity.

Students who voluntarily leave the school campus or the classroom during a demonstration will be directed to return to the campus or classroom. A student's refusal to adhere to this directive will result in the recording of an unexcused absence and may result in disciplinary action against the student. If the student demonstration or walk-out causes a disruption to the general public, then local law enforcement may respond to the situation.

### Enforcement

1. The ECRCHS Executive Director or designee shall review material submitted in a reasonable amount of time and shall allow the approved material to be distributed according to the time and manner established by this Policy.
2. Any student may appeal the decision of the ECRCHS Executive Director or designee to the Board who shall render a decision within a reasonable period of time after receipt of the appeal. The appeal by the student must be made within five school days from the time the unsatisfactory decision was rendered.
3. The ECRCHS administrator shall work with student government representatives in the development of these procedures. Student responsibilities shall be emphasized.
4. Students who are considering actions in the areas covered by this Policy should be informed of the possible consequences of their action under each specific circumstance.
5. This Policy does not prohibit or prevent the ECRCHS Governing Board from adopting otherwise valid rules and regulations relating to oral communications by pupils upon the premises of the School.
6. No ECRCHS employee shall be dismissed, suspended, disciplined, reassigned, transferred, or otherwise retaliated against solely for acting to protect a pupil engaged in the conduct authorized under this Policy, or refusing to infringe upon conduct that is authorized under this Policy, the First Amendment to the United States Constitution, or Section 2 of Article I of the California Constitution.

While ECRCHS recognizes and respects a student's freedom of speech rights, school employees shall not promote, endorse, or encourage students to participate in any student demonstration, distribution of materials, assembly, sit-in, or walk-out.

### **ALCOHOL, TOBACCO, DRUGS**

ECRCHS does not tolerate the use, possession, or sale of drugs, alcohol, or tobacco (including e-cigarettes and all other nicotine-related products such as vape pens) by students on campus or at school-sponsored activities. Students violating this policy will face disciplinary action, up to and including suspension or expulsion. Further action may include notification of the police, police citation, and/or arrest.

## **HEALTH**

### **HEALTH INFORMATION**

A student returning to school following a serious or prolonged illness, injury, surgery, or other hospitalization (including psychiatric and drug or alcohol inpatient treatment), must have written permission by the licensed California health care provider to attend school, including any recommendations regarding physical activity.

A student returning to school with sutures (stitches, staples), ace bandage (elastic bandage) casts, splints, crutches, cane, walker, or a wheelchair, must have a licensed California health care provider's written permission to attend school that includes any recommendations and/or restrictions related to physical activity, mobility and safety.

A parent's written request for an excuse from a physical education class will be accepted for up to 3 days; thereafter, a written request is needed from the student's health care provider. If a student is enrolled in physical education and a medical situation occurs that prevents the student from participating in all activity for a specified period of time, the student will continue to be eligible for physical education credit, provided that the injury/illness is for five weeks or less (25 school days or less). The student will continue to attend class as scheduled. The student will not be penalized for missing activities, provided the student dresses and completes reasonable alternate assignments and attends make-up sessions, as arranged by the physical education teacher.

If a student is enrolled in physical education and a medical situation occurs that prevents active participation for more than five weeks (more than 25 school days), the student will not be eligible for physical education credit, provided that the injury/illness is for five weeks or more. The absences do not need to be consecutive days and the student must have a doctor's note. The student may be eligible for elective credit only and must retake the class during a following semester. The school staff may consider an alternate placement for the student, such as a student aide in the physical education class, while the student is inactive.

Students are allowed to wear protective gear (hats, sun visors and/or sunglasses) while outdoors at recess, gym, etc. Schools may regulate the type of sun protective clothing/headgear in accordance with Education Code Section 35183.5. Schools are not required to provide protective materials. Students are also allowed to use sunscreen (over the counter) as an allowable sun protection measure for their outdoor activities while at school.

### **Communicable Disease Prevention**

Temporary exclusion of a student from school generally occurs for communicable diseases, including, but not limited to, the following conditions: conjunctivitis ("pink eye"); skin infections (impetigo), strep throat, chickenpox, scabies, head lice, and



pertussis (“whooping cough”). Exclusion may occur immediately or at the end of the school day, depending on the disease, its communicability and district, county and state policy. Readmission to school is based on condition and appropriate treatment.

Any student excluded from school with flu-like symptoms and/or a fever of 100 degrees or greater must be free from symptoms and fever for at least 24 hours, without the use of fever-reducing medication before returning to school.

An effort will be made to notify parents/guardians about school exposure to chickenpox, head lice, or other communicable disease that pose a risk to students. The parent/guardian of a student for whom chickenpox presents a particular hazard should contact the school nurse. Students at risk include those with conditions affecting the immune system and those receiving certain drugs for the treatment of cancers or organ transplants. Information on the treatment and prevention of head lice is available from the school nurse or school health personnel.

New students will not be enrolled unless a written immunization record, provided by a health care provider or the health department, is presented at the time of enrollment and immunizations are up-to-date. Students who require additional vaccine doses at the time of enrollment or who lack a written record are no longer allowed a grace period. All students new to the school must show that they have received all currently required immunizations in order to be enrolled. The immunization status of all students will be reviewed periodically. Those students who do not meet the State guidelines must be excluded from school until the requirements are met. Students who have been exposed to a communicable disease for which they have not been immunized may be excluded from school at the discretion of the health department. A medical doctor may exempt your child from some or all immunizations (for example, due to a medical condition).

### Medication Administration/Assistance

Education Code Section 49423 provides that any student who is required to take, during the regular school day, medication (prescribed or over-the-counter) may be assisted by the school nurse or other designated school personnel if the school district receives

1. A written statement from an authorized health care provider licensed by the State of California to prescribe medications detailing the method, amount, and time schedules by which such medication is to be taken; and
2. A written statement from the parent or guardian of the student indicating the desire that the school district assist the student in the matters set forth in the health care provider’s statement.

Students may not carry or use medication on campus without written consent.

However, students may carry and self-administer certain medication (e.g., inhaled asthma medication or auto-injectable epinephrine medication) if the school district receives the appropriate documentation. This includes:

1. A written statement from the authorized health care provider detailing the name of medication, method, amount and time schedules by which the

- medication is to be taken, and confirming that the student is able to self-administer the medication; and
2. A written statement from the parent or guardian of the student consenting to the self-administration, providing release for the school nurse or other health care personnel to consult with the health care provider of the student regarding any questions that may arise with regard to the medication, and releasing the school district and school personnel from liability in the case of adverse reaction.

Certain Asthma Action Plans may be sufficient for students to carry and self-administer asthma medication at school. A student may be subject to disciplinary action if the medication is used in a manner other than as prescribed. The required forms are available from the school nurse. School health personnel do not prescribe or give advice regarding medication.

Additionally, the school nurse or designated trained school personnel who have volunteered may use epinephrine auto-injectors to provide emergency medical aid to persons suffering, or reasonably believed to be suffering from, an anaphylactic reaction. ECRCHS will ensure it has the appropriate type of epinephrine auto-injector on site (i.e., regular or junior) to meet the needs of its pupils. ECRCHS will ensure staff properly store, maintain, and restock the epinephrine auto-injectors as needed.

ECRCHS will ensure any school personnel who volunteer are appropriately trained regarding the storage and emergency use of epinephrine auto-injectors based on the standards developed by the Superintendent of Public Instruction. ECRCHS will distribute an annual notice to all staff describing the request for volunteers who will be trained to administer an epinephrine auto-injector to a person if that person is suffering, or reasonably believed to be suffering from, anaphylaxis. The annual notice shall also describe the training the volunteer will receive.

*Guidelines:*

- The primary responsibility for the administration of medication rests with the parent/guardian, student and medical professional.
- Medication shall be administered only during school hours if determined by a physician to be necessary.
- Designated staff shall keep records of medication administered at ECRCHS.
- All medication will be kept in a secure and appropriate storage location and administered per physician's instructions by appropriately designated staff.
- Designated staff shall return all surplus medication to the parent/guardian upon completion of the regimen or prior to extended holidays.
- Designated staff shall establish emergency procedures for specific medical conditions that require an immediate response (i.e. allergies, asthma, diabetes).

- The written statements specified in this policy shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.
- A pupil may be subject to disciplinary action if that pupil uses auto-injectable epinephrine or inhaled asthma medication in a manner other than as prescribed.
- Any pupil requiring insulin shots must establish a plan for administration of insulin shots with the Executive Director in consultation with the parent or guardian and the pupil's medical professional.

## **SEX EDUCATION COURSES**

ECRCHS is required to:

1. Provide students with the knowledge and skills necessary to protect their sexual and reproductive health from unintended pregnancies and sexually transmitted diseases.
2. Encourage all students to develop healthy attitudes about adolescent growth and development, body image, gender roles, sexual orientation, dating, marriage, and family.

ECRHCS encourages students to communicate with their parents or guardians about human sexuality and sexually transmitted infections/diseases and respects the rights of parents or guardians to supervise their children's education on these subjects. Furthermore, we have established procedures that make it easy for parents and guardians to review materials and evaluation tools related to comprehensive sexual health education and HIV/AIDS prevention education so that they can decide whether or not to have their child participate in all or part of the instruction or evaluation. In this regard, we honor the principle that parents and guardians have the ultimate responsibility for imparting values regarding human sexuality to their children.

A parent or guardian of a student has the right to have the child participate or not participate in all or part of comprehensive sexual health education, HIV/AIDS prevention education, and assessments related to that education under the following conditions:

1. At the beginning of each school year or for a student who enrolls later, teachers notify parents or guardians about instruction in sexual health education and HIV/AIDS prevention education and research on student health behaviors that will be used in instruction. The notice to parents or guardians includes all of the following information:
  - a. That the written and audiovisual education materials used in comprehensive sexual health education and HIV/AIDS prevention education are available for inspection.
  - b. That we may teach comprehensive sexual health education and HIV/AIDS prevention education using school personnel or outside consultants and if by outside consultants, the parent or guardian must be further informed that the school may provide such instruction in the classroom or in an assembly using guest speakers and in either instance must further inform

- the parent or guardian of (a) the date of the instruction; (b) the name of the organization or affiliation of each guest speaker or speakers; and (c) the right of the parent or guardian to request a copy. Furthermore, if the arrangements for such instruction by outside consultants or guest speakers are made after the beginning of the school year, the notice to parent or guardian must be made by mail or another commonly used method of notification, no fewer than 14 days before the instruction is delivered.
- c. That the parent or guardian has the right to request a copy of Chapter 5.6 California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act.
  - d. That the parent or guardian may request in writing that his/her child not receive comprehensive sexual health education or HIV/AIDS prevention education.
2. Schools must continue to meet the requirements of Section 51513 which states that no questionnaire, survey, or examination containing any question about the student's personal beliefs or practices in sex, family life, morality, or religion or any questions about the student's parents' or guardians' beliefs and practices in sex, family life, morality, and religion can be administered to any student in Grades K-12 unless the parent or guardian of the student is notified in writing that this test, questionnaire, survey, or examination is to be administered and the parent or guardian of the pupil gives written permission for the student to participate in the activity. ECRCHS may, according to this Act, administer in Grades 9-12 anonymous, voluntary, and confidential research and evaluation tools to measure students' health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the students' attitudes concerning or practices relating to sex if the parent or guardian is notified in writing that this test, questionnaire, or survey is to be administered and the parent or guardian is given the opportunity to review the material and to request in writing that his or her child not participate.

A student must not attend any class in comprehensive sexual education of HIV/AIDS prevention education or participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on student health behaviors and risks if the school has received a written request from the student's parent or guardian excusing the student from participation.

A student must not be subject to disciplinary action, academic penalty, or other penalty if the student's parent or guardian declines to permit the student to receive comprehensive sexual health education or HIV/AIDS-prevention education or to participate in anonymous, voluntary, and confidential tests, questionnaires, or surveys on student health behaviors and risks.

While comprehensive sexual health education, HIV/AIDS prevention education, or an anonymous, voluntary, and confidential test, questionnaire, or survey on student health

behaviors and risks is being administered, an alternative educational activity must be made available to students whose parent or guardian has requested that they not receive the instruction or participate in the test, questionnaire, or survey.

### Authorized Comprehensive Sexual Health Education

1. School districts may provide comprehensive sexual health education - which means education regarding human development and sexuality, including education on pregnancy, family planning, and sexually transmitted diseases - in Grades K through 12.
2. School districts may use trained district personnel or outside consultants who know the most recent medically accurate research on human sexuality, pregnancy, and sexually transmitted diseases. The instruction must meet the following requirements:
  - a. The instruction and the materials used to teach must be suitable for the intellectual, emotional, and behavioral ability of students of the age being taught.
  - b. All information taught must be medically accurate and objective, meaning it must be verified or supported by research conducted in the scientific method, reviewed by scientific peers, and recognized as accurate and objective by federal agencies and professional organizations with expert knowledge in health matters.
  - c. Instruction must be available on an equal basis to a student who is an English learner (described in subdivision (a), Section 306) consistent with the existing curriculum and alternative options for an English learner.
  - d. Instruction and materials must be appropriate for use with students of all races, genders, sexual orientations, ethnic and cultural background, and students with disabilities.
  - e. Instruction and materials must be appropriate for students with disabilities through modified curriculum, materials, instructional format, auxiliary aids, and other means.
  - f. Instruction and materials must encourage students to talk with their parents or guardians about human sexuality.
  - g. Instruction and materials must teach respect for marriage and committed relationships.
  - h. Starting in Grade 7, instruction and materials must teach that not having sexual intercourse is the only certain way to prevent sexually transmitted diseases and that not having sexual intercourse has other personal and social benefits, as well. Also instruction and materials must provide medically accurate information on other methods of preventing pregnancy and sexually transmitted diseases.
  - i. Starting in Grade 7, instruction and materials must provide information about sexually transmitted diseases, including how they are and are not transmitted, the effectiveness and safety of all federal Food and Drug Administration (FDA) approved methods of reducing the risk of contracting

sexually transmitted diseases, and information on local sources for testing and medical care for sexually transmitted diseases.

- j. Starting in Grade 7, instruction and materials must provide information about the effectiveness and safety of all FDA approved contraceptive methods in preventing pregnancy, including emergency contraception, and other approved means.
- k. Starting in Grade 7, instruction and materials must provide students with skills for making and carrying out responsible decisions about sexuality.
- l. Starting in Grade 7, instruction and materials must provide students with information on the fact that a parent or other person who surrenders physical custody of a baby three-days old or younger at a lawfully identified hospital or "safe-surrender site" will not be prosecuted, as detailed in Section 1255.7 of the Health and Safety Code and Section 271.5 of the Penal Code.

### **ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) EDUCATION**

ECRCHS is required to instruct students in grades 9 to12 in AIDS prevention at least once in high school, unless the parent or guardian requests that the pupil not attend such instruction. AIDS education may be covered in health, home economics, science, and social science courses. The teacher of each course must notify parents or guardians that students will receive such instruction in his or her class.

HIV/AIDS prevention education must accurately reflect the latest information and recommendations from the Surgeon General, the federal Centers for Disease Control and Prevention, and the National Academy of Sciences; and must include the following:

- Information on the nature of HIV/AIDS and its effect on the human body.
- Information on the manner in which HIV is and is not transmitted and on activities that present the highest risk of HIV infection.
- Discussion of methods to reduce the risk of HIV infection and instruction that emphasizes that sexual abstinence, monogamy, avoidance of multiple sexual partners, and avoidance of intravenous drug use are the most effective means of HIV/AIDS prevention and that includes statistics on the latest medical information on the success and failure rates of condoms and other contraceptives in preventing sexually transmitted HIV infection and on methods that may reduce the risk of HIV transmission from intravenous drug use.
- Discussion of the public health issues associated with HIV/AIDS.
- Information on local resources for HIV testing and medical care.
- Instruction on the development of refusal skills to help students overcome peer pressure and use effective decision-making skills to avoid high-risk activities.
- Discussion about societal views on HIV/AIDS and instruction that emphasizes understanding of stereotypes, myths about people with HIV/AIDS, and compassion for people living with HIV/AIDS.

## **PARENT/GUARDIAN ANNUAL NOTIFICATION REGARDING CONDOM AVAILABILITY PROGRAM**

HIV/AIDS and sexually transmitted diseases are an ongoing concern in our community. Public health statistics and reports indicate that increasing numbers of young people in their early teens are becoming involved in behavior that puts them at risk for infection. While ECRCHS does offer education which emphasizes abstinence as the only one hundred percent effective method of preventing infection, the proper use of a condom does provide some protection against sexual transmission of the HIV/AIDS virus. ECRCHS has elected to follow LAUSD policy to make condoms available for students unless their parents contact the school nurse in writing denying permission. In making condoms available, ECRCHS assumes no liability. Parent/guardians who do not wish their son/daughter/student to be able to obtain condoms through the school's Condom Availability Program, can make their preference known on the HIV/AIDS Prevention Parent/Guardian Consent Form which is distributed at the time of enrollment, or at any time by submitting a written letter to the school nurse.

## **SAFETY**

### **EMERGENCY PREPAREDNESS**

The school conducts the following drills throughout the school year.

- Fire Drill: Conducted once per semester. Students are evacuated to the stadium.
- Drop, Cover and Hold Drill: Conducted once per month in classrooms.
- Earthquake Drill: Conducted once per year as part of the Great California Shake-Out. Students are evacuated to the stadium.
- Shelter in Place/Lockdown Drill: Conducted once per year in the spring semester.

In addition to conducting regular drills, the school stocks emergency supplies to sustain students and staff. These supplies include water, food, first aid supplies, search and rescue supplies, and sanitation items.

### **EMERGENCY PROCEDURES**

All classrooms have an Emergency Packet mounted near the door. The packet contains the classroom evacuation route, emergency assembly area diagram, class rosters, and attendance forms. If the situation requires it (e.g., earthquake, fire), students and staff will evacuate to the stadium with their class. If the emergency occurs when students are not in class (nutrition, lunch), students will go to the stadium and meet up with their second period teacher.

Once classes have made it to the stadium, teachers take and submit attendance and await further instructions. Students are to remain with their teacher.

#### **Request Gate**

If it becomes necessary for a parent/guardian to pick up their child, they should proceed to the request gate located on Valley Circle Blvd near the PE blacktop. The school will only release students to people who are listed on the current emergency card.

#### **Reunion Gate**

After finishing the Request Gate process, parents/guardians proceed down Valley Circle Blvd. and turn right on Burbank Blvd. The Reunion Gate is located by the tennis courts. Your child will be reunited with you at this gate.

#### **Shelter in Place**

Certain situations (campus lockdown, neighborhood chemical spill) require students and staff to remain in the classroom until conditions are safe. Each classroom is equipped



with a “lockdown kit.”

### **Communication During Emergencies**

Information will be sent out through the school’s automated phone system and through the website.

### **GUN FREE AND WEAPONS FREE SAFE SCHOOLS**

The Federal Gun Free Safe Schools Act and California law prohibit the possession of firearms on school campuses. Pursuant to these laws, any student found in possession of a firearm will be subject to arrest and will be recommended for expulsion immediately. Moreover, any student found in possession of any weapon, including, but not limited to, knives, pepper spray or other personal protection devices, may also be subject to arrest and may be recommended for expulsion immediately. The term of expulsion shall be one year. Upon a finding that the student was in possession of a firearm, the governing board shall expel the student. “Possession” includes, but is not limited to, storage in lockers, purses, backpacks, automobiles.

### **SAFE SCHOOL PLAN**

California public schools are required to comply with Education Code Section 212, dealing with the preparation of "Safe School Plans." This three volume plan addresses emergency preparedness, procedures, and prevention. A copy of the Safe School Plan is available in the Deans Office.

### **INTEGRATED PEST MANAGEMENT PROGRAM**

ECRCHS contracts with LAUSD for all of its pest management needs. The following information is from the LAUSD Parent-Student Handbook.

“In March 1999, the Board of Education approved a revised Integrated Pest Management (IPM) Policy with a goal of eventually phasing out the use of pesticides and herbicides, as technology permits. It is the goal of the District to provide for the safest and lowest-risk approach to manage pest problems, while protecting people, the environment, and property. The IPM Policy detailed below focuses on long-term prevention and will give non-chemical methods first consideration when selecting appropriate pest management techniques. Emphasis under the program is placed on the use of mechanical (e.g., glue traps) and exclusionary (e.g., installation of door sweeps and screens, caulking holes and crevices) pest management techniques prior to using pesticides or herbicides, where possible.

A 15-member Pest Management Team, which includes a public health official, a medical practitioner, two parents, and other members of the public, as well as District staff, is charged with implementation of the policy, including the approval of low-risk pesticides and herbicides.

Pesticide/herbicide products used must be first approved by the IPM team following a careful review of contents, precautions, and low-risk methods of use. Pesticides and herbicides may only be applied by the District's licensed Pest Management Technicians. No pesticide/ herbicide use by school-based staff, contractors, students, or parents is permitted.

The District will notify parents, employees, and students of all pesticide applications using the following guidelines:

1. By herein providing a summary of the IPM program and goals, the IPM Policy, Request for Notification Form, and the current IPM Team-approved list of products included in this Handbook (Appendix D).
2. The following information is also available in the Main Office of the school:
  - The IPM Team-approved products list.
  - A log of IPM activity at the school.
  - Request for Notification Form for parents or guardians to sign if they desire 72-hour notification of pesticide use (except for emergencies as determined by the IPM Coordinator and an independent IPM expert).

The notification will include specific information, including product names and active ingredients, target pest, date of pesticide use, signal word indicating the toxicity category of the pesticide, a contact name and number for more information, and the availability of further information at the school's main office. Parents or guardians should notify the school's Executive Director on the Request for Notification Form if they believe their child's health and/or behavior could be influenced by exposure to pesticide products, and they desire to be notified of all pesticide applications.

Signs shall be conspicuously posted around any area at least 72 hours before and for five (5) half-lives of the product after the use or application of pesticides not on the IPM Team-approved list in a non-emergency situation. In the event of an emergency as determined above, posting will go up at the time of the application. For more information regarding the IPM Program and policy, parents or guardians may contact the District's Maintenance & Operations Branch Office at (213) 241-0352. Information is also available under the "Links" section online at [www.laschools.org](http://www.laschools.org). Any parent or guardian interested in serving on the IPM Team when a parent representative position is vacated may also contact this telephone number to register their interest.

***POLICY STATEMENT:*** It is the policy of the Los Angeles Unified School District (District) to practice Integrated Pest Management (IPM). All aspects of this program will be in accordance with federal and state laws and regulations, and county ordinances. All District policies must conform to this IPM policy.

Pesticides pose risks to human health and the environment, with special risks to children. It is recognized that pesticides cause adverse health effects in humans such as cancer, neurological disruption, birth defects, genetic alteration, reproductive harm,

immune system dysfunction, endocrine disruption and acute poisoning. Pests will be controlled to protect the health and safety of students and staff, maintain a productive learning environment and maintain the integrity of school buildings and grounds. Pesticides will not be used to control pests for aesthetic reasons alone. The safety and health of students, staff and the environment will be paramount. Further, it is the goal of the District to provide for the safest and lowest risk approach to control pest problems while protecting people, the environment and property. The District's IPM Policy incorporates focusing on long-term prevention while giving non-chemical methods first consideration when selecting appropriate pest control techniques. The District will strive to ultimately eliminate the use of all chemical controls.

The "Precautionary Principle" is the long-term objective of the District. The principle recognizes that no pesticide product is free from risk or threat to human health, and industrial producers should be required to prove that their pesticide products demonstrate an absence of the risks enumerated above rather than requiring that the government or the public prove that human health is being harmed. The policy realizes that full implementation of the Precautionary Principle is not possible at this time and may not be for decades. But the District commits itself to full implementation as soon as verifiable scientific data enabling this becomes available."

## **ASBESTOS MANAGEMENT PLAN**

ECRCHS utilizes LAUSD staff to comply with the Asbestos Management Plan. The Asbestos Management Plan "AHERA Report" identifies where asbestos containing building materials are located at the school and the conditions of those areas. Schools are required to notify staff, parents and legal guardians prior to start of asbestos abatement work. The AHERA report is updated every six months, and is available for review upon request.

## **CANINE SEARCH PROGRAM**

Periodically, specially trained dogs visit the campus to detect the presence of drugs in lockers and classrooms.

School officials, including campus security or school police/resource officers, may use trained detection dogs in inspections for illegal, unauthorized or contraband materials in school facilities and around school grounds. All dogs must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions and who can verify the reliability and accuracy in sniffing out contraband. Trained detection dogs may sniff lockers, student use areas, and other inanimate objects throughout school property. Such inspections are not considered searches and do not require reasonable suspicion.

An indication by the dog that illegal, unauthorized or contraband materials are present on school property shall constitute reasonable suspicion, authorizing school officials to

search the area or other inanimate object and closed containers and objects within, without securing the consent of the student.

### **SURVEILLANCE CAMERAS**

For student and staff protection, certain areas of the school campus are subject to surveillance by security cameras.

## **PARENTS**

### **PARENTAL RIGHTS**

Education Code Section 51101 provides that parents/guardians of pupils enrolled in public schools have the right and should have the opportunity to work together in a mutually supportive and respectful partnership with schools to help their children succeed, to be informed in advance about school rules, and to be informed of the procedures for visiting the schools and observing the classroom.

### **PARENTS' RIGHT TO KNOW**

*Every Students Succeed Act* (ESSA) was signed into law on December 10, 2015, and is the successor to the *No Child Left Behind Act (NCLB)*. ESSA includes provisions that will help to ensure success for students and schools. Among other things, ESSA:

- Advances equity by upholding critical protections for America's disadvantaged and high-need students.
- Requires—for the first time—that all students in America be taught to high academic standards that will prepare them to succeed in college and careers.
- Ensures that vital information is provided to educators, families, students, and communities through annual statewide assessments that measure students' progress toward those high standards.
- Helps to support and grow local innovations—including evidence-based and place-based interventions developed by local leaders and educators—consistent with our Investing in Innovation and Promise Neighborhoods
- Sustains and expands this administration's historic investments in increasing access to high-quality preschool.
- Maintains an expectation that there will be accountability and action to effect positive change in our lowest-performing schools, where groups of students are not making progress, and where graduation rates are low over extended periods of time.

## **PARENTAL INVOLVEMENT**

ECRCHS has many opportunities for parent involvement. Parents are welcome to join our two main parent groups, The Friends of ECR and PTSA. PTSA meets monthly and is involved in helping schools from the local to the state level. Their activities include hosting test taking workshops, helping underprivileged students, and sponsoring several scholarships at Senior Awards Night. Friends of ECR also meets monthly and is the main fundraising entity for the school. In the past, the money raised has helped pay for additional nursing hours, to supplement classroom materials, to fund tutoring programs, and many other items. Parents can also participate in our school committees including the School Site Council, English Learner Advisory Committee, and School Safety Committee. Our parents also individually donate their time and money to support the myriad activities offered at the school such as band, drama, robotics, athletics, journalism, and academic decathlon. Please refer to Appendix C to see our formal Parental Involvement Policy.

## **NONDISCRIMINATION STATEMENT**

ECRCHS is committed to providing a work and educational atmosphere that is free of unlawful harassment under Title IX of the Education Amendments of 1972 (sex); Titles IV, VI, and VII of the Civil Rights Act of 1964 (race, color, or national origin); the Age Discrimination in Employment Act of 1967; The Age Discrimination Act of 1975; the IDEIA; and Section 504 and Title II of the ADA (mental or physical disability). The school prohibits discrimination, harassment, intimidation and bullying based on actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, religious affiliation, sexual orientation, or any other characteristic that is contained in the definition of hate crimes in the California Penal Code.

For the purposes of this policy, discrimination is different treatment on the basis of a protected category (listed above) in the context of an educational program or activity without a legitimate nondiscriminatory reason and interferes with or limits the individual's ability to participate in or benefit from the services, activities, or privileges provided by the school.

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

ECRCHS adheres to all provisions of federal law related to students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA").

ECRCHS also prohibits sexual harassment, including cyber sexual bullying, and harassment based upon pregnancy, childbirth or related medical conditions, race,

religion, religious affiliation, creed, color, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. ECRCHS does not condone or tolerate harassment of any type, including discrimination, intimidation, or bullying, including cyber sexual bullying, by any employee, independent contractor or other person with which ECRCHS does business, or any other individual, student, or volunteer. This applies to all employees, students, or volunteers and relationships, regardless of position or gender. ECRCHS will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted. Inquiries, complaints, or grievances regarding harassment as described in this section, above, should be directed to the ECRCHS Uniform Complaint Procedures (“UCP”) Compliance Officer:

Daniel H. Chang  
Chief Compliance Officer  
5440 Valley Circle Blvd.  
Woodland Hills, CA 91367  
(818) 595-7537

## **Child Find**

We are dedicated to the belief that all students can learn and must be guaranteed equal opportunity to become contributing members of the academic environment and society. The School provides special education instruction and related services in accordance with the Individuals with Disabilities in Education Improvement Act (“IDEIA”), Education Code requirements, and applicable policies and procedures of the Los Angeles Unified School District SELPA. These services are available for special education students enrolled at the School. We offer high quality educational programs and services for all our students in accordance with the assessed needs of each student. The School collaborates with parents, the student, teachers, and other agencies, as may be indicated, in order to appropriately serve the educational needs of each student.

## **Section 504**

The School recognizes its legal responsibility to ensure that no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise subjected to discrimination under any program of the School. Any student who has an objectively identified disability which substantially limits a major life activity, including, but not limited to learning, is eligible for accommodations by the School. The parent of any student suspected of needing or qualifying for accommodations under Section 504 may make a referral for an evaluation to the Executive Director. A copy of the School’s Section 504 policies and procedures is attached hereto as Appendix K.

## **SEXUAL HARASSMENT POLICY**

ECRCHS is committed to providing a working and learning environment free from sexual harassment. Sexual harassment, of or by employees or students, is a form of sex discrimination in that it constitutes differential treatment on the basis of actual or perceived sex, sexual orientation, gender, gender identity or gender expression. For that reason, it is a violation of state and federal laws.

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

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

Any student who believes that she or he has been a victim of sexual harassment should bring the problem to the attention of the school-site administrator or the school's Title IX/Bullying Complaint Managers (Ms. Clark, Mr. Bennett, and Mr. Chang) so that appropriate action may be taken to resolve the problem. The school prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Additionally, Parents and Students may refer to the ECRCHS Uniform Complaint Procedures.

## **TITLE IX AND STUDENTS**

Federal law, Title IX, State law, District policy, and school policy prohibit anyone from discriminating against any student on the basis of actual or perceived sex, sexual orientation, and gender (including gender identity, gender expression, marital status, pregnancy, childbirth or related medical condition). Male and female students have the right to equal learning opportunities in their schools and must be treated the same in all activities and programs, including:

- Athletics
- The classes they can take
- The way they are treated in the classroom
- The kind of counseling they are given
- The extracurricular activities in which they can participate



- The honors, special awards, scholarships and graduation activities in which they can participate

Students who feel that their rights are being violated have the right to take action and should not be afraid of trying to correct a situation by speaking to a school administrator, Title IX/Bullying Complaint Manager (Ms. Clark, Mr. Bennett, Mr. Chang), psychologist, counselor, or trusted adult at school, or filing a complaint (see Uniform Complaint Procedures). Students are encouraged whenever possible to try to resolve their complaints directly at the school site. Additionally, parents and students may refer to the ECRCHS Uniform Complaint Procedures.

## **CHILD ABUSE**

### Reporting Requirements

Any school employee who reasonably suspects child abuse has occurred, or is occurring is required by law to file a child abuse report. These reports are filed with the appropriate child protective services agency such as the local police, sheriff's department or the Department of Children and Family Services. School police departments, by law are not considered "child protective services agencies" and may not be the recipients of child abuse reports. Suspected child abuse reports are confidential as to the identity of the employee making such a report.

## **WILLIAMS/VALENZUELA UNIFORM COMPLAINT PROCESS**

Williams/Valenzuela Uniform Complaint Process, Education Code Section 35186, provides important information to parents, guardians, pupils, teachers and other stake holders regarding complaint rights for the following areas:

1. Every school must provide each pupil, including English language learners, with sufficient textbooks and/or instructional materials, to use in class and to take home or use after class.
2. School facilities must be clean, safe, and maintained in good repair.
3. School restrooms should be clean, stocked and open during school hours.
4. Each class should be assigned an appropriately credentialed teacher and not a series of substitutes or other temporary teachers. The teacher should have the proper credential and subject matter training to teach the class, including training to teach English learners, if present.
5. Pupils who have not passed the high school exit exam (CAHSEE) by the end of 12th grade were not provided the opportunity to receive intensive instruction and services pursuant to Education Code Section 37254 (d) (4) and (5) after the completion of grade 12. (Note: Passing the CAHSEE as a graduation requirement has been suspended by the State Board of Education.)

Complaints may be filed using the Williams/Valenzuela Uniform Complaint Procedures Form or may be filed anonymously. To file a complaint regarding the above matters, forms can be obtained at one of the following:

- The school's main office; or

- By calling LAUSD's Charter School Division office at (213) 241-0399.

To ensure a timely response, completed complaint forms should be submitted to either of the following:

- School site (main office, Executive Director)
- Or send by U.S. Mail to: Charter Schools Division  
333 S. Beaudry Ave, 20<sup>th</sup> Floor  
Los Angeles, CA 90017

## **UNIFORM COMPLAINT POLICY AND PROCEDURES**

El Camino Real Charter High School recognizes that it has a responsibility for ensuring compliance with state and federal laws and regulations governing educational programs. As such, the school has adopted a uniform system of complaint processing. The complete Uniform Complaint Policy and Procedures is attached in Appendix F.

## **FEDERAL AND STATE LAWS AFFECTING FAMILY EDUCATIONAL RIGHTS AND PRIVACY**

El Camino Real Charter High School recognizes that it has a responsibility for ensuring compliance with state and federal laws regarding the privacy interests of students in their educational records and personal information. As such, the school has adopted an Educational Records and Student Information Policy. The complete policy is attached as Appendix L.

## **SCHOOL CLIMATE BILL OF RIGHTS**

El Camino Real Charter High School is committed to ensuring a safe, healthy, and positive school environment. ECRCHS has developed fair and consistent progressive discipline policies based on positive behavior interventions.

The ECRCHS community values a rigorous education focused on providing opportunities to select college or career paths. The School Climate Bill of Rights promotes a school with an environment focused on safety, learning, student well-being and community interaction.

- **School-Wide Positive Behavior Intervention and Support:**  
ECRCHS will implement alternatives to suspensions along with positive behavior intervention. Appropriate prevention and intervention approaches provide accountability and rehabilitation for discipline incident. See page two for more information regarding ECRCHS' intervention strategies.
- **Alternatives to suspension and positive behavior interventions and supports:**  
Alternatives to suspensions strategies will be utilized for all students prior to suspensions except those limited offenses where suspension is required pursuant to the ECRCHS suspension and expulsion policy. See below for more information regarding ECRCHS' intervention strategies.

- School Discipline and school based-arrest and citation data available for viewing:  
Refer to ECRCHS' website for monthly reports.
- Restorative Justice Approach to resolve student conflict: See below for more information regarding ECRCHS' intervention strategies.
- School-Wide Task Force:  
School Site Council will include administrator, teacher, student, parent and classified member. This council will make recommendations to the Discipline staff for implementing positive approaches to working with students, staff and parents/guardians.
- School Police on campus roles and responsibilities:  
Students have the right to safe and healthy school environments that minimize the involvement of law enforcement, probation, and the juvenile and criminal court system, to the greatest extent as possible and when legally feasible.
- A System to file a formal complaint if the School-Wide Positive Behavior Intervention and Support is not implemented: One Assistant Principal is assigned for all school formal complaints. Please see the main office for the form.

The following are supports we strive to provide given student needs and available resources:

### Interventions

We have implemented many of the Tier I and Tier II interventions mentioned in LAUSD Bulletin 6231.0.

These interventions include the following:

- Parent/Student Conferences
- Conflict Resolutions led by the Deans
- Individual Counseling
- Alternative Programming (changing teacher/class)
- Referral to SST
- Referral to TST
- Behavioral Contracts
- Threat Assessment
- Referral to Peer Active Listener group (PALs)
- Campus Beautification
- Restitution
- Referral to drug education/counseling (Tarzana Treatment Center meetings on our campus)

- Referral to our new after-school Anger Management Counseling led by a certified MFT counselor on our campus after school

### Alternatives to Suspension

Our alternatives to suspension include the following:

- Conflict Resolutions led by the Deans
- Individual Counseling
- Behavioral Contracts
- Campus Beautification
- Referral to drug education/counseling (Tarzana Treatment Center meetings on our campus)
- “In House” Class Suspensions with appropriate curricular materials provided to the student

### Schoolwide Positive Behavior Support System

#### Incentives

- Good attendance qualifies juniors and seniors for lunch passes
- Good attendance and a good disciplinary record qualifies students for Prom
- Intervention Coordinator distributes blank “On The Spot Recognition” forms so that teachers and students can send words of encouragement to each other.
- The Deans Office is in the process of developing a “Deans List” that rewards positive behavior
- The school is considering bringing back “Front of the Line” passes for the lunch lines.
- Certificates issued for good behavior through the Assistant Principals’ Office.
- The Alternative Education Program also uses the following incentives:
  - Posting student names on the Awesome Board every week for students who have improved
  - End of semester assemblies celebrating attendance, academics, and citizenship

#### Positive Behavior Supports

- Two full time Dean of Students
- Attendance Coordinator
- Intervention Coordinator
- Two school psychologists
- Tarzana Hospital Drug Treatment Group
- Anger Management Group
- Body Image Group
- Because I Love You family counseling referrals
- Anxiety disorder counseling group
- Counselors

- California Family Counseling through Phillips Graduate University Interns (counsels students one on one)
- Tarzana Mental Health Services will be on campus to work with Families and students who are on Medi-Care
- Student support groups
- Appropriate Social Media behavior video will be shown to all students this semester
- Formal and informal follow-up communications
- Village Nation and La Familia
- 100+ clubs

## **LOCATION OF PUPIL RECORDS**

Most pupil records are maintained at the school site. Records maintained by ECRCHS are usually maintained as indicated below:

1. Pupil records pertaining to student health are maintained in the Health Office with the school nurse as immediate custodian.
2. Pupil records pertaining to student progress, counseling, or guidance assistance are maintained in the Counseling Office, with the Assistant Principal in charge of counseling, as immediate custodian.
3. Pupil records pertaining to attendance are maintained in the Attendance Office, with the Assistant Principal in charge of counseling as immediate custodian.
4. Pupil records pertaining to athletic activities are maintained in the Athletic Director's Office with the Athletic Director as immediate custodian.
5. Education records pertaining to classroom activities are maintained in each classroom with each teacher as immediate custodian.
6. Special Education IEP's are maintained in Welligent and in the Student Support Services Cum. Room with the Assistant Principal in charge of Student Support Services as immediate custodian.

## **PUPIL RECORD INSPECTION**

The inspection / review of any or all pupil records will be during regular school hours and will be arranged at a time mutually convenient to the parent (or student, when applicable) and the school official. A certificated ECRCHS employee must be present to assist and act as custodian of the file. When a pupil record of one student includes information concerning other students, the parent or adult student who wishes to inspect and review such material may see only such part as relates to the child of that parent or to the particular adult student. If the parent or adult student requests a copy of the whole or any part of a pupil record, the copy will be provided. The school office may charge a copy fee.

Please refer to the Appendix L for the complete ECRCHS Educational Records and Student Information Policy.

## **EMERGENCY INFORMATION**

For the protection of the student's health and welfare, and to facilitate immediate communication with the parent/legal guardian or caregiver, ECRHCS requires the parent/legal guardian to provide current emergency information on an official Emergency Form at the school site. Every parent/legal guardian or caregiver must complete an Emergency Form for each student at the time of enrollment. Emergency information should include, but is not limited to the following:

- Home address and current telephone, including cell phone
- Employment/business addresses and phone numbers
- Relative/Friend's name, address, and telephone numbers authorized to pick up and care for the student in an emergency situation, if the parent/legal guardian cannot be reached. If the student rides the school bus to and from school, include his/her routing information; route number, pick/up and drop off location. Parents of students with disabilities should also have the name of any other designated adult who can receive their child in case of an emergency.

Students will only be released to a person listed on the Emergency Form unless the parent/legal guardian has provided written authorization on a case by case basis.

## **CHANGE IN ETHNICITY/RACE IDENTIFICATION OF STUDENTS**

The school is required to collect race and ethnicity data on all new enrolling students using a two-part question. The first part of the question asks whether or not the respondent is Hispanic or Latino. The second part of the question asks the respondent to select one or more races from the following five groups:

- American Indian or Alaskan Native
- Asian
- Native Hawaiian or Other Pacific Islander
- Filipino
- Black or African American
- White

Parents/guardians wishing to change the current ethnicity and race category of their children must complete the Ethnicity/Race Identification of Students Form, sign and return it to the Admissions Office. If you have any questions or need more information, contact the Admissions Office.

## **CHANGE OF RESIDENCE**

It is the responsibility of parents, guardians or adult foster care caregiver to inform the school of any change of address, telephone number or emergency information. Provided that the school meets its responsibility regarding requirements of notification of residence information, a family's failure to report a change of address within 30 calendar days shall be cause for forfeiture of the right to a Continuing Enrollment Permit. Parents

must provide a manner to receive both written (U.S. Mail) and oral communication (telephone, cell) regarding their student.

## **HOMELESS STUDENTS**

The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all homeless school-aged children to the same free and appropriate public education that is provided to non-homeless students. ECRCHS's Education for Homeless Children and Youth Policy is attached as Appendix G.

## **FOSTER YOUTH**

ECRCHS is committed to providing foster youth with full access to ECRCHS's educational program in order to provide the tools necessary for their academic achievement. ECRCHS's Education for Foster Youth Policy is attached as Appendix H.

## **SUICIDE PREVENTION POLICY**

ECRCHS recognizes that suicide is a major cause of death among youth and takes this issue seriously. To attempt to reduce suicidal behavior and its impact on students and families, ECRCHS has developed prevention strategies and intervention procedures. ECRCHS's Suicide Prevention Policy is attached as Appendix I.

## **RESTITUTION/PARENT LIABILITY**

Civil Code Section 1714.01 provides that any act of willful misconduct of a minor which results in any injury to the property or person of another shall be the responsibility of the parent or guardian having custody and control of the minor for all purposes of civil damages and the parent or guardian having custody and control shall be jointly and severally liable with the minor for any damages resulting from the willful misconduct not to exceed \$10,000.

Education Code Section 48904 provides that the parent or guardian of a minor is liable to a school district or private school for all property loaned to and not returned or willfully damaged by the minor. It also authorizes local school districts to adopt a policy whereby the marks, diploma, or transcripts of these students would be withheld until the pupil or the parent/guardian pays for the damages or returns the property.

It is the policy of the school to seek restitution, including but not limited to, when a student willfully cuts, defaces, causes the loss, non-return or otherwise damages any property, real or personal, belonging to the school district or a school employee. The parent/guardian of the student is liable for such damages not to exceed \$10,000.

As to lost or damaged textbooks, ECRCHS's Lost or Damaged Textbook Policy is attached as Appendix J.

## **WRITTEN NOTICE OF RIGHTS & CONSENT TO BILL CALIFORNIA MEDI-CAL & RELEASE OR EXCHANGE INFORMATION FOR HEALTH-RELATED SPECIAL EDUCATION AND RELATED SERVICES**

This Written Notice is given to Parent (“You”) by Local Education Agency El Camino Real Charter High School (“LEA”).

Under the federal Medicare program, a public agency may access parents’ public benefits or insurance to help pay for health-related special education and related services. Through the **Medi-Cal Local Education Agency Billing Option** this LEA/school may submit claims to California Medi-Cal for covered services provided to Medi-Cal eligible children enrolled in special education. The Medi-Cal program is a way for school districts and/or County Education Offices to receive federal funds to help pay for special education health-related services (e.g., PT, OT, Speech, Health screening, Counseling, Transportation).

With your consent, this LEA may disclose to the California Medi-Cal program and/or your private insurance program the following information about your child for the sole purpose of processing claims for reimbursement: name, birth date, gender and special education service (including the type, date, number of service(s) and the name of the service provider).

### You need to know that:

- You may refuse to sign the consent form. This LEA is still required to provide special education services at no cost to you.
- Information about your child or family is strictly confidential. Your rights are preserved under federal law.
- Your confidentiality rights are preserved under Title 34 Code of Federal Regulations 300.154; Family Education Rights Privacy Act of 1974, Title 20 of the United States code, Section 1232 (g), Title 34 Code of Federal Regulations, Section 99.
- Your consent can be revoked at any time in writing.

### The LEA:

- May not require parents to sign up for or enroll in public benefits or insurance in order for your child to receive a free and appropriate education (FAPE).
- May not require you to incur an out-of-pocket expense such as a deductible or co-pay.
- May not use your child’s benefits if that would:
  - Decrease available lifetime coverage or any other insured benefit.
  - Result in the family paying for services that would otherwise be covered outside of the time the child is in school.
  - Increase premiums or lead to the discontinuation of benefits or insurance (Medi-Cal).
  - Risk loss of eligibility for home and community-based waivers, based on aggregate health-related expenditures.



## **VISITORS TO SCHOOL CAMPUSES**

All campus visitors must have the consent and approval of the Executive Director/designee. Children who are not enrolled at the school are not to be on the campus unless prior approval of the Executive Director has been obtained. Visitors may not interfere with, disrupt or cause substantial disorder in any classroom or school activity. Absent exigent circumstances, parents wishing to visit their child's classroom are required to make prior arrangements with the teacher at least 24 hours in advance. All visitors must check in at the Main Office and obtain a visitor's pass. Any individual who disrupts a school site or fails to follow school rules and/or procedures is subject to removal from the school site and may be further restricted from visiting the school.

## **IMMIGRATION AND CITIZENSHIP STATUS POLICY**

In compliance with California law, ECRCHS has written policies and procedures in place that protect the rights of all students and allow all students equal access to a public education, regardless of immigration or citizenship status.

ECRCHS's written policy regarding information pertaining to a student's immigration and citizenship status is set forth in Appendix M.

# APPENDICES

# **Appendix A**

## **Acceptable Use Policy**

## **COMPUTER USAGE POLICY AND ACCEPTABLE USE AGREEMENT**

ECR computing resources are provided for student use related to the school's mission statement. Our mission is to educate our diverse student body by developing students' talents and skills so that they will succeed in a changing world, value and respect themselves and others, and make a positive contribution to our global society. The computing resources may only be used for educational purposes related to research, instruction, and school-sanctioned activities, as described more fully below.

The use of ECR computing resources is a privilege to which all students of ECR are entitled. Certain responsibilities accompany that privilege and understanding them is important for all users. The responsibilities are:

- Computer usage is for school-related work only.
- The user may not change his/her password.
- The user must not eat or drink near any computer equipment.
- The user should be aware of computer viruses and other destructive computer programs and take steps to avoid being their victim or unwitting vector.
- The user must respect any disk quotas applied to his/her account and use as little disk space as possible. Students cannot use temporary areas or the local hard drive to store data.
- Students must respect the privacy and property of all files on the computer system. Do not assume that the **ability** to read a file implies **permission** to read the file.
- Students may not attempt to breach or bypass client and/or network security on ECR computers.
- Students may not install software onto ECR machines.

### **ECRnet Acceptable Use Policy Rules and Regulations**

The Internet is a public network, and as such, e-mail is not private. ECRnet system operators have access to all user account directories and data, e-mail, personal Web pages, and any other files stored on system servers. System operators may delete files at any time to conform to system storage needs.

Access to the Internet from ECRnet is a privilege, not a right. Access to ECRnet is free to actively enrolled students with a Student Identification Number at El Camino Real Charter High School. Each user voluntarily agrees to release, hold harmless, defend, and indemnify ECRCHS, its officers, board of directors, staff, and agents for and against all claims, actions, charges, losses, or damages which arise out of the user's use of the ECRnet, including, but not limited to, negligence, personal injury, wrongful death, property loss or damage, delays, non-deliveries, mis-deliveries of data, service

interruptions, failure of any technology protection measures, violations of copyright restrictions, or user mistakes.

Each user acknowledges that the information from other Web sites may not be accurate. Use of any of the information obtained via the Internet is at the user's own risk. ECRCHS makes no warranty of any kind, either express or implied, regarding the quality, accuracy, or service interruptions.

Use of ECRCHS equipment and access to the Internet via ECRCHS equipment and resource networks is intended to serve and pursue educational goals and purposes. Student use of the Internet is therefore limited to only those activities that further or enhance the delivery of education. Students and staff have a duty to use ECRCHS resources only in a manner specified in the Policy.

"Educational purpose" means classroom activities, research in academic subjects, career or professional development activities, ECRCHS approved personal research activities, or other purposes as defined by the ECRCHS from time to time.

"Inappropriate use" means a use that is inconsistent with an educational purpose or that is in clear violation of this policy and the Acceptable Use Agreement.

### **ECR Technology Staff Rights and Responsibilities**

Within the limits of the capability of the computer system, ECR Technology Staff (ECRTS) will attempt to maintain the privacy of all files and electronic mail. However, ECRTS has the right to examine any file, backup archives, electronic mail, or printer listings as part of normal system administration or when there is a reasonable belief that a user is violating policies specified in this document.

ECRTS shall ensure that all ECRCHS computers with Internet access have a technology protection measure that blocks or filters Internet access to websites that have no educational purpose and/or contain visual depictions that are obscene, constitute child pornography, or that are harmful to minors. While the ECRTS is able exercise reasonable control over content created and purchased by the ECRCHS, it has limited control over content accessed via the internet and no filtering system is 100% effective. Neither the ECRCHS nor its staff shall be responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence.

To reinforce these measures, the Executive Director or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful

online activities. Staff shall supervise students while they are using online services and may have teacher aides, student aides, and volunteers assist in this supervision.

The Executive Director or designee also shall establish regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication.

The Executive Director or designees shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, maintaining the student's online reputation and ensuring their personal safety by keeping their personal information private, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying. Students are expected to follow safe practices when using ECRCHS technology.

Students shall not use the Internet to perform any illegal act or to help others perform illegal acts. Illegal acts include, but are not limited to, any activities in violation of local, state, and federal law and/or accessing information designed to further criminal or dangerous activities. Such information includes, but is not limited to, information that if acted upon could cause damage, present a danger, or cause disruption to the ECRCHS, other students, or the community. Damaging, debilitating or disabling computers, computer networks or systems through the intentional or overuse of electronic distribution or the spreading of computer viruses or other harmful programs shall be prohibited. Any unauthorized online access to other computers by means of hacking into other computers, downloading hacker tools such as port scanners and password crackers designed to evade restrictions shall also be strictly prohibited.

All employees shall receive a copy of this policy and the accompanying Acceptable Use Agreement describing expectations for appropriate use of the system and shall also be provided with information about the role of staff in supervising student use of technological resources. All employees shall comply with this policy and the Acceptable Use Agreement, in addition to any separate policies governing employee use of technology.

ECRTS will work to protect the information saved on the centrally located file server from accidental loss, tampering, unauthorized search, or other access. In the event of inadvertent or non-malicious actions resulting in the loss of or damage to that information, or the invasion of the user's privacy, the ECR Technology Staff will make a reasonable effort to mitigate the loss or damage. In most cases, however, ultimate responsibility for prevention and resolution of such problems rests with the user. ECR will assume no responsibility for the security of publicly accessible computer files.

- ECRTS will make every effort to maintain backup copies of student files, and restore them when they are lost or damaged. However, ECRTS cannot

guarantee that there is a backup copy of any file, or that a file can be restored immediately.

- Within the limits of the capability of the computer system, ECRTS will maintain the privacy of student personal information.
- ECRTS has the right to monitor all activity on a computer system, including individual sessions.
- ECRTS has the right to terminate any computer session or print job that is consuming excessive resources, including idle sessions.
- ECRTS has the right to delete an inactive account.
- ECRTS has the right to refuse access to any person who has violated the policies in this document or the policies of the school.
- ECRTS has the right to require students to change passwords regularly, refuse to allow students to use a specific password, or require students to use a random password.
- ECRTS has the right to limit student disk space and other available computer resources.
- **ECRTS has the right to revoke any account that has been used in violation of the policies specified in this document.**

The Internet, a network of networks, allows people to interact with hundreds of thousands of networks and computers. All connections to the Internet by **El Camino Real Charter High School** students are subject to the Acceptable Use Policy (AUP). ECRnet is a free and open forum for discussion. However, since ECRnet access is provided as an instructional tool rather than a personal forum, users will not use ECRnet access to demean, defame, or denigrate others for race, religion, creed, color, national origin, ancestry, physical handicap, gender, sexual persuasion, or other reasons. Users should have no expectation of privacy regarding their use of ECRCHS property, network and/or Internet access or files, including email. By using this network, users have agreed to this policy.

### **Student Internet Safety**

1. Students shall not reveal on the Internet personal information about themselves or other persons. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others;
2. Students shall not meet in person anyone they have met only on the Internet; and
3. Students must abide by all laws, this Acceptable Use Policy and all District security policies.

### **Unacceptable Uses of the Computer Network or Internet**

- **Violating any state or federal law or municipal ordinance, such as:  
Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;**
- **Criminal activities that can be punished under law;**
- **Selling or purchasing illegal items or substances;**
- **Obtaining and/or using anonymous email sites; spamming; spreading viruses;**
- **Causing harm to others or damage to their property, such as:**
  1. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
  2. Deleting, copying, modifying, or forging other users' names, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
  3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
  4. Using any ECRCHS computer to pursue "hacking," internal or external to ECRCHS, or attempting to access information protected by privacy laws. This includes, using the resources of ECRnet or any other campus Internet connection, including a connection from a campus network, to attempt unauthorized access to any other computer system, or to go beyond the user's authorized access on ECRnet or any other campus network. This includes attempting to log in through another person's account or access another person's files. It also includes any attempt to disrupt any computer system performance or destroy data on any computer system.
  5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes."
  6. Forwarding personal communication without the author's prior consent.
- **Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:**
  1. Using another's account password(s) or identifier(s);
  2. Interfering with other users' ability to access their account(s);



3. Disclosing anyone's password to others or allowing them to use another's account(s);
  4. Using any software or proxy service to obscure either the student's IP address or the sites that the student visits;
  5. Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or other security measures;
  6. Accessing or attempting to access material or systems on the network that the student is not authorized to access.
- **Other unacceptable uses, which include but are not limited to:**
    1. Using text, graphics, sound, or animation in messages or the creation of Web pages without displaying a notice crediting the original producer of the material, and stating how permission to use the material was obtained.
    2. Using the Internet for commercial purposes, financial gain, personal business, produce advertisement, business service endorsement, or religious or political lobbying is prohibited.
    3. Downloading or uploading materials without permission such as video games, applications, and software.

### **Penalties for Improper Computer Usages**

The use of a school computer account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may lead to disciplinary and/or legal action including the following:

- Suspension or removal of student's account
- Referral to the Dean
- A parent conference
- Suspension from school
- Financial responsibility for the complete restoration of the damage, including parts and labor

The El Camino Real Charter High School computer system is intended for the exclusive use of its registered users who are responsible for their password and their accounts. Any problems that might arise from the use of the account are the responsibility of the account holder. Any misuse of the account or system will result in disciplinary action and/or the suspension or cancellation of privileges. **Use of the account by someone other than the registered user will be grounds for cancellation for all parties.**

## ACCEPTABLE USE AGREEMENT

The El Camino Real Charter High School (“Charter School”) believes that providing access to technology enhances the educational experience for students. However, student use of school computers, networks, and Internet services is a privilege, not a right. To make that experience successful for everyone, students must abide by the following terms and conditions:

1. **Security.** Students shall not impair the security of Charter School technology resources. Students are expected to:
  - a. Safeguard all personal passwords. Students should not share passwords with others and should change passwords frequently. Students are expected to notify an administrator immediately if they believe their student account has been compromised.
  - b. Access technology only with their account or with a shared account as directed by their teacher and not to allow others to use their account or to use the accounts of others, with or without the account owner’s authorization.
2. **Authorized Use.** Students may use Charter School technology resources when directed by a teacher, when technology has been designated for open student use (e.g., computers in the library), and for other educational purposes.
3. **Protection Measures.** While the Charter School is able exercise reasonable control over content created and purchased by the Charter School, it has limited control over content accessed via the internet and no filtering system is 100% effective. Neither the Charter School nor its staff shall be responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. The student and parent agree not to hold the Charter School or any Charter School staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They also agree to indemnify and hold harmless the Charter School and Charter School personnel for any damages or costs incurred.
4. **Inappropriate Use.** Charter School technology, hardware, software and bandwidth are shared and limited resources and all users have an obligation to use those resources responsibly. Students are provided access to the Charter School technology primarily for educational purposes. Students shall not use Charter School technology or equipment for personal activities or for activities that violate school policy or local law. These include but are not limited to:
  - Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;
  - Criminal activities that can be punished under law;

- Selling or purchasing illegal items or substances;
  - Obtaining and/or using anonymous email sites; spamming; spreading viruses;
  - Causing harm to others or damage to their property as defined by the Charter School's Computer Usage Policy and Acceptable Use Agreement
  - Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks; or
  - Any other unacceptable uses, which include but are not limited to:
    - Using text, graphics, sound, or animation in messages or the creation of Web pages without displaying a notice crediting the original producer of the material, and stating how permission to use the material was obtained.
    - Using the Internet for commercial purposes, financial gain, personal business, produce advertisement, business service endorsement, or religious or political lobbying is prohibited.
    - Downloading or uploading materials without permission such as video games, applications, and software
5. **No Expectation of Privacy.** Student acknowledges that computer equipment, Internet access networks, email accounts, and any other technology resources are owned by Charter School and provided to students for educational purposes. The Charter School may require staff to monitor and supervise all access to computer equipment, Internet access networks, and email accounts. To facilitate monitoring of activities, computer screens may be positioned so that they are visible to the staff member supervising the students. The Charter School reserves the right to access stored computer records and communications, files, and other data stored on Charter School equipment or sent over Charter School networks. Such communications, files, and data are not private and may be accessed during routine system maintenance; during inspection of Charter School equipment at the end of the school year/term or agree to use period; and review of individual files or monitoring of individual activity when there is a reasonable suspicion that the student is engaging in an inappropriate use.
6. **Disruptive Activity.** Students should not intentionally interfere with the performance of the Charter School's network or intentionally damage any Charter School technology resources.
7. **Unauthorized Networks.** Students may not create unauthorized wireless networks to access the Charter School's network. This includes establishing wireless access points, wireless routers and open networks on personal devices.
8. **Consequences of Inappropriate Use.** Students who violate this Agreement will be subject to discipline, which may include loss of access to Charter School

technology resources and/or other appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws.

- 9. **Technology Systems/Equipment Care.** Students are not permitted to have food or drink near computers/other technology and must keep equipment and assigned areas free of vandalism.

After reading the Computer Usage Policy and Acceptable Use Agreement, please complete this form to indicate that you agree with the terms and conditions provided. The signature of both the student and parent/guardian are mandatory before access may be granted to the technologies available. This document, which incorporates the Use Procedure, reflects the entire agreement and understanding of all parties.

**As a user of Charter School technologies, I have read the Charter School’s Computer Usage Policy and Acceptable Use Agreement and hereby agree to comply with them.**

I understand that computer use is a privilege and not a right. I understand that if I violate this policy in any way, I will be subject to a referral and possible suspension. I understand that the parent or guardian of a minor student shall be liable for the replacement cost for property the Charter School loaned to the student that the student fails to return or that is willfully cut, defaced or otherwise damaged, up to an amount not to exceed ten thousand dollars (\$10,000), adjusted annually for inflation. When the minor and parent are unable to pay for the damages, the Charter School will provide a program of voluntary work for the minor in lieu of the payment of monetary damages. A student over the age of majority shall be liable for the same.

Student Name (please print): \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (Please Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **Appendix B**

## **Prom Attendance Policy**

## EL CAMINO REAL CHARTER HIGH SCHOOL

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**TO:** All Seniors (and their guests) **DATE:** August 2018

**FROM:** Administration

**SUBJECT: PROM ATTENDANCE POLICY (FOR ALL STUDENTS ATTENDING PROM)**

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### 1. Objectives

- a. To improve attendance, punctuality, and student achievement.
- b. To heighten awareness of the importance of good attendance and punctuality.
- c. To reduce truancy.
- d. To curb excessive absences/tardies by seniors.

### 2. Policy

**All students** who exceed 15 absences in any one class during the attendance period beginning August 20, 2018 and ending April 26, 2019 will be denied the privilege of participation in the Senior Prom. **Students have 5 days after the absence to bring in a note. After 5 days, the absence becomes a permanent unexcused truancy.**

- a. Authorized school activities are not included.
- b. New and transferring students must meet ECRCHS attendance requirements in order to participate in the Senior Prom.

### 3. Appeal process

Students appealing their denial of Senior Prom need to complete the required school forms and return them completed and signed with the required documentation to their Dean. Acceptable absences for appeal are:

- a. Medical - two or more days of continuous absence.
- b. Death in immediate family (*a note signed by a parent/guardian indicating death in the immediate family must be on file at the time of the return from the absence*).
- c. Regularly scheduled medical appointments - verified by doctor's note, including time and date of each appointment. An explanation must be provided identifying why the medical appointment had to take place during school hours.
- d. Special circumstances - attach statement explaining circumstances and necessary documentation (lack of transportation, or driving siblings to school, may not be used for appeal).

- e. Teachers may not clear absences at the time of the appeal. If you miss a class because you are working on another school-related project, you must have the teacher in charge of the project clear your absence within 5 days of the absence.

**4. General Reminders**

- a. All documentation for medical, death in immediate family, and medical appointments must be original notes brought to the Counseling Office **when returning from absence. Doctor's notes may not be brought in at the time of appeal.** The Appeals Committee will gather this documentation.
  - b. **Truancies are not appealable under any circumstances.**
  - c. Forgeries of any document may result in loss of appeal process.
  - d. In order to purchase a prom ticket, this form must be signed by student and parent/guardian.
- 

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

# **Appendix C**

## **Parental Involvement Policy**



## **SCHOOL PARENTAL INVOLVEMENT POLICY**

The Parent Involvement Policy was developed jointly and approved by parents, teachers and administrators and distributed to all parents of participating students, teachers and to our community. This policy is updated annually through the School Site Council (SSC) with parental, teacher and administrative collaboration.

### **A. Policy Involvement**

1. Convene annual Title I meetings to inform parents of the program. Inform parents of all meetings for the School Site Council and English Learner Advisory Committee. Encourage and invite all parents to attend.
2. Meetings shall be offered at convenient dates and times and child care will be provided to facilitate attendance by parents. Ensure that all information related to school and parent programs, meetings and other activities is distributed to parents in a format and in a language the parents can understand.
3. Parents will be informed of their school's participation in Title I, the Requirements of Title I, and the Rights of Parents to be involved. Parents will be involved in reviewing the Single Plan, Parent Involvement Policy and Parent-School Compact.
4. The school will:
  - a. Inform parents about the goals and purposes of Title I, any Title I programs at the school, the curriculum used in the programs, the academic assessments used to measure student progress, and the proficiency levels students are expected to meet and all standardized test results.
  - b. If requested by parents, provide opportunities for regular meetings where parents may offer suggestions and ask questions regarding Title I policies and programs.
5. If the Title I plan is not satisfactory to the parents, submit any parent comments on the school's plan when it is submitted and provide a timely response to parents' suggestions and questions.

### **B. Shared Responsibilities for High Student Academic Achievement**

1. The school and parents will build and develop a partnership to promote and sustain student academic achievement.
2. With regard to the school's responsibility to provide high quality curriculum and instruction, the school will:

- a. Employ a wealth of rich, research-based teaching strategies to deliver a challenging, standards-based curriculum, combining A-G academic requirements.
3. With regard to the school's responsibilities to provide a supportive and effective learning environment including communications with parents, the school will:
    - a. Teach grade level skills and concepts satisfying A-G requirements
    - b. Provide high quality curriculum and instruction utilizing research-based teaching strategies to deliver a challenging, standards-based curriculum<sup>1</sup>
    - c. Strive to address the individual needs of students.
    - d. Communicate clear standards-based criteria for proficiency to parents through initial letters home, ongoing written and verbal parent communications, periodic teacher conferences throughout the academic year and progress reports and report cards.
    - e. Continue to communicate to parents in through Aeries regarding their student's attendance, tardies, and missing homework and class work.
    - f. Continue to communicate to students and parents about the availability and the importance of participation in the intervention plan for struggling students and monitor student participation and progress.
    - g. Provide a safe, positive and healthy learning environment for all students.
  4. With regard to the shared responsibilities of parents to support academic achievement at home, the parent will, to the best of the parent's ability:
    - a. Motivate and encourage students to complete homework.
    - b. Motivate and encourage students to engage in reading activities for at least 20 – 30 minutes every day.
    - c. Review all school communications, respond if needed by telephone, e-mail, in writing, or in person and promptly return all necessary documents.
    - d. Attend Back-to-School events and other school events.
    - e. Sign and return all school documents.
    - f. Provide a quiet place/time for student to do homework.
    - g. Make sure student gets adequate sleep and has a healthy diet.
    - h. Support the school's/district homework, discipline and attendance policies.
  5. With regard to the parent's responsibility to monitor the student's homework, the parent shall:
    - a. Review the student's agenda, website for teachers posting assignments, or communicating with the teacher. All freshman students are provided with agendas, to record homework and school-to-home communications.
    - b. Review all school communications.
  6. With regard to the shared student responsibilities in their own academic success, the student shall:

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<sup>1</sup> For a copy of the ECRCHS prospectus of curriculum, please contact our main office or Executive Director.

- a. Attend class on time every day
  - b. Inform parent or guardian assignments and homework
  - c. Return completed homework on time
  - d. Return all signed school documents including progress reports
  - e. Be responsible for own behavior
  - f. Be a cooperative learner
  - g. Ask for help when needed
7. Parents are encouraged to participate in the various educational programs by personal observations at school and through our highly organized communication program. Some of the ways in which our school communicates with parents include:
- a. A phone message detailing events at our school.
  - b. Mandated information literature mailed home, through our web page and phone message system will be utilized more frequently.
  - c. Faculty/Staff voice mail to insure communication between parents and staff.
  - d. ECR's website offers a wealth of features, including access to grades, teacher created websites, and updated school information.
8. In regard to frequent reports to parents on their child's progress, the school will:
- a. Make student data available from CELDT, along with state summative data.
  - b. Encourage parents to access the Internet to see if their child is in school and in class via Aeries, a web-based program.
9. El Camino Real Charter High School enables reasonable access to staff by transferring parent calls to faculty voice mail, scheduling parent-teacher conferences during conference periods, scheduling observation visits, hosting Back-to-School Night, and other school events.

**C. Building Capacity for Involvement**

1. Data is shared at parent meetings and parents are instructed in the understanding and use of test scores to determine needs and encourage participation in intervention programs. Parents are trained on interpreting their own student's achievement test scores in their own language.
2. El Camino Real Charter High School is dedicated to providing parent training opportunities for all families. These training opportunities are all designed to provide parents with the needed information to enhance student performance. Activities available to parents include:
  - a. Informational meetings sponsored by our Bilingual, Title I, and School Site Councils.
  - b. When the school budget permits, Parent Literacy classes conducted at EL Camino Real Charter High School. The eight-week program provides our

- parents with workshops, which focus on school and family related topics.
- c. The SSC and ELAC as well as other committees provide parent workshops regarding graduation requirements, post-secondary options, college requirements (courses, GPA, tests), financial aid opportunities, and parent roles in increasing student college attendance.
3. To ensure the effective involvement of parents, our El Camino staff is educated regularly on the importance of parent involvement via department meetings, professional development, ELAC and School Site Council meetings. In the course of these meetings, components of the ECRCHS Parent Involvement Policy are constantly monitored and evaluated. Parents are encouraged to evaluate all segments of our program. Policy changes are then communicated to all stakeholder groups by the school administration.
  4. With regard to the coordination of parent involvement activities:
    - a. Twice a year, ECRCHS hosts a 4.0 Honor Roll Brunch and posts the Principal's Honor Roll of 3.5 and above in the main hall way book case.
    - b. During certain field trip excursions, parents are invited so that they may better understand the teacher's curriculum set for the class and to provide staff support.
  5. El Camino Real Charter High School ensures that meetings are interpreted, to the best of the school's ability.

**D. Accessibility**

1. El Camino Real Charter High School makes every attempt to provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children.
2. Due to limited parts of the campus accessible by wheelchair and/or elevator, parent and/or community conferences will be located in areas that are fully accessible.
3. We will partner with the Migrant Education Program to ensure all families are receiving assistance and accommodations as necessary.

# Appendix D

## Approved Pesticide Product List

# **Appendix E**

## **Suspension and Expulsion Policies**

## **SUSPENSION AND EXPULSION POLICIES**

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at any time including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school-sponsored activity. Criteria of discipline is determined using Attachment 3 of the LAUSD School Climate Bill of Rights.

A single suspension may not be issued for more than 5 consecutive school days. The total number of days for which a student, including students with a 504 Plan, may be suspended from school shall not exceed 20 days. Students with an IEP shall not be suspended for more than 10 school days in any school year.

### **ENUMERATED OFFENSES**

**Discretionary Suspension Offenses:** Students *may* be suspended for any of the following acts when it is determined the pupil:

- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- b) Willfully used force or violence upon the person of another, except self-defense.
- c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.

- k) Knowingly received stolen school property or private property.
- l) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- m) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- n) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- o) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- p) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, "hazing" does not include athletic events or school-sanctioned events.
- q) Made terroristic threats against school officials and/or school property. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.
- r) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.



- s) Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- t) Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- u) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
  - 1) "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 (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) 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 and 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, or image.
    - ii. A post on a social network Internet Web site including, but not limited to:

- (a) Posting to or creating a burn page. A “burn page” means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
  - (b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
  - (c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
- iii. Notwithstanding subparagraphs (1) and (2) above, 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.
- v) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).
  - w) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Dean or designee’s concurrence.

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

- a) Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Dean or designee’s concurrence.

**Discretionary Expellable Offenses:** Students *may* be recommended for expulsion for any of the following acts when it is determined the pupil:

- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- b) Willfully used force or violence upon the person of another, except self-defense.
- c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k) Knowingly received stolen school property or private property.
- l) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- m) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- n) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- o) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- p) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or

mental harm to a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.

- q) Made terroristic threats against school officials and/or school property. For purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.
- r) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- s) Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- t) Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- u) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
  - 1) “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 (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) 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 and 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, or image.
  - ii. A post on a social network Internet Web site including, but not limited to:
    - (a) Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
    - (b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
    - (c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
  - iii. Notwithstanding subparagraphs (1) and (2) above, 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.

- v) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).
- w) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Dean or designee's concurrence.

**Non-Discretionary Expellable Offenses:** Students *must* be recommended for expulsion for any of the following acts when it is determined pursuant to the procedures below that the pupil:

- a) Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Dean or designee's concurrence.
- b) Brandishing a knife at another person.
- c) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
- d) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
- e) Possession of an explosive.

If it is determined by the Board of Directors that a student has brought a fire arm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or dangerous device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994. In such instances, the pupil shall be provided due process rights of notice and a hearing as required in this policy.

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

The term "destructive device" means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge

of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

### **IN-SCHOOL SUSPENSION**

For In-School suspension, the student remains on campus for the length of the suspension and receives academic support by a credentialed staff member for material related to all missed classes. Two types of In-School suspension are implemented at ECRCHS, class suspension and in-house suspension. Class suspension is when a student is suspended from a specific class; this may occur only once every five school days. In-house suspension is when a student is suspended from all of their classes. In-school suspension allows the student to be removed from the general student body but still receive academic support for their on-going classes.

### **OUT-OF-SCHOOL SUSPENSION**

A student may receive an out-of-school suspension if it is determined that the student's presence would be a danger to others at school and their removal from school is necessary.

### **SUSPENSION PROCEDURES**

Suspensions shall be initiated according to the following procedures:

#### **Conference**

Suspension shall be preceded, if possible, by a conference conducted by the Dean or designee with the student and his or her parent and, whenever practical, the teacher, supervisor or school employee who referred the student to the Dean.

The conference may be omitted if the Dean or designee determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or school personnel. If, however, a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference.

At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense. This conference shall be held within two school days, unless the pupil waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization.

No penalties may be imposed on a pupil for failure of the pupil's parent or guardian to attend a conference with school officials. Reinstatement of the suspended pupil shall not be contingent upon attendance by the pupil's parent or guardian at the conference.

### **Notice to Parents/Guardians**

At the time of suspension, the Dean or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school. If school officials ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

### **Suspension Time Limits/Recommendation for Placement/Expulsion**

Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension. Upon a recommendation of Placement/Expulsion by the Dean or Dean's designee, the pupil and the pupil's guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended pending an expulsion hearing.

This determination will be made by the Dean or designee upon either of the following determinations: 1) the pupil's presence will be disruptive to the education process; or 2) the pupil poses a threat or danger to others. Upon either determination, the pupil's suspension will be extended pending the results of an expulsion hearing. In such instances when the school has determined a suspension period shall be extended, such extension shall be made only after a conference is held with the pupil or the pupil's parents, unless the pupil and the pupil's parents fail to attend the conference.

Suspension Appeal: If the parent wants to appeal the suspension, the parent submits an appeal to the Assistant Principal. The decision of the Assistant Principal will be final.

## **EXPULSION PROCEDURES**

### **Authority to Expel**

A student may be expelled following a hearing before an Administrative Panel following a hearing before it, and preceded by recommendation from the Dean. The Administrative Panel will consist of at least three members who are certificated employees and neither a teacher of the pupil nor a member of the ECRA Governing Board. ECRCHS's Board will appoint an Administrative Panel. The Administrative Panel may expel a student found to have committed an expellable offense.



A student and his or her parents may appeal an expulsion decision by the Administrative Panel to ECRCHS's Board, which will make the final determination.

### **Hearing Procedures**

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. If requested by the student, and unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Dean or designee determines that the pupil has committed an expellable offense and recommends the student for expulsion.

The Administrative Panel will hold a hearing on the case, and will make a determination whether to expel. The hearing shall be held in closed session (complying with all pupil confidentiality rules under the Family Educational Rights Privacy Act ("FERPA")) unless the pupil makes a written request for a public hearing three (3) days prior to the date of the scheduled hearing.

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the pupil. The notice shall include:

1. The date and place of the expulsion hearing;
2. A statement of the specific facts, charges and offenses upon which the proposed expulsion is based;
3. A copy of the school's disciplinary rules which relate to the alleged violation;
4. Notification of the student's or parent/guardian's obligation to provide information about the student's status at the school to any other school district or school to which the student seeks enrollment;
5. The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor;
6. The right to inspect and obtain copies of all documents to be used at the hearing;
7. The opportunity to confront and question all witnesses who testify at the hearing;
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

## **Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses**

ECRCHS School may, upon finding a good cause, determine that the disclosure of either the identity of the witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations which shall be examined only by ECRCHS's Board, administrative panel, or the hearing officer. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the pupil.

1. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of his/her right to (a) receive five days' notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.
2. The Charter School must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.
3. At the discretion of the Administrative Panel, the complaining witness shall be allowed periods of relief from examination and cross-examination during which he or she may leave the hearing room.
4. The Administrative Panel may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.
5. The Administrative Panel may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.
6. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the person presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The Administrative Panel may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand.
7. If one or both of the support persons is also a witness, the Charter School must present evidence that the witness' presence is both desired by the witness and will be helpful to the Charter School. The person presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the

- witness in any way. Nothing shall preclude the presiding officer from exercising his or her discretion to remove a person from the hearing whom he or she believes is prompting, swaying, or influencing the witness.
8. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony.
  9. Especially for charges involving sexual assault or battery, if the hearing is to be conducted in the public at the request of the pupil being expelled, the complaining witness shall have the right to have his/her testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are not alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing by means of closed-circuit television.
  10. Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the person conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstances can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

### **Record of Hearing**

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

### **Presentation of Evidence**

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A determination by the Administrative Panel to expel must be supported by substantial evidence that the student committed an expellable offense.

Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay and sworn declarations may be admitted as testimony from witnesses of whom the Administrative Panel or Governing Board on appeal determines that disclosure of their

identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the accused pupil, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.

The decision of the Administrative Panel shall be in the form of written findings of fact regarding the expulsion. The final decision by the Administrative Panel shall be made within ten (10) school days following the conclusion of the hearing.

If the Administrative Panel decides not to recommend expulsion, the pupil shall immediately be returned to his/her educational program at the Charter School.

### **Written Notice to Expel**

The Dean or designee following a decision of the Administrative Panel to expel shall send written notice of the decision to expel, including the Administrative Panel's adopted findings of fact, to the student or parent/guardian. This notice shall also include the following:

1. Notice of the specific offense committed by the student
2. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the Charter School.
3. Notice of any appeal options
4. Information about alternative placement options

The Dean or designee shall send a copy of the written notice of the decision to expel to the student's district of residence and the authorizer. This notice shall include the following:

1. The student's name
2. The specific expellable offense committed by the student

### **Disciplinary Records**

The Charter School shall maintain records of all student suspensions and expulsions at the Charter School. Such records shall be made available to the authorizer upon request.

### **Right to Appeal**

If a pupil is expelled, the pupil or the pupil's parent or guardian may, within 15 calendar days following the decision of the Administrative panel to expel, file a written appeal, requesting the Board reconsider the expulsion determination.

If appealed, the Board conducts and presides over the expulsion appeal.

The Board shall hold a hearing within twenty (20) schooldays following the filing of a formal request under this section. The Board shall render a decision within three (3) school days of the appeal hearing. The decision of the Board shall be final.

The period within which an appeal is to be filed shall be determined from the date the Administrative Panel votes to expel, even if enforcement of the expulsion action is suspended and the pupil is placed on probation. A pupil who fails to appeal the original action of the Board within the prescribed time may not subsequently appeal a decision of the Board to revoke probation and impose the original order of expulsion.

The Board may adopt further rules and regulations establishing procedures for expulsion appeals conducted so long as they are consistent with this section and do not violate students' due process. The adopted rules and regulations shall include, but need not be limited to, the requirements for filing a notice of appeal, the setting of a hearing date, the furnishing of notice to the pupil regarding the appeal, the furnishing of a copy of the expulsion hearing, procedures for the conduct of the hearing, and the preservation of the record of the appeal.

The parent/guardian or the pupil shall submit a written request for a copy of the written transcripts and supporting documents, if desired, from ECRCHS simultaneously with the filing of the notice of appeal. ECRCHS shall provide the pupil with the transcriptions, supporting documents, and records within 10 schooldays following the pupil's written request, unless impracticable.

### **Closed session**

The Board shall hear an appeal of an expulsion order in closed session. During closed session, if the Board admits any representative of the pupil or ECRCHS, the Board shall, at the same time, admit representatives from the opposing party.

### **Evidence admissible at hearing**

The Board shall determine the appeal from a pupil expulsion upon the record of the hearing before the Administrative Panel, together with such applicable documentation or regulations as may be ordered.

### **Scope of review**

The review by the Board shall be limited to the following questions:

- (1) Whether the Administrative Panel acted without or in excess of its jurisdiction.
- (2) Whether there was a fair hearing before the Administrative Panel.
- (3) Whether there was a prejudicial abuse of discretion in the hearing.
- (4) Whether there is relevant and material evidence which, in the exercise of reasonable diligence, could not have been produced or which was improperly excluded at the hearing before the Administrative Panel.

The Board may not recommend reversing the decision of the Administrative Panel to expel a pupil based upon a finding of an abuse of discretion unless the Board also determines that the abuse of discretion was prejudicial.

### **Decision of the Board**

The decision of the Board shall be limited as follows:

- (a) If the Board finds that relevant and material evidence exists which, in the exercise of reasonable diligence, could not have been produced or which was improperly excluded at the hearing before the Administrative Panel, the Board may reconsider the matter and may in addition recommend the pupil reinstated pending the reconsideration.
- (b) In all other cases, the Board shall either affirm or reverse the decision of the Administrative Panel. The decision of the Board will be final.

### **Expelled Pupils/Alternative Education**

The school will provide the parent with necessary information and a list of placement options. ECRCHS shall be responsible for facilitating placement of expelled students.

### **SPECIAL PROCEDURES FOR THE CONSIDERATION OF SUSPENSION AND EXPULSION OF STUDENTS WITH DISABILITIES**

ECRCHS School shall immediately notify the LAUSD Special Education Local Plan Area ("SELPA") and coordinate the procedures in this policy with the SELPA of the discipline of any student with a disability or student who ECRCHS or SELPA would be deemed to have knowledge that the student had a disability.

Students suspended for more than ten (10) school days in a school year shall continue to receive services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP/504 Plan; and receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, that are

designed to address the behavior violation so that it does not recur. These services may be provided in an interim alternative educational setting.

Within ten (10) school days of a recommendation for expulsion or any decision to change the placement of a child with a disability because of a violation of a code of student conduct, ECRCHS, the parent, and relevant members of the IEP/504 Team shall review all relevant information in the student's file, including the child's IEP/504 Plan, any teacher observations, and any relevant information provided by the parents to determine:

- a. If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
- b. If the conduct in question was the direct result of the local educational agency's failure to implement the IEP/504 Plan.

If ECRCHS, the parent, and relevant members of the IEP/504 Team determine that either of the above is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability.

If ECRCHS, the parent, and relevant members of the IEP/504 Team make the determination that the conduct was a manifestation of the child's disability, the IEP/504 Team shall:

- a. Conduct a functional behavioral assessment and implement a behavioral intervention plan for such child, provided that ECRCHS had not conducted such assessment prior to such determination before the behavior that resulted in a change in placement;
- b. If a behavioral intervention plan has been developed, review the behavioral intervention plan if the child already has such a behavioral intervention plan, and modify it, as necessary, to address the behavior; and
- c. Return the child to the placement from which the child was removed, unless the parent and ECRCHS agree to a change of placement as part of the modification of the behavioral intervention plan.

If ECRCHS, the parent, and relevant members of the IEP/504 Team determine that the behavior was not a manifestation of the student's disability and that the conduct in question was not a result of the failure to implement the IEP/504 Plan, then ECRCHS may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities.

The parent of a child with a disability who disagrees with any decision regarding placement, or the manifestation determination, or ECRCHS believes that maintaining

the current placement of the child is substantially likely to result in injury to the child or to others, may request an expedited administrative hearing through the Special Education Unit of the Office of Administrative Hearings or by utilizing the dispute provisions of the 504 Policy and Procedures.

When an appeal relating to the placement of the student or the manifestation determination has been requested by either the parent or ECRCHS, the hearing officer shall determine whether the student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the forty-five (45) day time period provided for in an interim alternative educational setting, whichever occurs first, unless the parent and ECRCHS agree otherwise.

ECRCHS personnel may consider any Category 1 offenses on a case-by-case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct.

The Dean or designee may remove a student to an interim alternative educational setting for not more than forty-five (45) days without regard to whether the behavior is determined to be a manifestation of the student's disability in cases where a student:

- a. Carries or possesses a weapon, as defined in 18 USC 930, to or at school, on school premises, or to or at a school function;
- b. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or
- c. Has inflicted serious bodily injury, as defined by 20 USC 1415(k)(7)(D), upon a person while at school, on school premises, or at a school function.

The student's interim alternative educational setting shall be determined by the student's IEP/504 Team.

A student who has not been identified as an individual with disabilities pursuant to IDEIA and who has violated ECRCHS's disciplinary procedures may assert the procedural safeguards granted under this administrative regulation only if ECRCHS had knowledge that the student was disabled before the behavior occurred. ECRCHS shall be deemed to have knowledge that the student had a disability if one of the following conditions exists:

- a. The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, to ECRCHS supervisory or administrative personnel, or to one of the child's teachers, that the student is in need of special education or related services.
- b. The parent has requested an evaluation of the child.



- c. The child's teacher, or other ECRCHS personnel, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the director of special education or to other ECRCHS supervisory personnel.

If ECRCHS knew or should have known the student had a disability under any of the three (3) circumstances described above, the student may assert any of the protections available to IDEIA-eligible children with disabilities, including the right to stay-put.

If ECRCHS had no basis for knowledge of the student's disability, it shall proceed with the proposed discipline. If requested by parents, ECRCHS shall conduct an expedited evaluation and review student records; however, the student shall remain in the education placement determined by ECRCHS pending the results of the evaluation.

ECRCHS shall not be deemed to have knowledge that the student had a disability if the parent has refused an evaluation, refused services, or failed to inform ECRCHS that their student has an IEP, or if the student has been evaluated and determined to not be eligible.

# **Appendix F**

## **Uniform Complaint Policy and Procedures**

## **UNIFORM COMPLAINT POLICY AND PROCEDURES**

### Scope

El Camino Real Alliance and any charter schools operated thereunder comply with applicable federal and state laws and regulations. Hereafter, El Camino Real Alliance charter schools shall be referred to as “ECRA.” ECRA acts as the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for conducting investigations shall be knowledgeable about the laws and programs which they are assigned to investigate. This complaint procedure is adopted to provide a uniform system of processing for the following types of complaints:

- (1) Complaints of unlawful discrimination, harassment, intimidation or bullying against any protected group, including actual or perceived discrimination, on the basis of the actual or perceived characteristics of age, ancestry, color, mental disability, physical disability, ethnic group identification, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, medical condition, marital status, sex, or sexual orientation, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics in any ECRA program or activity; and
- (2) Complaints of violations of state or federal law and regulations governing the following programs including but not limited to: Adult Education Programs, Consolidated Categorical Aid Programs, Migrant Education, Career Technical and Technical Education and Career Technical and Technical Training Programs, Child Care and Development Programs, Child Nutrition Programs, Foster and Homeless Youth Services, Every Student Succeeds Act / No Child Left Behind Act (2001) Programs (Titles I-VII), including improving academic achievement, compensatory education, limited English proficiency, and migrant education, and Special Education Programs.
- (3) A complaint may also be filed alleging that a pupil enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below.
  - a. “Educational activity” means an activity offered by a school, school district, charter school or county office of education that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.
  - b. “Pupil fee” means a fee, deposit or other charge imposed on pupils, or a pupil’s parents or guardians, in violation of Section 49011 of the Education Code and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all pupils

without regard to their families' ability or willingness to pay fees or request special waivers, as provided for in *Hartzell v. Connell* (1984) 35 Cal.3d 899. A pupil fee includes, but is not limited to, all of the following:

- i. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
  - ii. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment.
  - iii. A purchase that a pupil is required to make to obtain materials, supplies, equipment or uniforms associated with an educational activity.
- c. A pupil fees complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees.
  - d. If ECRA finds merit in a pupil fees complaint it shall provide a remedy to all affected pupils, parents, and guardians that, where applicable, includes reasonable efforts by ECRA to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.
  - e. Nothing in this section shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or school districts, school, and other entities from providing pupils prizes or other recognition for voluntarily participating in fundraising activities.
- (4) Complaints of noncompliance with the requirements governing the Local Control Funding Formula or Sections 47606.5 and 47607.3 of the Education Code, as applicable.
  - (5) Complaints of noncompliance with the requirements of Education Code Section 222 regarding the rights of lactating pupils on a school campus. If the Charter School finds merit in a complaint, or if the Superintendent finds merit in an appeal, the Charter School shall provide a remedy to the affected pupil

ECRA acknowledges and respects every individual's rights to privacy. Unlawful discrimination, harassment, intimidation or bullying complaints shall be investigated in a manner that protects [to the greatest extent reasonably possible] the confidentiality of the parties and the integrity of the process. ECRA cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential.

However, ECRA will attempt to do so as appropriate. ECRA may find it necessary to disclose information regarding the complaint/complainant to the extent necessary to carry out the investigation or proceedings, as determined by the Assistant Principal on a case-by-case basis.

ECRA prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of unlawful discrimination, harassment, intimidation or bullying. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

### Compliance Officers

The Board of Directors designates the following compliance officer(s) to receive and investigate complaints and to ensure ECRA's compliance with law:

Daniel H. Chang  
Chief Compliance Officer  
5440 Valley Circle Blvd.  
Woodland Hills, CA 91367  
(818) 595-7500

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

Should a complaint be filed against the CCO, the compliance officer for that case shall be the Chair of the El Camino Real Alliance Board of Directors.

### Notifications

The CCO shall annually provide written notification of ECRA's uniform complaint procedures to employees, students, parents and/or guardians, advisory committees, private school officials and other interested parties (e.g., Adult Education).

The annual notice shall be in English, and when necessary, in the primary language, pursuant to Section 48985 of the Education Code if fifteen (15) percent or more of the pupils enrolled in ECRA speak a single primary language other than English.

The CCO shall make available copies of ECRA's uniform complaint procedures free of charge.

The annual notice shall include the following:

- (a) A statement that ECRA is primarily responsible for compliance with federal and state laws and regulations.
- (b) A statement that a pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.
- (c) A statement identifying the responsible staff member, position, or unit designated to receive complaints.
- (d) A statement that the complainant has a right to appeal the ECRA's decision to the CDE by filing a written appeal within 15 days of receiving the ECRA's decision.
- (e) A statement advising the complainant of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, and of the appeal pursuant to Education Code § 262.3.
- (f) A statement that copies of the local educational agency complaint procedures shall be available free of charge.

Procedures

The following procedures shall be used to address all complaints which allege that ECRA has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions.

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

- Step 1: Filing of Complaint

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

A complaint alleging unlawful discrimination, harassment, intimidation or bullying shall be initiated no later than six (6) months from the date when the alleged unlawful discrimination, harassment, intimidation or bullying occurred, or six (6) months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination, harassment, intimidation or bullying. A complaint may be filed by a person who alleges that he/she personally suffered

unlawful discrimination, harassment, intimidation or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying.

Pupil fee complaints shall be filed not later than one (1) year from the date the alleged violation occurred.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, ECRA staff shall assist him/her in the filing of the complaint.

- Step 2: Mediation

Within three (3) days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make arrangements for this process.

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

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

The use of mediation shall not extend ECRA's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

- Step 3: Investigation of Complaint

The compliance officer is encouraged to hold an investigative meeting within five (5) days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint.

A complainant's refusal to provide ECRA's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

ECRA's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

- Step 4: Response

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of ECRA's investigation and decision, as described in Step #5 below, within sixty (60) days of ECRA's receipt of the complaint.

- Step 5: Final Written Decision

ECRA's decision shall be in writing and sent to the complainant. ECRA's decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The decision shall include:

1. The findings of fact based on evidence gathered.
2. The conclusion(s) of law.
3. Disposition of the complaint.
4. Rationale for such disposition.
5. Corrective actions, if any are warranted.
6. Notice of the complainant's right to appeal the decision within fifteen (15) days to the CDE and procedures to be followed for initiating such an appeal.
7. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, notice that the complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies.



8. For unlawful discrimination, harassment, intimidation or bullying complaints arising under federal law such complaint may be made at any time to the U.S. Department of Education, Office for Civil Rights.

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of ECRA's expectations. The report shall not give any further information as to the nature of the disciplinary action.

### Appeals to the California Department of Education

If dissatisfied with the decision, the complainant may appeal in writing to the CDE within fifteen (15) days of receiving the decision. When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of ECRA's decision.

Upon notification by the CDE that the complainant has appealed ECRA's decision, the CCO shall forward the following documents to the CDE:

1. A copy of the original complaint.
2. A copy of the decision.
3. A summary of the nature and extent of the investigation conducted by ECRA, if not covered by the decision.
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by all parties and gathered by the investigator.
5. A report of any action taken to resolve the complaint.
6. A copy of the ECRA's complaint procedures.
7. Other relevant information requested by the CDE.

The CDE may directly intervene in the complaint without waiting for action by ECRA when one of the conditions listed in Title 5, California Code of Regulations, Section 4650 exists, including cases in which ECRA has not taken action within sixty (60) days of the date the complaint was filed with the ECRA.

### Civil Law Remedies

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

discrimination, harassment, intimidation or bullying complaints arising under state law, however, a complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if ECRA has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

**UNIFORM COMPLAINT PROCEDURE FORM**

Last Name: \_\_\_\_\_ First Name/MI: \_\_\_\_\_

Student Name (if applicable): \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Street Address/Apt. #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

School/Office of Alleged Violation:  
\_\_\_\_\_

**For allegation(s) of noncompliance, please check the program or activity referred to in your complaint, if applicable:**

- Adult Education
- Child Development Programs
- Migrant Education
- Special Education
- Pupil Fees
- Consolidated Categorical Aid
- Child Nutrition
- No Child Left Behind Programs
- Every Student Succeeds Act Prog.
- Local Control Funding Formula
- Career/Technical Education
- Foster/Homeless Youth
- Lactating Pupils

**For allegation(s) of unlawful discrimination, harassment, intimidation or bullying, please check the basis of the unlawful discrimination, harassment, intimidation or bullying described in your complaint, if applicable:**

- Age
- Ancestry
- Color
- Disability (Mental or Physical)
- Ethnic Group Identification
- Medical Condition
- Gender / Gender Expression / Gender Identity
- Genetic Information
- National Origin
- Race or Ethnicity
- Religion
- Sex (Actual or Perceived)
- Sexual Orientation (Actual or Perceived)
- Based on association with a person or group with one or more of these actual or perceived characteristics
- Marital Status

1. Please give facts about the complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator.

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2. Have you discussed your complaint or brought your complaint to any Charter School personnel? If you have, to whom did you take the complaint, and what was the result?

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3. Please provide copies of any written documents that may be relevant or supportive of your complaint.  
I have attached supporting documents.       Yes       No

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

Mail complaint and any relevant documents to:

Daniel H. Chang  
Chief Compliance Officer  
5440 Valley Circle Blvd.  
Woodland Hills, CA 91367  
(818) 595-7500

# **Appendix G**

## **Education for Homeless Children and Youth Policy**

## **EDUCATION FOR HOMELESS CHILDREN AND YOUTH POLICY**

The Board of Directors of El Camino Real Alliance dba El Camino Real Charter High School (“ECRCHS”) desires to ensure that homeless children and youth: are provided with equal access to its educational program; have an opportunity to meet the same challenging state of California academic standards; are provided a free and appropriate public education; are not stigmatized or segregated on the basis of their status as homeless; and are protected from discrimination on the basis of their homelessness.

### **Definition of Homeless Children and Youth**

The term “homeless children and youth” means individuals who lack a fixed, regular and adequate nighttime residence. It includes children and youths who (42 U.S.C. § 11434a):

1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition of “homeless.”

Homeless status is determined in cooperation with the parent or guardian. In the case of unaccompanied youth, status is determined by the School Liaison.

### **School Liaison**

The Executive Director designates the following staff person as the School Liaison for homeless students (42 U.S.C. §§11432(g)(1)(J)(ii) & (e)(3)(C)(i)(IV)):

Barrie Gold  
Special Education Teacher and Foster/Homeless Youth Liaison  
5440 Valley Circle Boulevard  
Woodland Hills, California 91367  
(818) 595-8004

The School Liaison shall ensure that (42 U.S.C. § 11432(g)(6)):

1. Homeless students are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless students enroll in, and have a full and equal opportunity to succeed at ECRCHS.
3. Homeless students and families receive educational services for which they are eligible, including services through Head Start programs (including Early Head Start programs) under the Head Start Act, early intervention services under part C of the Individuals with Disabilities Education Act, any other preschool programs administered by ECRCHS, if any, and referrals to health care services, dental services, mental health services and substance abuse services, housing services, and other appropriate services.
4. Parents/guardians are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children is disseminated at places frequented by parents or guardians of such youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, and in a manner and form understandable to the parents and guardians of homeless youth and unaccompanied youth.
6. Enrollment/admissions disputes are mediated in accordance with law, ECRCHS charter, and Board policy.
7. Parents/guardians and any unaccompanied youth are fully informed of all transportation services, as applicable.
8. School personnel providing services receive professional development and other support.
9. The School Liaison collaborates with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths.
10. Unaccompanied youth are enrolled in school; have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth; and are informed of their status as independent students under section 480 of the Higher Education Act of 1965 and that the youths may obtain assistance from the School Liaison to receive verification of such status for the purposes of the Free Application for Federal Student Aid described in section 483 of the Act.

## **Enrollment**

ECRCHS shall immediately admit/enroll the student (subject to ECRCHS's capacity and pursuant to the procedures stated in the ECRCHS charter and Board policy), even if the student lacks records normally required for enrollment. Records will immediately be requested from the previous school. (42 U.S.C. § 11432(g)(3)(C); Education Code § 48850(a)(3)(A).)

If the student needs to obtain immunizations or does not possess immunization or other medical records, the Executive Director or designee shall refer the parent/guardian to the School Liaison. The School Liaison shall assist the parent/guardian in obtaining the necessary immunizations or records for the student. (42 U.S.C. § 11432(g)(3)(C).)

## **Enrollment Disputes**

If a dispute arises over admissions/enrollment, the student shall be immediately admitted, pending resolution of the dispute. (42 U.S.C. § 11432(g)(3)(E).)

The parent/guardian shall be provided with a written explanation of the admission/enrollment decision, including an explanation of the parent/guardian's right to appeal the decision. He/she shall also be referred to the School Liaison. (42 U.S.C. § 11432(g)(3)(E).)

The School Liaison shall carry out the Board-adopted dispute resolution and complaint process as expeditiously as possible after receiving notice of the dispute. (42 U.S.C. § 11432(g)(3)(E).)

## **Written Notice**

ECRCHS shall provide written notice to the parent or guardian of the child or youth (or, in the case of an unaccompanied youth, the youth), at the time any child or youth seeks enrollment in ECRCHS and at least twice annually while the child or youth is enrolled in ECRCHS, that (42 U.S.C. § 11432(e)(3)(C)):

1. Shall be signed by the parent or guardian (or, in the case of an unaccompanied youth, the youth);
2. Sets forth the general rights provided in this policy;
3. Specifically states:
  - a. The choice of schools homeless children and youths are eligible to attend, as provided in 42 U.S.C. § 11432(g)(3)(A);
  - b. That no homeless child or youth is required to attend a separate school for homeless children or youths;



- c. That homeless children and youth shall be provided comparable services described in this policy, including transportation services, educational services, and meals through school meals programs; and
  - d. That homeless children and youth should not be stigmatized by school personnel; and
4. Provides contact information for the School Liaison and the State Coordinator for Education of Homeless Children and Youths.

Such notice shall be provided to the parent or guardian (or, in the case of an unaccompanied youth, the youth) in a manner and form understandable to such parent or guardian (or youth), including, if necessary and to the extent feasible, in the native language of such parent or guardian (or youth).

### **Comparable Services**

Each homeless child or youth shall promptly be provided services comparable to services offered to other students in ECRCHS such as (42 U.S.C. § 11432(g)(4)):

- Transportation services
- Educational services for which the child or youth meets eligibility criteria, such as educational programs for students with disabilities and educational programs for students with limited English proficiency
- Programs in vocational and technical education
- Programs for gifted and talented students
- School nutrition programs

### **Transportation**

ECRCHS shall ensure that transportation is provided for homeless students to and from ECRCHS, at the request of the parent or guardian (or liaison). (42 U.S.C. § 11432(g)(1)(J).)

# **Appendix H**

## **Education for Foster Youth Policy**

## EDUCATION FOR FOSTER YOUTH POLICY

### Introduction

The Board of Directors of El Camino Real Alliance dba El Camino Real Charter High School (“ECRCHS”) recognizes that foster youth may face significant barriers to achieving academic success due to their family circumstances, disruption to their educational program, and their emotional, social, and other health needs. To enable such students to achieve state and charter school academic standards, ECRCHS shall provide them with full access to ECRCHS’s educational program and implement strategies identified as necessary for the improvement of the academic achievement of foster youth in ECRCHS’s local control and accountability plan (LCAP).

### Definitions

*Foster youth* means a child who has been removed from his/her home pursuant to California Welfare and Institutions Code § 309, is the subject of a petition filed under Welfare and Institutions Code §§ 300 or 602, or has been removed from his/her home and is the subject of a petition filed under Welfare and Institutions Code §§ 300 or 602.

*Person holding the right to make educational decisions* means a parent, guardian, or responsible person appointed by a court to make educational decisions pursuant to Welfare and Institutions Code §§ 361 or 726, or Education Code § 56055.

*School of origin* means the school that the foster youth attended when permanently housed or the school in which he/she was last enrolled. If the school the foster youth attended when permanently housed is different from the school in which he/she was last enrolled, or if there is some other school that the foster youth attended within the immediately preceding 15 months, the ECRCHS liaison for foster youth, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, shall determine, and in the best interests of the foster youth, the school is the school of origin.

*Best interests* means that, in making educational and school placement decisions for a foster youth, consideration is given to, among other factors, the opportunity to be educated in the least restrictive educational program and the foster youth’s access to academic resources, services, and extracurricular and enrichment activities that are available to all ECRCHS students.

### ECRCHS Liaison

In order to help facilitate the enrollment, placement, and transfer of foster youth to ECRCHS, the Board of Directors shall designate an ECRCHS foster youth liaison. The Board of Directors designates the following position as ECRCHS’s liaison for foster youth:

Barrie Gold  
Special Education Teacher and Foster/Homeless Youth Liaison  
5440 Valley Circle Boulevard  
Woodland Hills, California 91367  
(818) 595-8004

The liaison for foster youth shall:

1. Ensure and facilitate the proper educational placement, enrollment in ECRCHS, and checkout from ECRCHS of students in foster care.
2. Ensure proper transfer of credits, records, and grades when students in foster care transfer to or from ECRCHS.

When a student in foster care is enrolling in ECRCHS, the ECRCHS liaison shall contact the school last attended by the student to obtain, within two business days, all academic and other records. When a foster youth is transferring to a new school, the ECRCHS liaison shall provide the student's records to the new school within two business days of receiving the new school's request.

3. When required by law, notify the foster youth's attorney and the appropriate representative of the county child welfare agency of pending expulsion proceedings if the decision to recommend expulsion is a discretionary act under ECRCHS's charter; pending proceedings to extend a suspension until an expulsion decision is rendered if the decision to recommend expulsion is a discretionary act under ECRCHS's charter; and, a manifestation determination prior to a change in the foster youth's placement, when he/she is a student with a disability under state and federal special education laws.
4. As needed, make appropriate referrals to ensure that students in foster care receive necessary special education services and services under Section 504 of the Federal Rehabilitation Act of 1973.
5. As needed, ensure that students in foster care receive appropriate school-based services, such as counseling and health services, supplemental instruction, and after-school services.
6. Develop protocols and procedures for creating awareness for ECRCHS staff, including but not limited to principals, deans, and attendance clerks, of the requirements for the proper enrollment, placement, and transfer of foster youth.
7. Collaborate with the county placing agency, social services, probation officers, juvenile court officers, and other appropriate agencies to help

coordinate services for ECRCHS's foster youth.

8. Monitor the educational progress of foster youth and provide reports to the Executive Director or designee and the Board of Directors based on indicators identified in ECRCHS's local control and accountability plan.
9. This policy does not grant the ECRCHS liaison authority that supersedes the authority granted under state and federal law to a parent or legal guardian retaining educational rights, a responsible person appointed by the court to represent the child pursuant to Welfare and Institutions Code §§ 361 or 726, a surrogate parent, or a foster parent exercising authority under the Education Code. The role of the ECRCHS liaison is advisory with respect to placement options and determination of the school of origin.

### **Enrollment**

A student placed in a licensed children's institution or foster family home shall attend programs operated by ECRCHS unless one of the following circumstances applies (Education Code §§ 48853, 48853.5):

1. The student has an individualized education program requiring placement in a nonpublic, nonsectarian school or agency, or in another local educational agency.
2. The parent/guardian or other person holding the right to make educational decisions for the student determines that it is in the best interest of the student to be placed in another educational program and submits a written statement to ECRCHS indicating that determination and that he/she is aware of the following:
  - a. The student has a right to attend a regular public school in the least restrictive environment.
  - b. The alternate educational program is a special education program, if applicable.
  - c. The decision to unilaterally remove the student from ECRCHS and to place him/her in an alternate education program may not be financed by ECRCHS.
  - d. Any attempt to seek reimbursement for the alternate education program may be at the expense of the parent/guardian or other person holding the right to make educational decisions for the student.
3. At the initial placement or any subsequent change in placement, the student exercises his/her right to continue in his/her school of origin, as defined

above.

- a. The student may continue in the school of origin for the duration of the court's jurisdiction.
- b. If the court's jurisdiction over a grade K-8 student is terminated prior to the end of a school year, the student may continue in his/her school of origin for the remainder of the academic school year.
- c. If the court's jurisdiction is terminated while the student is in high school, the student may continue in his/her school of origin until he/she graduates.
- d. If the student is transitioning between school grade levels, he/she shall be allowed to continue in the district of origin in the same attendance area to provide him/her the benefit of matriculating with his/her peers in accordance with the established feeder patterns of school districts. A student who is transitioning to a middle school or high school shall be allowed to enroll in the school designated for matriculation in another school district.

The ECRCHS liaison may, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, recommend that the youth's right to attend the school of origin be waived and he/she be enrolled in any school that students living in the attendance area of the school district in which the foster youth resides are eligible to attend or in ECRCHS consistent with current enrollment procedures. All decisions shall be made in accordance with the foster youth's best interests.

Prior to making any recommendation to move a foster youth from his/her school of origin, the liaison shall provide the youth and the person holding the right to make educational decisions for the youth with a written explanation of the basis for the recommendation and how the recommendation serves the youth's best interests.

If the liaison, in consultation with the foster youth and the person holding the right to make educational decisions for the foster youth, agrees that the best interests of the youth would be served by his/her transfer to a school other than the school of origin, the Executive Director or designee of the new school shall immediately enroll the foster youth, consistent with any enrollment procedures if the next school is a charter school. The foster youth shall be immediately enrolled even if he/she:

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended
2. Does not have clothing normally required by the school, such as school uniforms

3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and medical records, including, but not limited to, immunization records or other documentation.

If any dispute arises regarding the request of a foster youth to remain in the school of origin, the youth has the right to remain in the school of origin pending resolution of the dispute. The dispute shall be resolved in accordance with the existing ECRCHS dispute resolution process.

### **Transportation**

ECRCHS shall not be responsible for providing transportation to allow a foster child to attend school, unless required by federal law. ECRCHS is not prohibited from providing transportation, at its discretion, to allow a foster child to attend school.

### **Effect of Absences on Grades**

The grades of a student in foster care shall not be lowered for any absence from school that is due to either of the following circumstances:

1. A decision by a court or placement agency to change the student's placement, in which case the student's grades shall be calculated as of the date he/she left school.
2. A verified court appearance or related court-ordered activity.

### **Transfer of Coursework and Credits\***

When a foster youth transfers into ECRCHS, ECRCHS shall accept and issue full credit for any coursework that the foster youth has satisfactorily completed while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency and shall not require the foster youth to retake the course.

If the foster youth did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall not be required to retake the portion of the course that he/she completed at his/her previous school. However, ECRCHS may require the foster youth to retake the portion of the course completed if, in consultation with the holder of educational rights for the foster youth, ECRCHS finds that the foster youth is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a foster youth in any particular course, he/she shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course.

In no event shall ECRCHS prevent a foster youth from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California.

## **Applicability of Graduation Requirements**

To obtain a high school diploma, a foster youth shall pass the high school exit examination in English language and mathematics (if required by State law), complete all courses required by ECRCHS, and fulfill any additional graduation requirement prescribed by the Board.

However, when a foster youth who has completed his/her second year of high school transfers ECRCHS, he/she shall be exempted from all ECRCHS -adopted coursework and other ECRCHS -established graduation requirements, unless ECRCHS makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of his/her fourth year of high school. Within 30 calendar days of the foster youth's transfer, the Executive Director or designee shall notify the foster youth, the person holding the right to make educational decisions for him/her, and the foster youth's social worker of the availability of the exemption and whether the foster youth qualifies for it.

To determine whether a foster youth is in his/her third or fourth year of high school, ECRCHS shall use either the number of credits the foster youth has earned as of the date of the transfer or the length of his/her school enrollment, whichever qualifies him/her for the exemption.

The Executive Director or designee shall notify any foster youth who is granted an exemption and the person holding the right to make educational decisions for him/her how any requirements that are waived will affect the foster youth's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges.

ECRCHS shall not require or request a foster youth to transfer schools in order to qualify for an exemption and no request for a transfer solely to qualify for an exemption shall be made by a foster youth or any person acting on behalf of a foster youth.

Upon making a finding that a foster youth is reasonably able to complete ECRCHS graduation requirements within his/her fifth year of high school, the Executive Director or designee shall:

1. Inform the foster youth and the person holding the right to make educational decisions for him/her of the foster youth's option to remain in school for a fifth year to complete ECRCHS authorizer's graduation requirements, consistent with the laws regarding continuous enrollment and satisfactory progress for ECRCHS students over age 19, and how that will affect his/her ability to gain admission to a postsecondary educational institution.
2. Provide information to the foster youth about transfer opportunities available through the California Community Colleges.



3. Upon agreement with the foster youth or, if he/she is under 18 years of age, the person holding the right to make educational decisions for him/her, permit the foster youth to stay in school for a fifth year to complete ECRCHS's graduation requirements.

### **Eligibility for Extracurricular Activities**

A foster youth whose residence changes pursuant to a court order or decision of a child welfare worker shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities.

### **Complaints of Noncompliance\***

Complaints of noncompliance with this policy shall be governed by ECRCHS's Uniform Complaint Procedures policy.

\*These provisions are also applicable to former juvenile court school pupils, which are defined as pupils who, upon completion of the pupil's second year of high school, transfer to a charter school, excluding a charter school or school district operated by the Division of Juvenile Justice of the Department of Corrections and Rehabilitation, from a juvenile court school. These provisions may be utilized for such pupils at ECRCHS's discretion.

# **Appendix I**

## **Suicide Prevention Policy**

## **SUICIDE PREVENTION POLICY**

The Board of Directors of El Camino Real Alliance dba El Camino Real Charter High School (“ECRCHS”) recognizes that suicide is a major cause of death among youth and should be taken seriously. To attempt to reduce suicidal behavior and its impact on students and families, the Board of Directors has developed prevention strategies and intervention procedures.

In compliance with Education Code Section 215, this policy has been developed in consultation with ECRCHS and community stakeholders, ECRCHS school-employed mental health professionals (e.g., school counselors, psychologists, social workers, nurses), administrators, other school staff members, parents/guardians/caregivers, students, local health agencies and professionals, law enforcement, and community organizations in planning, implementing, and evaluating ECRCHS’s strategies for suicide prevention and intervention. ECRCHS must work in conjunction with local government agencies, community-based organizations, and other community supports to identify additional resources.

To ensure the policies regarding suicide prevention are properly adopted, implemented, and updated, ECRCHS shall appoint a team to serve as the suicide prevention liaison for ECRCHS. This policy shall be reviewed and revised as indicated, at least annually in conjunction with the previously mentioned community stakeholders.

### **A. Staff Development**

ECRCHS, along with its partners, has carefully reviewed available staff training to ensure it promotes the mental health model of suicide prevention and does not encourage the use of the stress model to explain suicide.

Training shall be provided for all school staff members. It may also be provided, when appropriate, for other adults on campus (such as substitutes and intermittent staff, volunteers, interns, tutors, coaches, and afterschool staff).

Training:

- All suicide prevention trainings shall be offered under the direction of mental health professionals (e.g., school counselors, school psychologists, other public entity professionals, such as psychologists or social workers) who have received advanced training specific to suicide. Staff training may be adjusted year-to-year based on previous professional development activities and emerging best practices.
- At least annually, all staff shall receive training on the risk factors and warning signs of suicide, suicide prevention, intervention, referral, and postvention.
- At a minimum, all staff shall participate in training on the core components of suicide prevention (identification of suicide risk factors and warning signs, prevention, intervention, referral, and postvention) at the beginning of their

employment or annually. Core components of the general suicide prevention training shall include:

- Suicide risk factors, warning signs, and protective factors;
- How to talk with a student about thoughts of suicide;
- How to respond appropriately to the youth who has suicidal thoughts. Such responses shall include constant supervision of any student judged to be at risk for suicide and an immediate referral for a suicide risk assessment;
- Emphasis on immediately referring (same day) any student who is identified to be at risk of suicide for assessment while staying under constant monitoring by staff member;
- Emphasis on reducing stigma associated with mental illness and that early prevention and intervention can drastically reduce the risk of suicide;
- Reviewing the data annually to look for any patterns or trends of the prevalence or occurrence of suicide ideation, attempts, or death. Data from the California School Climate, Health, and Learning Survey (Cal-SCHLS) should also be analyzed to identify school climate deficits and drive program development. See the Cal-SCHLS Web site at <http://cal-schls.wested.org/>.
- Information regarding groups of students judged by ECRCHS, and available research, to be at elevated risk for suicide. These groups include, but are not limited to, the following:
  - Youth affected by suicide;
  - Youth with a history of suicide ideation or attempts;
  - Youth with disabilities, mental illness, or substance abuse disorders;
  - Lesbian, gay, bisexual, transgender, or questioning youth;
  - Youth experiencing homelessness or in out-of-home settings, such as foster care;
  - Youth who have suffered traumatic experiences;
- In addition to initial orientations to the core components of suicide prevention, ongoing annual staff professional development for all staff may include the following components:
  - The impact of traumatic stress on emotional and mental health;
  - Common misconceptions about suicide;
  - School and community suicide prevention resources;
  - Appropriate messaging about suicide (correct terminology, safe messaging guidelines);
  - The factors associated with suicide (risk factors, warning signs, protective factors);
  - How to identify youth who may be at risk of suicide;
  - Appropriate ways to interact with a youth who is demonstrating emotional distress or is suicidal. Specifically, how to talk with a student about their thoughts of suicide and (based on ECRCHS guidelines) how to respond to such thinking; how to talk with a student about thoughts of

- suicide and appropriately respond and provide support based on ECRCHS guidelines;
- ECRCHS-approved procedures for responding to suicide risk (including multi-tiered systems of support and referrals). Such procedures should emphasize that the suicidal student should be constantly supervised until a suicide risk assessment is completed;
- ECRCHS-approved procedures for responding to the aftermath of suicidal behavior (suicidal behavior postvention);
- Responding after a suicide occurs (suicide postvention);
- Resources regarding youth suicide prevention;
- Emphasis on stigma reduction and the fact that early prevention and intervention can drastically reduce the risk of suicide;
- Emphasis that any student who is identified to be at risk of suicide is to be immediately referred (same day) for assessment while being constantly monitored by a staff member.

## **B. Employee Qualifications and Scope of Services**

Employees of ECRCHS must act only within the authorization and scope of their credential or license. While it is expected that school professionals are able to identify suicide risk factors and warning signs, and to prevent the immediate risk of a suicidal behavior, treatment of suicidal ideation is typically beyond the scope of services offered in the school setting. In addition, treatment of the mental health challenges often associated with suicidal thinking typically requires mental health resources beyond what schools are able to provide.

## **C. Parents, Guardians, and Caregivers Participation and Education**

- Parents/guardians/caregivers may be included in suicide prevention efforts. At a minimum, ECRCHS shall share this policy with parents/guardians/caregivers by notifying them where a complete copy of the policy is available.
- This suicide prevention policy shall be prominently displayed on the ECRCHS Web page and included in the parent handbook.
- All parents/guardians/caregivers may have access to suicide prevention training that addresses the following:
  - Suicide risk factors, warning signs, and protective factors;
  - How to talk with a student about thoughts of suicide;
  - How to respond appropriately to the student who has suicidal thoughts. Such responses shall include constant supervision of any student judged to be at risk for suicide and referral for an immediate suicide risk assessment.

## **D. Student Participation and Education**

Suicide prevention strategies may include, but not be limited to, efforts to promote a positive school climate that enhances students' feelings of connectedness with ECRCHS and is characterized by caring staff and harmonious interrelationships among

students.

ECRCHS's instructional and student support program shall promote the healthy mental, emotional, and social development of students including, but not limited to, the development of problem-solving skills, coping skills, and resilience.

ECRCHS's instructional curriculum may include information about suicide prevention, as appropriate or needed, taking into consideration the grade level and age of the students. Under the supervision of an appropriately trained individual acting within the scope of her/his credential or license, students shall:

- Receive developmentally appropriate, student-centered education about the warning signs of mental health challenges and emotional distress;
- Receive developmentally appropriate guidance regarding ECRCHS's suicide prevention, intervention, and referral procedures.

The content of the education may include:

- Coping strategies for dealing with stress and trauma;
- How to recognize behaviors (warning signs) and life issues (risk factors) associated with suicide and mental health issues in oneself and others;
- Help-seeking strategies for oneself and others, including how to engage school-based and community resources and refer peers for help;
- Emphasis on reducing the stigma associated with mental illness and the fact that early prevention and intervention can drastically reduce the risk of suicide.

Student-focused suicide prevention education may be incorporated into classroom curricula (e.g., health classes, science, and physical education).

ECRCHS shall support the creation and implementation of programs and/or activities on campus that raise awareness about mental wellness and suicide.

## **E. Intervention and Emergency Procedures**

ECRCHS designates the following School personnel to act as the suicide prevention liaisons:

- Primary Suicide Prevention Liaison: Jessica Friedman, School Psychologist, Student Support Services, (818) 595-8001, j.friedman@ecrchs.net.
- Secondary Suicide Prevention Liaison: Vanessa Cordero, School Psychologist, Student Support Services, (818) 595-8008, v.cordero@ecrchs.net.
- Alternative Suicide Prevention Liaison: Margaret (Peggy) Valentine, School Nurse, Health Office, (818) 595-7569, p.gocke@ecrchs.net.

Whenever a staff member suspects or has knowledge of a student's suicidal intentions, they shall promptly notify the primary designated suicide prevention liaison. If this primary suicide prevention liaison is unavailable, the staff shall promptly notify the secondary suicide prevention liaison.

The suicide prevention liaison shall immediately notify the Executive Director or designee, who shall then notify the student's parent/guardian/caregiver as soon as possible if appropriate and in the best interest of the student. Determination of notification to parents/guardians/caregivers should follow a formal initial assessment to ensure that the student is not endangered by parental notification.

The suicide prevention liaison shall also refer the student to mental health resources at ECRCHS or in the community.

When a student is in imminent danger (has access to a gun, is on a rooftop, or in other unsafe conditions), a call shall be made to 911.

When a suicide attempt or threat is reported on campus or at a school-related activity, the suicide prevention liaison shall, at a minimum:

1. Ensure the student's physical safety by one of the following, as appropriate:
  - Securing immediate medical treatment if a suicide attempt has occurred;
  - Securing law enforcement and/or other emergency assistance if a suicidal act is being actively threatened;
  - Keeping the student under continuous adult supervision until the parent/guardian/caregiver and/or appropriate support agent or agency can be contacted and has the opportunity to intervene.
  - Remaining calm, keeping in mind the student is overwhelmed, confused, and emotionally distressed;
  - Moving all other students out of the immediate area;
  - Not sending the student away or leaving him/her alone, even to go to the restroom;
  - Providing comfort to the student, listening and allowing the student to talk and being comfortable with moments of silence;
  - Promising privacy and help, but not promising confidentiality.
2. Document the incident in writing as soon as feasible.
3. Follow up with the parent/guardian/caregiver and student in a timely manner to provide referrals to appropriate services as needed.
4. After a referral is made, ECRCHS shall verify with the parent/guardian/caregiver that the follow up treatment has been accessed. Parents/guardians/caregivers will be required to provide documentation of care for the student. If parents/guardians/caregivers refuse or neglect to access treatment for a student who has been identified to be at risk for suicide or in emotional distress, the suicide prevention liaisons shall meet with the parent/guardian/caregiver to identify barriers to treatment (e.g., cultural stigma, financial issues) and work to rectify the situation and build understanding of care. If follow up care is still not provided, ECRCHS may contact Child Protective Services.

5. Provide access to counselors or other appropriate personnel to listen to and support students and staff who are directly or indirectly involved with the incident at ECRCHS.
6. Provide an opportunity for all who respond to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

In the event a suicide occurs or is attempted on the ECRCHS campus, the suicide prevention liaison shall follow the crisis intervention procedures contained in ECRCHS's safety plan. After consultation with the Executive Director or designee and the student's parent/guardian/caregiver about facts that may be divulged in accordance with the laws governing confidentiality of student record information, the Executive Director or designee may provide students, parents/guardians/caregivers, and staff with information, counseling, and/or referrals to community agencies as needed. ECRCHS staff may receive assistance from ECRCHS counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

In the event a suicide occurs or is attempted off the ECRCHS campus and unrelated to school activities, the Executive Director or designee shall take the following steps to support the student:

1. Contact the parent/guardian/caregiver and offer support to the family.
2. Discuss with the family how they would like ECRCHS to respond to the attempt while minimizing widespread rumors among teachers, staff, and students.
3. Obtain permission from the parent/guardian/caregiver to share information to ensure the facts regarding the crisis are correct.
4. The suicide prevention liaisons shall handle any media requests.
5. Provide care and determine appropriate support to affected students.
6. Offer to the student and parent/guardian steps for re-integration to School. Re-integration may include obtaining a written release from the parent/guardian to speak with any health care providers; conferring with the student and parent/guardian about any specific requests on how to handle the situation; informing the student's teachers about possible days of absences; allowing accommodations for make-up work (being understanding that missed assignments may add stress to the student); appropriate staff maintaining ongoing contact with the student to monitor the student's actions and mood; and working with the parent/guardian to involve the student in an aftercare plan.

#### **F. Supporting Students during or after a Mental Health Crisis**

Students shall be encouraged through the education program and in ECRCHS activities to notify a teacher, the Executive Director, another ECRCHS administrator, psychologist, ECRCHS counselor, suicide prevention liaisons, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of



another student's suicidal intentions. ECRCHS staff should treat each report seriously, calmly, and with active listening and support. Staff should be non-judgmental to students and discuss with the student, and parent/guardian/caregiver, about additional resources to support the student.

### **G. Responding After a Suicide Death (Postvention)**

A death by suicide in the school community (whether by a student or staff member) can have devastating consequences on the school community, including students and staff. ECRCHS shall follow the below action plan for responding to a suicide death, which incorporates both immediate and long-term steps and objectives:

The suicide prevention liaison shall:

- Coordinate with the Executive Director to:
  - Confirm death and cause;
  - Identify a staff member to contact deceased's family (within 24 hours);
  - Enact the Suicide Postvention Response;
  - Notify all staff members (ideally in-person or via phone, not via e-mail or mass notification).
- Coordinate an all-staff meeting, to include:
  - Notification (if not already conducted) to staff about suicide death;
  - Emotional support and resources available to staff;
  - Notification to students about suicide death and the availability of support services (if this is the protocol that is decided by administration);
  - Share information that is relevant and that which the suicide prevention liaison has permission to disclose.
- Prepare staff to respond to needs of students regarding the following:
  - Review of protocols for referring students for support/assessment;
  - Talking points for staff to notify students;
  - Resources available to students (on and off campus).
- Identify students significantly affected by suicide death and other students at risk of imitative behavior;
- Identify students affected by suicide death but not at risk of imitative behavior;
- Communicate with the larger school community about the suicide death;
- Consider funeral arrangements for family and school community;
- Respond to memorial requests in respectful and non-harmful manner; responses should be handed in a thoughtful way and their impact on other students should be considered;
- Identify media spokesperson if needed.
- Include long-term suicide postvention responses:
  - Consider important dates (i.e., anniversary of death, deceased birthday, graduation, or other significant event) and how these will be addressed
  - Support siblings, close friends, teachers, and/or students of deceased
  - Consider long-term memorials and how they may impact students who are emotionally vulnerable and at risk of suicide

# **Appendix J**

## **Lost or Damaged Textbook Policy**

## LOST OR DAMAGED TEXTBOOK POLICY

When property of El Camino Real Charter High School (“ECRCHS”) is lent to students, the school expects that it will be returned in a timely manner, with no more than usual wear and tear. If the property has been willfully cut, defaced or otherwise damaged, or if the student fails or refuses to return it at the request of a school employee, ECRCHS policy states that the student must pay for the lost or damaged materials. ECRCHS shall afford the student his or her due process rights, and ECRCHS has the right to withhold the student’s grades, diploma, and/or transcripts until full restitution has been made. California law provides that the parent/guardian of a minor shall be liable for all damages caused by the minor’s conduct (Education Code Section 48904).

If the parent/guardian is unable to pay for the damages or return the property, ECRCHS may, at its discretion, provide a program of voluntary work for the student. When the work is completed or the fine is paid, the student’s grades, transcripts, and/or diploma shall be released.

Refunds may be issued for cases in which lost or misplaced textbooks are found, if the textbook is returned in usable condition *and* provided it is still currently in use. Textbooks that have been paid for in full by a student becomes the property of the student and shall not be part of the school’s inventory.

If charges for a damaged textbook exceeds 50% of the cost of the book, the book is to be considered destroyed and the full price of the textbook will be assessed.

Removal of the ECRCHS barcode labels is **PROHIBITED**. The barcoding system provides a direct link from textbook to student; as such, a student cannot return a textbook that has been issued to another student, and no refund or credit shall be provided except to the student to whom the textbook was issued.

<u>Damage / Issue</u>	<u>Cost</u>
Lost textbook	Full price
Excessive markings / graffiti / pages torn out	Full price
Severe water damage or mildew	Full price
Markings / graffiti in book	\$0.50 per page
Torn pages	\$1.00 per page
Water damage (edges of book)	\$10.00
Broken or bent book cover / binding (book in usable condition)	\$10.00

# **Appendix K**

## **Section 504 Policy, Procedures, and Parent Rights**

## **POLICY, PROCEDURES, AND PARENT RIGHTS REGARDING IDENTIFICATION, EVALUATION AND EDUCATION UNDER SECTION 504**

### **SECTION 504 POLICY**

The Board of Directors of the El Camino Real Charter High School (“ECRCHS” or “School”) recognizes the need to identify and evaluate students with disabilities in order to provide them with a free, appropriate public education and its legal responsibility to ensure that “no qualified person with a disability shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” This policy and the related administrative regulation has been developed to ensure the implementation of Section 504 of the Rehabilitation Act of 1973 (“Section 504”), and its implementing regulations as amended, which pertains to public schools. The intent is to ensure that all students with disabilities, who are eligible under Section 504, are identified and evaluated and have access to a free, appropriate public education (“FAPE”).

Under Section 504, individuals with physical or mental impairments that substantially limit one or more major life activities, including learning, are entitled to receive regular or special education and/or related aids and services designed to meet their individual needs as adequately as the needs of nondisabled students are met. Major Life Activities include functions such as caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working, as well as the operation of a major bodily functions, including functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. Students may be disabled and entitled to services under Section 504 even though they are not eligible for services pursuant to the Individuals with Disabilities in Education Act Improvement Act of 2004 (“IDEIA”).

The School’s Executive Director or designee shall ensure that this policy and set of procedures is implemented and followed. Whenever there is reason to believe that, because of a disability, a student needs regular or special education and/or related aids and services (and the student has not been found eligible under IDEIA) that student will be evaluated under this policy’s corresponding procedures.

A Section 504 Team will be convened to determine the student’s need for regular or special education and/or related aids and services. The 504 Team will include persons knowledgeable about the Section 504 standards, the student’s individual needs and school history, the meaning of evaluation data, and placement options. The student’s parent/guardian shall be invited to participate in this 504 Team and shall receive notice of procedural safeguards guaranteed by law. If ECRCHS does not assess a student after a parent has requested an assessment, the School shall provide notice of the

parent's/guardian's procedural safeguards. ECRCHS shall not retaliate in any way against parents/guardians or students who exercise any rights under the procedural safeguards and/or Section 504.

If the student, due to disability, is found to require regular or special education and/or related aids and services under Section 504, the Section 504 Team shall develop a 504 plan for the provision of such services to the student. The student shall be educated with nondisabled students to the maximum extent appropriate to the student's individual needs. The student's parent/guardian shall be provided a copy of the 504 plan and shall receive notice of procedural safeguards guaranteed by law. ECRCHS shall periodically review the student's progress and placement.

ECRCHS will implement this policy through its corresponding procedures.

## SECTION 504 PROCEDURES

### A. Definitions

1. **Academic Setting** – the regular, educational environment operated by ECRCHS.
2. **Individual with a Disability under Section 504** – An individual who:
  - a. has a physical or mental impairment that substantially limits one or more major life activities;
  - b. has a record of such an impairment; or
  - c. is regarded as having such an impairment.
3. **Evaluation** – procedures used to determine whether a student has a disability as defined within these Procedures, and the nature and extent of the services that the student needs. The term means procedures used selectively with an individual student and does not include basic tests administered to, or procedures used with, all students in a school, grade or class.
4. **504 Plan** – is a plan developed to identify and document the student’s needs for regular or special education and related aids and services for participation in educational programs, activities, and school–sponsored events.
5. **Free Appropriate Public Education (“FAPE”)** – the provision of regular or special education and related aids and services that are designed to meet the individual needs of persons with disabilities as adequately as the needs of persons without disabilities are met.
6. **Major Life Activities** - Functions such as caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working. A major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions.
7. **Physical or Mental Impairment** –
  - a. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory; including speech organs; cardiovascular; reproductive; digestive; genitor-urinary; hemic and lymphatic; skin; and endocrine; or
  - b. Any mental or psychological disorder, such as mental retardation,

organic brain syndrome, emotional or mental illness, and specific learning disabilities.

8. **504 Coordinator** – Counselor Stefanie Bero shall serve as the Charter School’s Section 504 Coordinator. The parents or guardians may request a Section 504 due process hearing from, or direct any questions or concerns to the Section 504 Coordinator at (818) 595-7567.
9. **Has a record of such an impairment** - means has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities.
10. **Is regarded as having an impairment** - means
  - a. An individual meets the requirement of 'being regarded as having such an impairment' if the individual establishes that he or she has been subjected to an action prohibited under this Act because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity.
  - b. Being regarded as having an impairment shall not apply to impairments that are transitory and minor. A transitory impairment is an impairment with an actual or expected duration of 6 months or less.

## **B. Referral, Assessment and Evaluation Procedures**

1. ECRCHS will evaluate any student who, because of disability, needs or is believed to need regular or special education and/or related aids and services.
2. A student may be referred by anyone, including a parent/guardian, teacher, other school employee or community agency, for consideration as to whether the student qualifies as a student with disabilities under Section 504. Requests for evaluation shall be made in writing, and a copy of said request will remain in the student’s file regardless of the final determination. This referral should be made to the Section 504 Coordinator who will convene a 504 Team. Any requests made to another Charter School employee will be forwarded to the Section 504 Coordinator.
3. ECRCHS has the responsibility to ensure that students with disabilities are evaluated. Therefore, it is important that students who are or may be disabled are referred to the Section 504 Coordinator so that the assessment process is initiated.
4. The 504 Team convened by the Section 504 Coordinator will be composed of the student’s parents/guardians and other persons knowledgeable about the student (such as the student’s regular education teachers), the student’s school history, the student’s individual needs (such as a person



knowledgeable about the student's disabling condition), the meaning of evaluation data, the options for placement and services, and the legal requirements for least restrictive environment and comparable facilities.

5. The 504 Team shall promptly consider the referral and determine what assessments are needed in all suspected areas of disability to evaluate whether the student is a student with a disability under Section 504 and what special needs the student may have. The decision regarding what assessments shall be undertaken shall be based on a review of the student's school records (including academic, social and behavioral records), any relevant medical records, and the student's needs. Students requiring assessment shall be provided appropriate assessments administered by qualified assessment specialists.
6. The 504 Team will consider the following information in its evaluation of the student:
  - a. Tests and other evaluation materials that have been validated for the specific purpose for which they are used and are administered by trained personnel;
  - b. Tests and other evaluation materials including those tailored to assess specific areas of educational need and not merely those which are designed to provide a single general intelligence quotient; and
  - c. Tests are selected and administered so as to best ensure that, when a test is administered to a student with impaired sensory, manual, or speaking skills, the test results accurately reflect the student's aptitude or achievement level or whatever factor the test purports to measure, rather than reflecting the student's impaired sensory, manual, or speaking skills (except where those skills are the factors that the test purports to measure.)
7. The evaluation of the student must be sufficient for the 504 Team to accurately and completely describe: (a) the nature and extent of the disabilities; (b) the student's special needs; (c) the impact upon the student's education; and (d) what regular or special education and/or related aids and services are appropriate to ensure that the student receives a free appropriate public education. All significant factors relating to the learning process for that student, including adaptive behavior and cultural and language background, must be considered. The evaluation may include, but is not limited to, classroom and playground observation, performance-based testing, academic assessment information, and data offered by the student's teachers and parent/guardian.
8. The parents/guardians shall be given an opportunity in advance of 504 Team meetings to examine assessment results and all other relevant records.
9. If a request for evaluation is denied, the 504 Team shall inform the

parents/guardians in writing of this decision and of their procedural rights as described below.

**C. 504 Plan**

1. When a student is identified as disabled within the meaning of Section 504, the 504 Team shall determine what, if any, services are needed to ensure that the student receives a free, appropriate public education (“FAPE”).
2. The 504 Team responsible for making the placement decision shall include the parents/guardians and other persons knowledgeable about the child, the meaning of the evaluation data, and the placement options.
3. For each identified disabled student, the 504 Team will develop a 504 Plan describing the student’s disability and the regular or special education and/or related aids and services needed. The Plan will specify how the special education and/or related aids and services will be provided to the disabled student and by whom. The 504 Plan will also identify the person responsible for ensuring that all the components of the Plan are implemented.
4. The student’s teacher and any other staff who are to provide services to the student or who are to make modifications in the classroom for the student shall be informed of the services or modifications necessary for the student and, if appropriate, provided a copy of the 504 Plan. A copy of this plan shall be kept in the student’s cumulative file in a manner that limits access to those persons involved in the 504 process and/or the provision of services and modifications.
5. The disabled student shall be placed in the regular education environment unless it is demonstrated that the student’s needs cannot be met in the regular education environment with supplementary aids and services. The disabled student shall be educated with students who are not disabled to the maximum extent appropriate to his/her individual needs.
6. The referral, assessment, evaluation and placement process will be completed within a reasonable time. It is generally not reasonable to exceed fifty (50) school days in completing this process.
7. The parents/guardians shall be notified in writing of the final decision concerning the student’s identification as a person with disabilities, the educational program and services to be provided, if any, and of the Section 504 procedural safeguards, as described below, including the right to an impartial hearing to challenge the decision.
8. If the 504 Team determines that the student is disabled but that no special services are necessary for the student, the 504 Plan shall reflect the

identification of the student as a disabled person under Section 504 and shall state the basis for the decision that no special services are presently needed.

9. The 504 Plan shall include a schedule for annual review of the student's needs, and indicate that this review may occur more frequently at the request of the parent/guardian or school staff.
10. ECRCHS shall immediately implement a student's prior 504 Plan, when a student enrolls at the Charter School. Within thirty (30) days of starting school, ECRCHS shall schedule a 504 Team meeting to review the existing 504 Plan. ECRCHS shall request a copy of the prior 504 plan from both the prior school and the parent/guardian.

D. Review of the Student's Progress

1. The 504 Team shall monitor the progress of the disabled student and the effectiveness of the student's 504 Plan. According to the review schedule set out in the student's 504 Plan, the 504 Team shall annually determine whether the services and modifications are appropriate.
2. A reevaluation of the student's needs shall be conducted before any subsequent significant change in placement.

E. Procedural Safeguards

1. Parents/guardians shall be notified in writing of all decisions regarding the identification, evaluation or educational placement of students with disabilities or suspected disabilities. Notifications shall include a statement of their rights to:
  - Examine relevant records
  - Have an impartial hearing with an opportunity for participation by the parents/guardians and their counsel
  - Have the right to file a Uniform Complaint pursuant to school policy
  - Seek review in federal court if the parents/guardians disagree with the hearing decision.
2. Notifications shall also set forth the procedures for requesting an impartial hearing. Requests shall be made to Counselor Stefanie Bero, (818) 595-7567.

Notifications shall also advise that reimbursement for attorney's fees is available only as authorized by law.

3. The Executive Director or designee shall maintain a list of impartial hearing officers who are qualified and willing to conduct Section 504 hearings. To ensure impartiality, such officers shall not be employed by or under contract with ECRCHS or any district within the Los Angeles Unified School District SELPA or the Los Angeles County Office of Education in any capacity other than that of hearing officer and shall not have any professional or personal involvement that would affect their impartiality or objectivity in the matter.
4. If a parent/guardian disagrees with the identification, evaluation or educational placement of a student with disabilities under Section 504, he/she may request a hearing to initiate due process procedures. The parent/guardian shall set forth in writing his/her request for a hearing. A request for hearing should include:
  - The specific decision or action with which the parent/guardian disagrees.
  - The changes to the 504 Plan the parent/guardian seeks.
  - Any other information the parent/guardian believes is pertinent.
5. Within five (5) calendar days of receiving the parent/guardian's request for a hearing, ECRCHS may offer the parent/guardian an optional alternative dispute resolution process. However, the timeline for the hearing shall remain in effect unless it is extended by mutual written agreement of the parent/guardian and the Charter School. Alternative dispute resolution options include:
  - Mediation by a neutral third party.
  - Review of the 504 Plan by the Executive Director or designee.
6. Within ten (10) calendar days of receiving the parent/guardian's request, the Executive Director or designee shall select an impartial hearing officer. These 10 days may be extended for good cause or by mutual agreement of the parent/guardian and Executive Director.
7. Within thirty-five (35) calendar days of the selection of the hearing officer, the due process hearing shall be conducted. These thirty-five (35) days may be extended for good cause or by mutual agreement of the parent/guardian and Executive Director.
8. The parent/guardian and the Charter School shall be afforded the rights to:
  - Be accompanied and advised by counsel and by individuals with special knowledge or training related to the individual needs of students who are

qualified as disabled under Section 504.

- Present written and oral evidence.
  - Question and cross-examine witnesses.
  - Receive written findings by the hearing officer.
9. The hearing officer shall issue a written decision within ten (10) calendar days of the hearing.
  10. If desired, either party may seek a review of the hearing officer's decision by a federal court. The decision shall be implemented unless the decision is stayed, modified or overturned by a court.
  11. ECRCHS shall not retaliate in any way against parents/guardians or students who exercise any rights under the procedural safeguards and/or Section 504.

F. **Suspension and Expulsion, Special Procedures for Students with Disabilities**  
ECRCHS shall follow the suspension and expulsion policy and procedures as set forth in the charter. A pupil who is qualified for services under Section 504 of the Rehabilitation Act of 1973 is subject to the same grounds for disciplinary action, including suspension and expulsion, and is accorded the same due process procedures applicable to regular education pupils except when federal and state law mandates additional or different procedures. ECRCHS will follow Section 504 and all applicable federal and state laws when imposing any form of discipline on a pupil identified as an individual with disabilities or for whom the Charter School has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such pupils. The following procedures shall be followed when a student with a disability is considered for suspension or expulsion. These procedures will be updated if there is a change in the law.

1. Services During Suspension

Students suspended for more than ten (10) school days in a school year shall continue to receive services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's 504 Plan; and receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur. These services may be provided in an interim alternative educational setting.

2. Procedural Safeguards/Manifestation Determination

Within ten (10) school days of a recommendation for expulsion or any decision to change the placement of a child with a disability because of a violation of a code of student conduct, ECRCHS, the parent, and relevant members of the 504 Team shall review all relevant information in the student's file, including the child's 504 Plan, any teacher observations, and any relevant information provided by the parents to determine:

- a. If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
- b. If the conduct in question was the direct result of the local educational agency's failure to implement the 504 Plan.

If ECRCHS, the parent, and relevant members of the 504 Team determine that either of the above is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability.

If ECRCHS, the parent, and relevant members of the 504 Team make the determination that the conduct was a manifestation of the child's disability, the 504 Team shall:

- a. Conduct a functional behavioral assessment and implement a behavioral intervention plan for such child, provided that ECRCHS had not conducted such assessment prior to such determination before the behavior that resulted in a change in placement;
- b. If a behavioral intervention plan has been developed, review the behavioral intervention plan if the child already has such a behavioral intervention plan, and modify it, as necessary, to address the behavior; and
- c. Return the child to the placement from which the child was removed, unless the parent and ECRCHS agree to a change of placement as part of the modification of the behavioral intervention plan.

If ECRCHS, the parent, and relevant members of the 504 team determine that the behavior was not a manifestation of the student's disability and that the conduct in question was not a result of the failure to implement the 504 Plan, then ECRCHS may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities.

3. Appeals

The parent of a child with a disability under a 504 Plan who disagrees with any decision regarding placement, or the manifestation determination, or ECRCHS believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, may request to utilize the appeal process outlined in the Procedural Safeguards section of these Procedures.

When an appeal relating to the placement of the student or the manifestation determination has been requested by either the parent or ECRCHS, the hearing officer shall determine whether the student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the forty-five (45) day time period provided for in an interim alternative educational setting, whichever occurs first, unless the parent and ECRCHS agree otherwise.

4. Special Circumstances

ECRCHS personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct.

The Executive Director or designee may remove a student to an interim alternative educational setting for not more than forty-five (45) days without regard to whether the behavior is determined to be a manifestation of the student's disability in cases where a student:

- a. Carries or possesses a weapon, as defined in 18 U.S.C. § 930, to or at school, on school premises, or to or at a school function;
- b. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or
- c. Has inflicted serious bodily injury, as defined by 20 U.S.C. § 1415(k)(7)(D), upon a person while at school, on school premises, or at a school function.

5. Interim Alternative Educational Setting

The student's interim alternative educational setting shall be determined by the student's 504 Team.

6. Procedures for Students Not Yet Eligible for Special Education Services

A student who has not been identified as an individual with disabilities pursuant to the IDEIA and who has violated ECRCHS's disciplinary procedures may assert the procedural safeguards granted under these Procedures only if ECRCHS had knowledge that the student was disabled before the behavior occurred.

ECRCHS shall be deemed to have knowledge that the student had a disability if one of the following conditions exists:

- a. The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, to ECRCHS supervisory or administrative personnel, or to one of the child's teachers, that the student is in need of special education or related services.
- b. The parent has requested an evaluation of the child.
- c. The child's teacher, or other ECRCHS personnel, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the Director of Special Education or to other ECRCHS supervisory personnel.

If ECRCHS knew or should have known the student had a disability under any of the three (3) circumstances described above, the student may assert any of the protections available to IDEIA-eligible children with disabilities, including the right to stay-put.

If ECRCHS had no basis for knowledge of the student's disability, it shall proceed with the proposed discipline. ECRCHS shall conduct an expedited evaluation if requested by the parents; however, the student shall remain in the education placement determined by ECRCHS pending the results of the evaluation.

ECRCHS shall not be deemed to have knowledge of that the student had a disability if the parent has not allowed an evaluation, refused services, or if the student has been evaluated and determined to not be eligible.





## **PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION, ACCOMMODATION AND PLACEMENT**

(Section 504 of the Rehabilitation Act of 1973)

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. Please keep this explanation for future reference.

You have the right to:

1. Have your child take part in and receive benefits from public education programs without discrimination because of his/her disabling condition.
2. Have ECRCHS advise you of your rights under federal law.
3. Receive notice with respect to Section 504 identification, evaluation and/or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have ECRCHS make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child educated in facilities and receive services comparable to those provided to non-disabled students.
6. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Improvement Act (IDEIA).
7. Have an evaluation, educational recommendation, and placement decision developed by a team of persons who are knowledgeable of the student, the assessment data, and any placement options. This includes the right to an evaluation before the initial placement of the student and before any subsequent significant change in placement.
8. Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by ECRCHS.
9. Examine all relevant records relating to decisions regarding your child's Section 504 identification, evaluation, educational program, and placement.
10. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
11. Obtain a response from ECRCHS to reasonable requests for explanations and interpretations of your child's records.
12. Request an amendment of your child's educational records if there is reasonable cause to believe they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If ECRCHS refuses this request for amendment, the School shall notify you within a reasonable time and advise you of your right to an impartial hearing.
13. Request mediation or file a grievance in accordance with ECRCHS's Section

- 504 mediation grievance and hearing procedures, outline above.
14. Request an impartial hearing regarding the Section 504 identification, evaluation, or placement of your child. You and the student may take part in the hearing and have an attorney represent you.
  15. File a formal complaint pursuant to ECRCHS's Uniform Complaint Policy and Procedures. Please ask the Executive Director for a copy of the School's Uniform Complaint Policy and Procedures if you need one.
  16. File a formal complaint with the U.S. Department of Education.  
Office for Civil Rights, U.S. Department of Education  
San Francisco Office  
50 United Nations Plaza  
San Francisco, CA 94102  
(415) 486-5555 PHONE  
(415) 486-5570 FAX  
Email: OCR.SanFrancisco@ed.gov

17. Be free from any retaliation from ECRCHS for exercising any of these rights. Please contact Stefanie Bero, 504 Coordinator, c/o El Camino Real Charter High School, 5440 Valley Circle Boulevard, Woodland Hills, CA 91367, (818) 595-7500, with any questions regarding the information contained herein.

# Appendix L

## Educational Records and Student Information Policy

## EDUCATIONAL RECORDS AND STUDENT INFORMATION POLICY

The Board of Directors of El Camino Real Charter High School ("ECRCHS") has adopted this Educational Records and Student Information Policy to apply to all educational records and student information maintained by ECRCHS.

### I. DEFINITIONS

1. Education Record: an education record is any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche containing information directly relating to a student that is maintained by ECRCHS or by a party acting for ECRCHS. Such information includes, but is not limited to:
  - (a) Date and place of birth; parent and/or guardian's address, mother's maiden name and where the parties may be contacted for emergency purposes;
  - (b) Grades, test scores, courses taken, academic specializations and school activities;
  - (c) Special education records;
  - (d) Disciplinary records;
  - (e) Medical and health records;
  - (f) Attendance records and records of past schools attended;
  - (g) Personal information such as, but not limited to, a student's name, the name of a student's parent or other family member, student identification numbers, social security numbers, photographs, biometric record or any other type of information that aids in identification of a student.

An education record does not include any of the following:

- (a) Records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute;
- (b) Records maintained by a law enforcement unit of ECRCHS that were created by that law enforcement unit for the purpose of law enforcement;
- (c) In the case of a person who is employed by ECRCHS but who is not in attendance at such agency or institution, records 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;
- (d) Records of 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 ECRCHS; or
  - (e) Records that only contain information about an individual after he or she is no longer a student at ECRCHS; or.
  - (f) Grades on peer-graded papers before they are collected and recorded by a teacher.
- 2. Personally Identifiable Information (PII): PII is information about a student that is contained in his or her education records that cannot be disclosed without compliance with the requirements of the Federal Educational Rights and Privacy Act (“FERPA”). PII includes, but is not limited to: a student’s name; the name of a student’s parent or other family member; the address of a student or student’s family; a personal identifier, such as the student’s Social Security number, student number or biometric record; other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; other information that, alone or in combinations, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who ECRCHS reasonably believes knows the identity of the student to whom the education record relates.
- 3. Directory Information: ECRCHS may disclose PII that it has designated as directory information, consistent with the terms of ECRCHS’ annual notice provided pursuant to the Family Educational Rights and Privacy Act of 2001 (20 U.S.C. § 1232g) (“FERPA”). ECRCHS has designated the following information as directory information:
  - a. Name
  - b. Address
  - c. Telephone
  - d. Date of birth
  - e. Dates of attendance
  - f. Previous school(s) attended
  - g. Grade level
  - h. Weight and height of members of athletic teams
  - i. Degrees, honors, and awards received
- 4. Parent: parent means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- 5. Eligible Student: eligible student means a student who has reached eighteen (18) years of age.

6. **School Official:** a school official is a person employed by ECRCHS 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 Board of Directors of ECRCHS, as well as ECRCHS's authorizing agency. A school official also may include a volunteer or an independent contractor outside of ECRCHS who performs an institutional service or function for which ECRCHS would otherwise use its own employees and who is under the direct control of ECRCHS 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.
7. **Legitimate Educational Interest:** 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.

## **II. DISCLOSURE OF DIRECTORY INFORMATION**

At the beginning of each year, ECRCHS shall provide parents and eligible students with a notice containing the following information: 1) The type of PII it designates as directory information; 2) The parent's or eligible student's right to request that ECRCHS not release "directory information" without obtaining prior written consent from parent or eligible student; and 3) The period of time within which a parent or eligible student may notify ECRCHS in writing of the categories of "directory information" that it may not disclose without the parent or eligible student's prior written consent.

## **III. ANNUAL NOTIFICATION TO PARENTS AND ELIGIBLE STUDENTS**

At the beginning of each school year, in addition to the notice required for directory information, ECRCHS shall provide parents and eligible students with a notice of their rights under the FERPA. The notice shall inform the parents and eligible students that they have the right to:

1. Inspect and review the student's education records;
2. 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;
3. Consent to disclosures of PII contained in the student's education records, except to the extent that disclosure is permitted without prior written consent pursuant to FERPA; and
4. File with the U.S. Department of Education a complaint concerning alleged failures by ECRCHS to comply with the requirements of FERPA and its promulgated regulations.
5. Request that ECRCHS not release student names, addresses and telephone listings to military recruiters or institutions of higher education without prior written parental consent.

The notice must also include the following:

1. The procedure for exercising the right to inspect and review educational records;
2. The procedure for requesting amendment of records;
3. A statement that ECRCHS forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll;
4. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

#### **IV. PARENTAL AND ELIGIBLE STUDENT RIGHTS RELATING TO 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 Executive Director. Within five (5) business days, ECRCHS shall comply with the request.

1. **Copies of Education Records**  
ECRCHS will provide copies of requested documents within five (5) business days of a written request for copies. ECRCHS may charge reasonable fees for copies it provides to parents or eligible students. The charge will not include a fee to search for or to retrieve the education records.
2. **Request for Amendment to Education Records**  
Following the inspection and review of a student's education record, a parent or eligible student may file a written request with the Executive Director to correct or remove any information in the student's education record that is any of the following:
  - (a) Inaccurate;
  - (b) An unsubstantiated personal conclusion or inference;
  - (c) A conclusion or inference outside of the observer's area of competence;
  - (d) Not based on the personal observation of a named person with the time and place of the observation noted;
  - (e) Misleading; or
  - (f) In violation of the privacy rights of the student.

ECRCHS will respond within thirty (30) days of the receipt of the request to amend. ECRCHS' response will be in writing and if the request for amendment is denied, ECRCHS 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. If the Executive Director sustains any or all of the allegations, he or she must order the correction or the removal and destruction of the information. The Executive Director or Executive Director's designee must then inform the parent or eligible student of the



amendment in writing. However, the Executive Director shall not order a pupil's grade to be changed, unless the teacher who determined the grade is, to the extent practicable, given an opportunity to state orally, in writing, or both, the reasons for which the grade was given and is, to the extent practicable, included in all discussions relating to the changing of the grade.

### 3. Hearing to Challenge Education Record

If ECRCHS 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 Executive Director or the Board Chair may convene a hearing panel to assist in making determinations regarding educational record challenges provided that the parent has given written consent to release information from the pupil's records to the members of the panel convened. The hearing panel shall consist of the following persons:

- (a) The Principal/Executive Director of a public school other than the public school at which the record is on file;
- (b) A certificated employee; and
- (c) A parent appointed by the Principal/Executive Director or by the Board of Directors, depending upon who convenes the panel.

The hearing to challenge the education record shall be held within thirty (30) days of the date of the request for a hearing, notice of the date, time and place of the hearing will be sent by ECRCHS to the parent or eligible student no later than twenty (20) days before the hearing.

The hearing will be conducted by the Executive Director or his/her designee, who shall not be required to use formal rules of evidence or procedure. 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 decision of the Executive Director or his/her designee will be based solely on the evidence presented at the hearing and is final. Within thirty (30) days after the conclusion of the hearing, ECRCHS' 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, ECRCHS 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, ECRCHS 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 ECRCHS, or both. If ECRCHS 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.

## **V. DISCLOSURE OF EDUCATION RECORDS AND DIRECTORY INFORMATION**

ECRCHS must have a signed and dated written consent from the parent or eligible student before releasing any non-directory information from a student's education record except as provided below. 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.

ECRCHS will only disclose PII on the condition that the receiving party not disclose the information to any party without the prior written consent of the parent or eligible student and that the receiving party use the information for the purposes for which the disclosure was made. This restriction does not apply to disclosures that fall within the disclosure exceptions listed below. ECRCHS must maintain the appropriate records related to these disclosure exceptions, as described below. Except for disclosures pursuant to a judicial order or lawfully issued subpoena, or directory information or to parents or eligible students, ECRCHS 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.

ECRCHS will disclose education records, without prior written consent of the parent or eligible student, to the following parties:

1. School employees who have a legitimate educational interest as defined by 34 C.F.R. Part 99;
2. Other schools to which a student seeks or intends to enroll so long as the disclosure is for purposes related to the student's enrollment or transfer. ECRCHS will make a reasonable attempt to notify the parent or eligible student of the request for records at his/her last known address, unless the

- disclosure is initiated by the parent or eligible student. Additionally, ECRCHS will give the parent or eligible student, upon request, a copy of the record that was disclosed and give the parent or eligible student, upon request, an opportunity for hearing pursuant to Section (IV)(3) above;
3. Certain government officials listed in 20 U.S.C. § 1232g(b)(1) in order to carry out lawful functions;
  4. Appropriate parties in connection with a student’s application for, or receipt of, financial aid if it is necessary to determine eligibility, amount of aid, conditions for aid or enforcing the terms and conditions of the aid;
  5. Organizations conducting certain studies for ECRCHS in accordance with 20 U.S.C. § 1232g(b)(1)(F);
  6. Accrediting organizations in order to carry out their accrediting functions;
  7. Parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1986;
  8. Individuals or entities, in compliance with a judicial order or lawfully issued subpoena. Subject to the exceptions found in 34 C.F.R. 99.31(a)(9)(i), reasonable effort must be made to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek a protective order;
  9. Persons who need to know in cases of health and safety emergencies;
  10. State and local authorities, within a juvenile justice system, pursuant to specific State law;
  11. 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 ECRCHS with respect to that alleged crime or offense. ECRCHS may disclose the final results of the disciplinary proceeding, regardless of whether ECRCHS concluded a violation was committed.

**VI. RECORD KEEPING REQUIREMENTS**

ECRCHS will maintain a record of each request for access to and each disclosure of PII from the education records of each student for as long as the records are maintained. For each request, the record must 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 PII to institutions that make disclosures of the information on behalf of ECRCHS in accordance with 34 C.F.R. 99.33(b), the record must include the names of the additional parties to which the receiving party may disclose the information on behalf of ECRCHS 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, ECRCHS 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 PII may be inspected by parents and eligible students, ECRCHS 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 ECRCHS.

Student cumulative records may not be removed from the premises of ECRCHS, unless the individual removing the record has a legitimate educational interest, and is authorized by the Executive Director, or by a majority of a quorum of the Board of Directors at a duly agendized meeting. Employees who remove student cumulative records or other student records from ECRCHS premises without a legitimate educational interest and authorization may be subject to discipline. Employees are permitted to take student work-product, or other appropriate student records, off premises without authorization for legitimate academic purposes (e.g. grading work-product, assigning credit, reviewing materials for classroom discussion, etc.)

## **VII. COMPLAINTS**

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by ECRCHS 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. 20202-5920

# **Appendix M**

## **Immigration and Citizenship Status Policy**

## **IMMIGRATION AND CITIZENSHIP STATUS POLICY**

### **Policies for Collecting and Retaining Student Information**

The Executive Director of El Camino Real Alliance dba El Camino Real Charter High School (“ECRCHS” or the “School”) shall maintain in writing ECRCHS’S policies and procedures for gathering and handling sensitive student information, and appropriate personnel shall receive training regarding those policies and procedures. If the School possesses information that could indicate immigration status, citizenship status, or national origin information, the School shall not use the acquired information to discriminate against any students or families or bar children from enrolling in or attending school.

If parents or guardians choose not to provide information that could indicate their or their children’s immigration status, citizenship status, or national origin information, ECRCHS shall not use such actions as a basis to discriminate against any students or families or bar children from enrolling or attending school.

ECRCHS shall not allow school resources or data to be used to create a registry based on race, gender, sexual orientation, religion, ethnicity, or national origin.

### **Policies for Inquiries Regarding Immigration Status, Citizenship Status, and National Origin Information**

ECRCHS personnel shall not inquire specifically about a student’s citizenship or immigration status or the citizenship or immigration status of a student’s parents or guardians; nor shall personnel seek or require, to the exclusion of other permissible documentation or information, documentation or information that may indicate a student’s immigration status, such as a green card, voter registration, a passport, or citizenship papers.

Where any law contemplates submission of national origin related information to satisfy the requirements of a special program, School personnel shall solicit that documentation or information separately from the school enrollment process.

Where permitted by law, the Executive Director of ECRCHS shall enumerate alternative means to establish residency, age, or other eligibility criteria for enrollment or programs, and those alternative means shall include among them documentation or information that are available to persons regardless of immigration status, citizenship status, or national origin, and that do not reveal information related to citizenship or immigration status.

Where residency, age, and other eligibility criteria for purposes of enrollment or any program may be established by alternative documents or information permitted by law or this policy, the School’s procedures and forms shall describe to the applicant, and

accommodate, all alternatives specified in law and all alternatives authorized under this policy.

### **Policies for Inquiries About Social Security Numbers or Cards**

ECRCHS shall not solicit or collect entire Social Security numbers or cards. ECRCHS shall solicit and collect the last four digits of an adult household member's Social Security number only if required to establish eligibility for federal benefit programs.

When collecting the last four digits of an adult household member's Social Security number to establish eligibility for a federal benefit program, ECRCHS shall explain the limited purpose for which this information is collected, and clarify that a failure to provide this information will not bar the student from enrolling in or attending the school.

ECRCHS shall treat all students equitably in the receipt of all school services, including, but, not limited to, the gathering of student and family information for the free and reduced lunch program, transportation and educational instruction.

### **Policies and Procedures Regarding Information Sharing**

ECRCHS 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 Family Educational Rights and Privacy Act (FERPA).

ECRCHS personnel shall take the following action steps upon receiving an information request related to a student's or family's immigration or citizenship status:

- Notify a designated School official about the information request.
- Provide students and families with appropriate notice and a description of 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.

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

ECRCHS shall require written parental or guardian consent for release of student information, unless the information is relevant for a legitimate educational interest or includes directory information only. Neither exception permits disclosing information to immigration authorities for immigration-enforcement purposes; no student information shall be disclosed to immigration authorities for immigration enforcement purposes without a court order or judicial subpoena.

ECRCHS's request for written or parental or guardian consent for release of student information must include the following information: (1) the signature and date of the parent, guardian, or eligible student providing consent; (2) a description of the records to be disclosed; (3) the reason for release of information; (4) the parties or class of parties receiving the information; and (5) if requested by the parents, guardians or eligible student, a copy of the records to be released. ECRCHS shall permanently keep the consent notice with the record file. The 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 this not otherwise subject to release, ECRCHS shall not release the information.

## **Policies for Annual Information Notice to Parents**

### *Guardians General Information Policy*

ECRCHS must provide an annual notice to parents and guardians of the School's general information policies that includes:

- Assurances that ECRCHS will not release information to third parties for immigration-enforcement purposes, except as required by law or court order.
- A description of the types of student records maintained by the School.
- A list of the circumstances or conditions under which the School might release student information to outside people or entities.
- A statement that, unless the School is providing information for a legitimate educational purpose under FERPA and the California Education Code or directory information, the School shall notify parents or guardians and eligible students—and receive their written consent—before it releases a student's personally identifiable information.

### *Directory Information Policy*

If ECRCHS decides to release directory information, ECRCHS shall provide an annual notice to parents and guardians, and "eligible students" in attendance, of the School directory information policy that includes:

- The categories of information that ECRCHS has classified as public directory information that may be disclosed without parental consent and which should only include the information specifically identified in Education Code section 49061, subdivision (c).
- A statement that directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin (except where ECRCHS receives consent as required under state law).
- The recipients of the directory information.
- A description of the parent's or guardian's abilities to refuse release of the student's directory information, and how to refuse release.



- The deadline in which the parent, guardian or student must notify the school in writing that he or she does not want the information designated as directory information.

### **Policies for Monitoring and Receiving Visitors onto Campus**

No outsider - which would include immigration-enforcement officers - shall enter or remain on school grounds of ECRCHS during school hours without having registered with the Executive Director or designee. If there are no exigent circumstances necessitating immediate action, and if the immigration officer does not possess a judicial warrant or court order that provides a basis for the visit, the officer must provide the following information to the Executive Director or designee:

- Name, address, occupation;
- Age, if less than 21;
- Purpose in entering school grounds;
- Proof of identity; and
- Any other information as required by law.

ECRCHS has adopted measures for responding to outsiders that avoids classroom interruptions, and preserves the peaceful conduct of the School's activities, consistent with local circumstances and practices.

ECRCHS has posted signs at the entrance of its school grounds to notify outsiders of the hours and requirements for registration.

ECRCHS personnel shall report entry by immigration-enforcement officers to any on-site school police or other appropriate administrator as would be required for any unexpected or unscheduled outside visitor coming on campus.

### **Policies for Responding to On-Campus Immigration Enforcement**

ECRCHS personnel shall notify the Executive Director or designee of any request by an immigration-enforcement officer for school or student access, or any requests for review of school documents (including for the services of lawful subpoenas, petitions, complaints, warrants, etc.).

In addition to notifying the Executive Director or designee, ECRCHS personnel shall take the following action steps in response to an officer present on the school campus specifically for immigration-enforcement purposes:

1. Advise the officer that before proceeding with his or her request, and absent exigent circumstances, school personnel must first receive notification and direction from the Executive Director or designee.
2. Ask to see, and make a copy of or note, the officer's credentials (name and badge number). Also ask for and copy or note the phone number of the officer's supervisor.

3. Ask the officer for his/her reason for being on school grounds and document it.
4. Ask the officer to produce any documentation that authorizes school access.
5. Make a copy of all documents provided by the officer. Retain one copy of the documents for school records.
6. If the officer declares that exigent circumstances exist and demands immediate access to the campus, School personnel should comply with the officer's orders and immediately contact the Executive Director or designee.
7. If the officer does not declare that exigent circumstances exist, respond according to the requirements of the officer's documentation. If the immigration-enforcement officer has:
  - ***an ICE (Immigrations and Customs Enforcement) administrative warrant (see Appendix B)***, School personnel shall inform the agent that he or she cannot consent to any request without first consulting with the School's counsel.
  - ***a federal judicial warrant (search-and-seizure warrant or arrest warrant, see Appendix C & D)***, prompt compliance with such a warrant is usually legally required. If feasible, consult with the School's legal counsel before providing the agent access to the person or materials specified in the warrant.
  - ***a subpoena for production of documents or other evidence (see Appendix E & F)***, immediate compliance is not required. Therefore, School personnel shall inform the School's legal counsel of the subpoena, and await further instructions on how to proceed.
8. While School personnel should not consent to access by an immigration-enforcement officer, except as described above, he/she should not attempt to physically impede the officer, even if the officer appears to be exceeding the authorization given under a warrant or other document. If an officer enters the premises without consent, School personnel shall document his or her actions while on campus.
9. After the encounter with the officer, School personnel shall promptly take written notes of all interactions with the officer. The notes shall include the following items:
  - List or copy of the officer's credentials and contact information;
  - Identity of all school personnel who communicated with the officer;
  - Details of the officer's request;
  - Whether the officer presented a warrant or subpoena to accompany his/her request, what was requested in the warrant/subpoena, and whether the warrant/subpoena was signed by a judge;
  - School personnel's response to the officer's request;
  - Any further action taken by the agent; and
  - Photo or copy of any documents presented by the agent.
10. ECRCHS personnel shall provide a copy of those notes, and associated documents collected from the officer, to the School's legal counsel or other designated agency official.

11. In turn, ECRCHS's legal counsel or other designated official shall submit a timely report to the School's governing Board regarding the officer's requests and actions and the School's response(s).
12. E-mail the **Bureau of Children's Justice** in the **California Department of Justice**, at **BCJ@doj.ca.gov**, regarding any attempt by a law-enforcement officer to access a school site or a student for immigration-enforcement purposes.

### **Policies for Parental Notification of Immigration-Enforcement Actions**

ECRCHS personnel must receive consent from the student's parent or guardian before a student can be interviewed or searched by any officer seeking to enforce the civil immigration laws at the school, unless the officer presents a valid, effective warrant signed by a judge, or presents a valid, effective court order.

ECRCHS personnel shall immediately notify the student's parents or guardians if a law-enforcement officer requests or gains access to a student for immigration-enforcement purposes, unless such access was in compliance with a judicial warrant or subpoena that restricts the disclosure of the information to the parent or guardian.

### **Policies for Responding to the Detention or Deportation of a Student's Family Member**

ECRCHS shall encourage that families and students have and know their emergency phone numbers and know where to find important documentation, including birth certificates, passports, Social Security cards, doctors' contact information, medication lists, lists of allergies, etc., which will allow them to be prepared in the event that a family member is detained or deported.

ECRCHS shall permit students and families to update students' emergency contact information as needed throughout the school year, and provide alternative contacts if no parent or guardian is available.

- ECRCHS shall ensure that families may include the information of an identified trusted adult guardian as a secondary emergency contact in case a student's parent or guardian is detained.
- ECRCHS shall communicate to families that information provided within the emergency cards will only be used in response to specified emergency situations, and not for any other purpose.

In the event a student's parent/guardian has been detained or deported by federal immigration authorities, ECRCHS shall use the student's emergency card contact information and release the student to the person(s) designated as emergency contacts. Alternatively, ECRCHS shall release the student into the custody of any individual who presents a Caregiver's Authorization Affidavit on behalf of the student. ECRCHS shall only contact Child Protective Services if School personnel are unsuccessful in arranging for the timely care of the child through the emergency contact information that the

school has, a Caregiver’s Authorization Affidavit, or other information or instructions conveyed by the parent or guardian.

## **Policies for Responding to Hate Crimes and Bullying**

### *Adopting and Publicizing Anti-Bullying and Anti-Harassment Policy*

ECRCHS has adopted and publicized policies that prohibit discrimination, harassment, intimidation, and bullying on the basis of a student’s actual or perceived nationality, ethnicity, or immigration status. These policies must be translated in the student’s primary language if at least 15 percent of the students enrolled in the school speak a single primary language other than English.

ECRCHS shall notify parents and guardians of their children’s right to a free public education, regardless of immigration status or religious beliefs.

- This information shall include information related to the “Know Your Rights” immigration enforcement established by the Attorney General (see Appendix G).
- ECRCHS shall inform students who are victims of hate crimes of their right to report such crimes.

### *Processing Complaints of Harassment and Bullying*

ECRCHS has adopted a process for receiving complaints of and investigating complaints of discrimination, harassment, intimidation, and bullying based on any of the following actual or perceived characteristics:

- disability
- gender
- gender identity
- gender expression
- nationality
- race or ethnicity
- religion
- sexual orientation
- association with a person or group with one or more of the aforementioned characteristics
- immigration status

The complaint process must include, but is not limited to, the following steps:

- A requirement that, if school personnel witness an act of discrimination, harassment, intimidation, or bullying, they shall take immediate steps to intervene when safe to do so;
- A timeline to investigate and resolve complaints of discrimination, harassment, intimidation, or bullying that shall be followed by all schools under the jurisdiction of the local educational agency; and
- An appeal process afforded to the complainant should he or she disagree with the resolution of a complaint.
- ECRCHS shall ensure that complaint procedures contain confidentiality safeguards for immigration status information.
- ECRCHS shall prohibit retaliation against a person who submits a complaint of discrimination, harassment, intimidation, or bullying.

*Training Students, Teachers, and Staff on Anti-Bullying and Anti-Harassment Policy*

ECRCHS shall educate students about the negative impact of bullying other students based on their actual or perceived immigration status or their religious beliefs or customs. ECRCHS shall also train teachers, staff, and personnel to ensure that they are aware of their legal duty to take reasonable steps to eliminate a hostile environment and respond to any incidents of harassment based on the actual or perceived characteristics noted above. Such training should, at minimum, provide agency personnel with the skills to do the following:

- Discuss the varying immigration experiences among members of the student body and school community;
- Discuss bullying-prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims;
- Identify the signs of bullying or harassing behavior;
- Take immediate corrective action when bullying is observed; and
- Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior.

## Appendix A

### Quick Reference for School Officials

- ***What to do if an immigration-enforcement officer comes to your school?***
- ***What to do if an immigration-enforcement officer requests personal information about a student or his/her family members?***

### What to do if an immigration-enforcement officer comes to your school?

1. Notify the designated local educational agency administrator of the request.
2. Advise the immigration officer that, before proceeding with the request, and absent exigent circumstances, you must first receive direction from the local educational agency administrator.
3. Ask to see, and make a copy of or note, the officer's credentials (name and badge number), and the phone number of his/her supervisor.
4. Ask the officer for his/her reason for being on school grounds and document it.
5. Ask the officer to produce any documentation that authorizes school access.
6. Make a copy of all documents provided by the officer.
7. If the officer declares that exigent circumstances exist and demands immediate access to the school, comply with his/her orders and immediately alert the local educational agency administrator.
8. If the officer does not declare that exigent circumstances exist, respond according to the requirements of the officer's documentation. If the immigration-enforcement officer has:
  - ***an ICE (Immigrations and Customs Enforcement) administrative warrant or a subpoena for production of documents or other evidence***, inform the officer that you cannot consent to any request without first consulting with the local educational agency's legal counsel or other designated administrator.
  - ***a federal judicial warrant*** (search-and-seizure warrant or arrest warrant), prompt compliance with such a warrant is usually legally required. If feasible, consult with your legal counsel or designated local educational agency administrator before providing the officer access to is the person or materials specified in the warrant.
9. While you should not consent to access by an immigration-enforcement officer unless he/she declares exigent circumstances or has a federal judicial warrant, do not attempt to physically impede an officer, even if he/she appears to lack authorization to enter. If an officer enters the premises without consent, document his/her actions while on campus.

10. After the encounter with the officer, promptly take written notes, including the following:
  - ✓ List or copy of the officer's credentials and contact information;
  - ✓ Identity of all school personnel who communicated with the officer;
  - ✓ Details of the officer's request;
  - ✓ Whether the officer presented a warrant or subpoena to accompany his/her request, what was requested in the warrant/subpoena, and whether the warrant/subpoena was signed by a judge;
  - ✓ Your response to the officer's request;
  - ✓ Any further action taken by the officer; and
  - ✓ Photo or copy of any documents presented by the officer.
11. Notify parents or guardians as soon as possible (unless prevented by a judicial warrant or subpoena), and do so before an officer questions or removes a student for immigration-enforcement purposes (unless a judicial warrant has been presented).
12. Provide a copy of those notes, and associated documents collected from the officer, to the local educational agency's legal counsel, Superintendent, or other designated administrator.
13. E-mail the **Bureau of Children's Justice** in the **California Department of Justice**, at **BCJ@doj.ca.gov**, regarding any attempt by a law-enforcement officer to access a school site or a student for immigration-enforcement purposes.

### **What to do if an immigration-enforcement officer requests personal information about a student or his/her family members?**

- ***Avoiding unauthorized information disclosure:*** Do not disclose information that might indicate a student's or family's citizenship or immigration status without consent of the parents, guardians, or students (if the student is 18 years of age or over), unless the information is for a legitimate educational purpose or is in response to a court order or subpoena. Providing information about a student's or family's citizenship or immigration status to immigration authorities for immigration-enforcement purposes is not for a legitimate educational purpose under federal or state law.
- ***Procedure for responding to all information requests:*** Take the following action steps if you receive any information request related to a student's or family's immigration or citizenship status that is not supported by a judicial warrant or court order:
  - ✓ Notify a designated local educational agency administrator about the information request.
  - ✓ Provide students and families with appropriate notice and a description of the immigration officer's request.
  - ✓ Document any verbal or written request for information by immigration authorities.
  - ✓ Provide students and parents/guardians with any documents issued by the immigration-enforcement officer.

- **Responding to court documents requesting student or family information:** Notify the parents or guardians if you receive a court order, subpoena, or warrant requesting information regarding a student or family member, unless: (1) the warrant or subpoena concerns an investigation of child abuse, child neglect, or child dependency, or (2) the subpoena prohibits disclosure.
- **Secure written consent from the parent/guardian/adult student before releasing information:** You must get written parental or guardian consent for release of student information, unless the information is relevant for a legitimate educational interest or includes directory information only. Because neither exception permits disclosing information to immigration authorities for immigration-enforcement purposes, no student information shall be disclosed to immigration authorities for immigration-enforcement purposes without written consent from a parent, guardian, or student (if over 18 years of age or in a postsecondary institution), or a court order or judicial subpoena.

The written consent for release of student information must include the following:

1. A description of the information to be released;
2. The reason for release of information;
3. The parties or type of parties receiving the information;
4. If requested by the parents, guardians or student (if the student is 18 years of age or older or in a postsecondary institution), a copy of the records to be released; and
5. Date and signature of the parent, guardian, or student (if 18 years of age or older or in a postsecondary institution) consenting to the release of information.

**Please Note:** The parent, guardian, or student (if over 18 years of age or in a postsecondary institution) is not required to sign the consent form. Therefore, you cannot release the information if the parent, guardian, or student (if over 18 years of age or in a postsecondary institution) refuses to provide written consent for its release.

Once the parent, guardian, or adult student signs and dates the consent form, keep the consent notice with the record file. Also, notify the recipient of the student/family information that further transmission of the information to other individuals is prohibited, without the written consent of the parent/guardian/student (if 18 years of age or older).



# Appendix B ICE (Immigrations and Customs Enforcement) "Arrest Warrant" (Form I-200) and "Removal Warrant" (Form I-205)

<b>U.S. DEPARTMENT OF HOMELAND SECURITY</b>	<b>Warrant for Arrest of Alien</b>
File No. _____	
Date: _____	
<b>To: Any immigration officer authorized pursuant to sections 236 and 287 of the Immigration and Nationality Act and part 287 of title 8, Code of Federal Regulations, to serve warrants of arrest for immigration violations</b>	
I have determined that there is probable cause to believe that _____ is removable from the United States. This determination is based upon:	
<input type="checkbox"/> the execution of a charging document to initiate removal proceedings against the subject;	
<input type="checkbox"/> the pendency of ongoing removal proceedings against the subject;	
<input type="checkbox"/> the failure to establish admissibility subsequent to deferred inspection;	
<input type="checkbox"/> biometric confirmation of the subject's identity and a records check of federal databases that affirmatively indicate, by themselves or in addition to other reliable information, that the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law; and/or	
<input type="checkbox"/> statements made voluntarily by the subject to an immigration officer and/or other reliable evidence that affirmatively indicate the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law.	
<b>YOU ARE COMMANDED</b> to arrest and take into custody for removal proceedings under the Immigration and Nationality Act, the above-named alien.	
_____ (Signature of Authorized Immigration Officer)	
_____ (Printed Name and Title of Authorized Immigration Officer)	
<b>Certificate of Service</b>	
I hereby certify that the Warrant for Arrest of Alien was served by me at _____ (Location)	
on _____ (Name of Alien) on _____ (Date of Service), and the contents of this	
notice were read to him or her in the _____ (Language) language.	
_____ Name and Signature of Officer	_____ Name or Number of Interpreter (if applicable)
Form I-200 (Rev. 09/16)	

## Appendix B ICE (Immigrations and Customs Enforcement) “Arrest Warrant” (Form I-200) and “Removal Warrant” (Form I-205)

DEPARTMENT OF HOMELAND SECURITY  
U.S. Immigration and Customs Enforcement  
**WARRANT OF REMOVAL/DEPORTATION**

File No: \_\_\_\_\_  
Date: \_\_\_\_\_

**To any immigration officer of the United States Department of Homeland Security:**

\_\_\_\_\_ (Full name of alien)

who entered the United States at \_\_\_\_\_ on \_\_\_\_\_  
(Place of entry) (Date of entry)

is subject to removal/deportation from the United States, based upon a final order by:

- an immigration judge in exclusion, deportation, or removal proceedings
- a designated official
- the Board of Immigration Appeals
- a United States District or Magistrate Court Judge

and pursuant to the following provisions of the Immigration and Nationality Act

I, the undersigned officer of the United States, by virtue of the power and authority vested in the Secretary of Homeland Security under the laws of the United States and by his or her direction, command you to take into custody and remove from the United States the above-named alien pursuant to law, at the expense of:

\_\_\_\_\_  
(Signature of immigration officer)

\_\_\_\_\_  
(Title of immigration officer)

\_\_\_\_\_  
(Date and office location)

# Appendix C Federal Search and Seizure Warrant (Form AO 93)

AO 93 (Rev 11/13) Search and Seizure Warrant

## UNITED STATES DISTRICT COURT

for the

In the Matter of the Search of \_\_\_\_\_ )  
 (Briefly describe the property to be searched )  
 or identify the person by name and address ) Case No. \_\_\_\_\_  
 )  
 )  
 )

### SEARCH AND SEIZURE WARRANT

To: Any authorized law enforcement officer

An application by a federal law enforcement officer or an attorney for the government requests the search of the following person or property located in the \_\_\_\_\_ District of \_\_\_\_\_  
*(identify the person or describe the property to be searched and give its location):*

I find that the affidavit(s), or any recorded testimony, establish probable cause to search and seize the person or property described above, and that such search will reveal *(identify the person, describe the property to be seized):*

**YOU ARE COMMANDED** to execute this warrant on or before \_\_\_\_\_ *(not to exceed 14 days)*  
 in the daytime 6:00 a.m. to 10:00 p.m.  at any time in the day or night because good cause has been established.

Unless delayed notice is authorized below, you must give a copy of the warrant and a receipt for the property taken to the person from whom, or from whose premises, the property was taken, or leave the copy and receipt at the place where the property was taken.

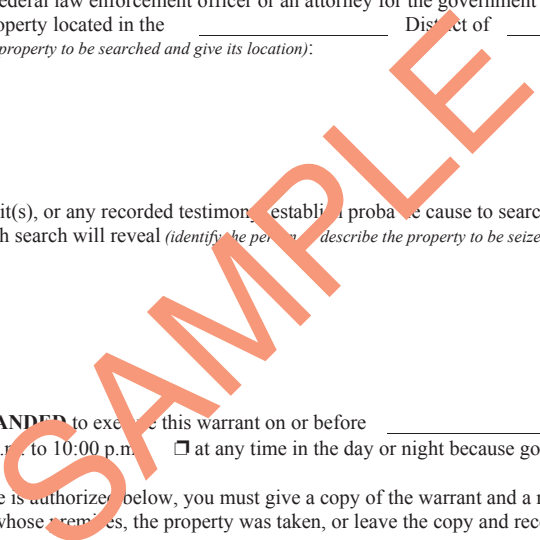
The officer executing this warrant, or an officer present during the execution of the warrant, must prepare an inventory as required by law and promptly return this warrant and inventory to \_\_\_\_\_  
*(United States Magistrate Judge)*

Pursuant to 18 U.S.C. § 3103a(b), I find that immediate notification may have an adverse result listed in 18 U.S.C. § 2705 (except for delay of trial), and authorize the officer executing this warrant to delay notice to the person who, or whose property, will be searched or seized *(check the appropriate box)*

for \_\_\_\_\_ days *(not to exceed 30)*  until, the facts justifying, the later specific date of \_\_\_\_\_.

Date and time issued: \_\_\_\_\_  
*Judge's signature*

City and state: \_\_\_\_\_  
*Printed name and title*



# Appendix D Federal Arrest Warrant (Form AO 442)

AO 442 (Rev 11/11) Arrest Warrant

## UNITED STATES DISTRICT COURT

for the

United States of America

v.

Case No.

)  
)  
)  
)  
)  
)

Defendant

### ARREST WARRANT

To: Any authorized law enforcement officer

**YOU ARE COMMANDED** to arrest and bring before a United States magistrate judge without unnecessary delay

(name of person to be arrested) \_\_\_\_\_,

who is accused of an offense or violation based on the following document filed with the court:

- Indictment     Superseding Indictment     Information     Superseding Information     Complaint
- Probation Violation Petition     Supervised Release Violation Petition     Violation Notice     Order of the Court

This offense is briefly described as follows:

SAMPLE

Date: \_\_\_\_\_

Issuing officer's signature

City and state: \_\_\_\_\_

Printed name and title

#### Return

This warrant was received on (date) \_\_\_\_\_, and the person was arrested on (date) \_\_\_\_\_  
at (city and state) \_\_\_\_\_.


Date: \_\_\_\_\_

Arresting officer's signature

Printed name and title

# Appendix E

## DHS Immigration Enforcement Subpoena (Form I-138)

1. To (Name, Address, City, State, Zip Code)	DEPARTMENT OF HOMELAND SECURITY  <b>IMMIGRATION ENFORCEMENT SUBPOENA</b> to Appear and/or Produce Records 8 U.S.C. § 1225(d), 8 C.F.R. § 287.4
Subpoena Number	
2. In Reference To	
(Title of Proceeding)	(File Number, if Applicable)
By the service of this subpoena upon you, <b>YOU ARE HEREBY SUMMONED AND REQUIRED TO:</b>	
(A) <input type="checkbox"/> <b>APPEAR</b> before the U.S. Customs and Border Protection (CBP), U.S. Immigration and Customs Enforcement (ICE), or U.S. Citizenship and Immigration Services (USCIS) Official named in Block 3 at the place, date, and time specified, to testify and give information relating to the matter indicated in Block 2.	
(B) <input checked="" type="checkbox"/> <b>PRODUCE</b> the records (books, papers, or other documents) indicated in Block 4, to the CBP, ICE, or USCIS Official named in Block 3 at the place, date, and time specified.	
Your testimony and/or production of the indicated records is required in connection with an investigation or inquiry relating to the enforcement of U.S. immigration laws. Failure to comply with this subpoena may subject you to an order of contempt by a federal District Court, as provided by 8 U.S.C. § 1225(d)(4)(B).	
3. (A) CBP, ICE or USCIS Official before whom you are required to appear	(B) Date
Name	(C) Time <input checked="" type="checkbox"/> a.m. <input type="checkbox"/> p.m.
Title	
Address	
Telephone Number	
4. Records required to be produced for inspection	
	5. Authorized Official
If you have any questions regarding this subpoena, contact the CBP, ICE, or USCIS Official identified in Block 3.	_____ (Signature)
	_____ (Printed Name)
	_____ (Title)
	_____ (Date)

DHS Form I-138 (6/09)

# Appendix F Federal Judicial Subpoena

AO 88B (Rev 02/14) Subpoena to Produce Documents, Information, or Objects or to Permit Inspection of Premises in a Civil Action

## UNITED STATES DISTRICT COURT for the

_____ )	
<i>Plaintiff</i> )	
v. )	Civil Action No.
_____ )	
<i>Defendant</i> )	

### SUBPOENA TO PRODUCE DOCUMENTS, INFORMATION, OR OBJECTS OR TO PERMIT INSPECTION OF PREMISES IN A CIVIL ACTION

To: \_\_\_\_\_  
*(Name of person to whom this subpoena is directed)*

**Production** YOU ARE COMMANDED to produce at the time, date, and place set forth below the following documents, electronically stored information, or objects, and to permit inspection, copying, testing, or sampling of the material:

Place:	Date and Time:
--------	----------------

**Inspection of Premises** YOU ARE COMMANDED to permit entry onto the designated premises, land, or other property possessed or controlled by you at the time, date, and location set forth below, so that the requesting party may inspect, measure, survey, photograph, test, or sample the property or any designated object or operation on it.

Place:	Date and Time:
--------	----------------

The following provisions of Fed. R. Civ. P. 45 are attached – Rule 45(c), relating to the place of compliance; Rule 45(d), relating to your protection as a person subject to a subpoena; and Rule 45(e) and (g), relating to your duty to respond to this subpoena and the potential consequences of not doing so.

Date: \_\_\_\_\_

CLERK OF COURT

OR

\_\_\_\_\_  
*Signature of Clerk or Deputy Clerk*

\_\_\_\_\_  
*Attorney's signature*

The name, address, e-mail address, and telephone number of the attorney representing *(name of party)* \_\_\_\_\_, who issues or requests this subpoena, are:

**Notice to the person who issues or requests this subpoena**  
If this subpoena commands the production of documents, electronically stored information, or tangible things or the inspection of premises before trial, a notice and a copy of the subpoena must be served on each party in this case before it is served on the person to whom it is directed. Fed. R. Civ. P. 45(a)(4).

## Appendix G

### Know Your Educational 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 district must provide parents/guardians with written notice of the school's directory information policy, and let you know of your option to refuse release of 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 district if he or she is discriminated against, harassed, intimidated, or bullied on the basis of his or her actual or perceived nationality, ethnicity, or immigration status.



# Coversheet

## Discuss and Possible Vote on Tech Refresh for Teachers

**Section:** IV. School Business  
**Item:** D. Discuss and Possible Vote on Tech Refresh for Teachers  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** IV.C Tech Refresh Proposal.pdf

# EL CAMINO REAL CHARTER HIGH SCHOOL

*A California Distinguished School*

5440 Valley Circle Boulevard  
 Woodland Hills, California 91367  
 818.595.7500 TEL; 818.710.9023 FAX  
 www.ecrchs.net

JONATHAN WASSER  
*Board President*

DAVID HUSSEY  
*Executive Director*



## Desktop Refresh Proposal

### Overview

Desktop computers in every classroom along with clerical offices have been the standard for ECRCHS since 2011. Teachers, Clerical staff and substitutes use them as their primary workstations. By industry standards, the IRS categorizes laptops and desktops to have a useful life of 3 years. These devices are now approaching 7 years, run on Windows 7 with hardware that cannot support the latest operating system (Windows 10 – Education). While computers are built to operate longer than the industry standards suggest, manufacturers and software companies develop their products based on the useful life of the device.

### Purpose

The purpose of the desktop refresh is to replace obsolete desktop computers in the classrooms and offices. By doing so, the technology department will be able to standardize to the latest operating system (which also supports wireless casting), integrate these devices to our Mobile Device Management (MDM) platform, and mitigate classroom computer issues.

### Deployment

Once approved, the deployment of the desktop refresh will occur over the summer. The white glove service will include the following: install all desktops in classroom/office, remove the obsolete computers and place them in a designated area. These devices will also be enrolled into our cloud based management system, significantly alleviating the burden of managing devices as most issues will be resolved remotely.

### Equipment

Computer: Lenovo ThinkCentre M710q - tiny desktop - Core i5 7500T 2.7 GHz - 8 GB – 256 SSD  
 Monitor: Lenovo ThinkCentre Tiny-in-One 24 - Gen 3 - LED monitor -Full HD (1080p) -  
 Warranty: 5 yr. onsite  
 Qty: 150

### Vendor Quote Request

Vendor	Computers	Services	Total
CDW	<b>144,778.50</b>	6,150 (MJP)	150,928.50
STS	152,991.50	<b>3,250 (STS)</b>	156,241.50
PCM-G	143,400.02 (128 SSD)	6,150 (MJP)	149,550.02

# EL CAMINO REAL CHARTER HIGH SCHOOL

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Woodland Hills, California 91367

818.595.7500 TEL; 818.710.9023 FAX

[www.ecrchs.net](http://www.ecrchs.net)

JONATHAN WASSER

*Board President*

DAVID HUSSEY

*Executive Director*



## Proposed Purchase

- Computers via CDW (144,778.50)
- Services via STS (3,250)
- Total: \$148,028.50



# QUOTE CONFIRMATION

**DEAR RYAN GUINTO,**

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
JWFC567	6/18/2018	LVO M710Q I5 256/8	8075029	<b>\$144,778.50</b>

<b>IMPORTANT - PLEASE READ</b>
Fees applied to item(s): 4785950

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">Lenovo ThinkCentre M710q - tiny desktop - Core i5 7500T 2.7 GHz - 8 GB - 25</a> Mfg. Part#: 10MR0004US UNSPSC: 43211508 Contract: Sourcewell Formerly NJPA 100614#CDW Tech Catalog (100614#CDW)	150	4599877	\$613.00	\$91,950.00
<a href="#">Lenovo ThinkCentre Tiny-in-One 24 - Gen 3 - LED monitor - Full HD (1080p) -</a> Mfg. Part#: 10QYPAR1US UNSPSC: 43211902 Contract: Sourcewell Formerly NJPA 100614#CDW Tech Catalog (100614#CDW)	150	4785950	\$189.00	\$28,350.00
<a href="#">Lenovo ePac On-site Repair - extended service agreement - 5 years - on-site</a> Mfg. Part#: 5WS0D81042 UNSPSC: 81111812 Electronic distribution - NO MEDIA Contract: Sourcewell Formerly NJPA 100614#CDW Tech Catalog (100614#CDW)	150	3087993	\$81.00	\$12,150.00

RECYCLING FEE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<b>RECYCLING FEE 15" TO LESS THAN 35"</b> Fee Applied to Item: 4785950	150	654810	\$6.00	\$900.00

PURCHASER BILLING INFO	SUBTOTAL	\$132,450.00
<b>Billing Address:</b> EL CAMINO REAL CHARTER HIGH SCHOOL ACCOUNTS PAYABLE 5440 VALLEY CIRCLE BLVD WOODLAND HILLS, CA 91367-5996 <b>Phone:</b> (818) 595-7500 <b>Payment Terms:</b> NET 30 Days-Govt/Ed	<b>SHIPPING</b>	\$0.00
	<b>RECYCLING FEE</b>	\$900.00
	<b>SALES TAX</b>	\$11,428.50
	<b>GRAND TOTAL</b>	<b>\$144,778.50</b>
	<b>DELIVER TO</b>	Please remit payments to:

<b>Shipping Address:</b> EL CAMINO REAL CHARTER HIGH SCHOOL RYAN GUINTO 5440 VALLEY CIRCLE BLVD WOODLAND HILLS, CA 91367-5996 <b>Phone:</b> (818) 595-7500 <b>Shipping Method:</b> UPS Freight LTL, Special Services	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515
--	---

Need Assistance? CDW•G SALES CONTACT INFORMATION



Jason Abdalla

(866) 684-4533

jasoabd@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>  
For more information, contact a CDW account manager

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# QUOTE CONFIRMATION

**DEAR RYAN GUINTO,**

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
JWKW202	6/21/2018	150 WHITEGLOVE MINIS	8075029	<b>\$6,150.00</b>

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">INSTALL-NEW SITE</a> Mfg. Part#: INSTALL REQUESTED -For the Lenovo Tiny 1. White Glove service including the following: a. Checking that all units are functioning properly b. Upgrading the Operating System to the latest version c. Joining each device to ECRHSD's domain d. Add each device to ECRHSD's Active Directory 2. Asset-tagging of each device 3. On-site deployment of devices to schools' labs. 4. Provide spreadsheet containing: a. Serial numbers b. Asset tag numbers c. Site names to which units were deployed Contract: MARKET	150	3573044	\$41.00	\$6,150.00
<a href="#">NEW ITEMS DO NOT PICK THIS LINE</a> Mfg. Part#: NEW-ITEM Contract: MARKET	1	NEW-ITEM	\$0.00	\$0.00

PURCHASER BILLING INFO		SUBTOTAL	\$6,150.00
<b>Billing Address:</b> EL CAMINO REAL CHARTER HIGH SCHOOL ACCOUNTS PAYABLE 5440 VALLEY CIRCLE BLVD WOODLAND HILLS, CA 91367-5996 <b>Phone:</b> (818) 595-7500 <b>Payment Terms:</b> NET 30 Days-Govt/Ed		SHIPPING	\$0.00
		GRAND TOTAL	<b>\$6,150.00</b>
		DELIVER TO	
<b>Shipping Address:</b> EL CAMINO REAL CHARTER HIGH SCHOOL RYAN GUINTO 5440 VALLEY CIRCLE BLVD WOODLAND HILLS, CA 91367-5996 <b>Phone:</b> (818) 595-7500 <b>Shipping Method:</b>			

Need Assistance? CDW•G SALES CONTACT INFORMATION



Jason Abdalla

(866) 684-4533

jasoabd@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>  
For more information, contact a CDW account manager

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**Company Address** 130-A W. Cochran St.  
 Simi Valley, CA, 93065  
 US

**Created Date** 06/21/2018  
**Expiration Date** 07/21/2018

**Quote Number** 00058318

**Prepared By** Jeremy Gilbert  
**Phone**  
**Email** jeremy.gilbert@stseducation-us.com  
**FAX**

**Account Name** El Camino Real Charter High School  
**Contact** Ryan Guinto  
**Phone** (818) 595-7517  
**Email** r.guinto@ecrchs.net

**Bill To Name** El Camino Real Charter High School  
**Bill To** 5440 Valley Circle Blvd.  
 Woodland Hills, CA, 91367  
 USA

**Ship To Name** El Camino Real Charter High School  
**Ship To** , CA,

Quantity	Description	Sales Price	Total Price
150	Lenovo ThinkCentre M710q, Tiny Intel i5-7500T (2.7GHz, 4C ) , Windows 10 Pro 64, 8.0GB, 1x256GB SSD M.2, (x), Bluetooth 4.2,10MR0004US. - New	\$639.00	\$95,850.00
150	Microsoft Windows 10 Professional COA Refurbisher - PC Registered Refurbisher Community	\$0.00	\$0.00
150	TIO24Gen3-Monitor(24inch Monitor)	\$199.00	\$29,850.00
150	Logitech MK120 Optical USB Professional KB and Mouse	\$0.00	\$0.00
150	CA Environmental Electronic Waste Fee - Collected 15" to 34" - \$6 per unit	\$6.00	\$900.00
150	5Y Onsite NBD upgrade from 3Y Onsite NBD	\$74.00	\$11,100.00
1	Deploy device to classroom, power on device, remove current device to a designated place in school	\$2,000.00	\$2,000.00
150	White Glove Service for M710q, provision package download, office 365 update	\$6.00	\$900.00
1	LTL Shipping Charge - CA	\$450.00	\$450.00

Subtotal \$141,050.00

Total Price \$141,050.00

Tax \$11,941.50

Grand Total \$152,991.50

All Sales are subject to applicable Sales Tax at the time of Shipment.

Financing options available on Approved Credit.

STS stands behind the products and services we provide. For more information on our complete suite of warranties and guarantees, click [here](#).

[www.stseducation-us.com](http://www.stseducation-us.com)





**Company Address** 130-A W. Cochran St.  
 Simi Valley, CA, 93065  
 US

**Created Date** 06/21/2018  
**Expiration Date** 07/21/2018

**Quote Number** 00058319

**Prepared By** Jeremy Gilbert  
**Phone**  
**Email** jeremy.gilbert@stseducation-us.com  
**FAX**

**Account Name** El Camino Real Charter High School  
**Contact** Ryan Guinto  
**Phone** (818) 595-7517  
**Email** r.guinto@ecrchs.net

**Bill To Name** El Camino Real Charter High School  
**Bill To** 5440 Valley Circle Blvd.  
 Woodland Hills, CA, 91367  
 USA

**Ship To Name** El Camino Real Charter High School  
**Ship To** , CA,

Quantity	Description	Sales Price	Total Price
1	Install and White Glove of Devices. (M710q, provision package download, office 365 update and Deploy device to classroom, power on device, remove current device to a designated place in school )	\$3,250.00	\$3,250.00

Subtotal \$3,250.00  
 Total Price \$3,250.00  
 Tax \$0.00  
 Grand Total \$3,250.00

All Sales are subject to applicable Sales Tax at the time of Shipment.

Financing options available on Approved Credit.

STS stands behind the products and services we provide. For more information on our complete suite of warranties and guarantees, click [here](#).

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# Coversheet

## Possible Board Approval of Resolution Regarding Executive Compensation for CBO

**Section:** VI. Reconvene to Open Session  
**Item:** B. Possible Board Approval of Resolution Regarding Executive Compensation for CBO  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** VI.B Resolution re CBO.pdf

**BOARD OF DIRECTORS  
EL CAMINO REAL ALLIANCE**

**RESOLUTION  
RE: CHIEF BUSINESS OFFICER**

The Board of Directors (“Board”) of El Camino Real Alliance (“ECRA”), a tax exempt, California nonprofit public benefit corporation operating a public charter school, does hereby adopt the following resolution pursuant to the provisions of the California Nonprofit Integrity Act, and as also required by the Internal Revenue Service requirements for tax exempt 501(c)(3) entities:

WHEREAS, when ECRA considers renewing or extending a contract term or modifying total compensation (separate from organization wide increases) to be paid to the Chief Business Officer, the Board must ensure that such compensation is reasonable; and

WHEREAS, the Board must determine the compensation of the Chief Business Officer within the confines of legal requirements and best practices for tax exempt, nonprofit corporations; and

WHEREAS, the Board must ensure the compensation of the Chief Business Officer is within the range of similar organizations across the region, also taking into account other factors the Board believes pertinent to the setting of its Chief Business Officer’s compensation; and

WHEREAS, the Board desires to take all recommended steps to ensure the compensation paid to the Chief Business Officer is reasonable, and that the Board has followed legally required procedures, as detailed below:

1. Approval of Compensation. The Board must evaluate the compensation of the Chief Business Officer and approve in advance any change to the compensation for the Chief Business Officer.
2. Definitions. For purposes of this resolution, the Chief Business Officer is an executive officer, and the total compensation paid to the Chief Business Officer is understood to include a base salary, any bonuses, retirement benefits, fringe benefits, liability insurance premiums, and other monetary or non-monetary benefits provided.
3. Recusal. Any Board members related to the Chief Business Officer, any employee Board members reporting to the Chief Business Officer or under his supervision, or any other individual having a personal interest in the compensation paid to the Chief Business Officer, and the Chief Business Officer himself have been excluded from the Board’s discussion and determination of reasonable compensation.
4. Determining Compensation. The Board’s review of compensation data will guide the Board prior to its making any decisions to alter the Chief Business Officer’s

compensation to ensure the compensation to be paid is reasonable. When determining whether the compensation or any change to compensation is reasonable, the Board:

- a. Has been presented with and considered comparability data and compared the compensation to be paid to the Chief Business Officer with the compensation paid to the equivalent senior officers from at least three (3) similar organizations operating in metropolitan areas that have comparable revenues, employees, service populations and skills.
  - b. Recognizes the unique benefits provided by the Chief Business Officer to ECRA, including the following: (1) knowledge of the ECRA educational program; (2) fidelity to the job description and position requirements as articulated in the charter petitions; and (3) the special knowledge, experience, and relationships with community members possessed by the Chief Business Officer, which would be difficult to replace.
5. Source of Comparability Data. The Board has reviewed comparability data by documenting the compensation paid to officers holding similar positions in similar organizations. (See attached documentation at **Attachment A**, Chief Business Officer Reasonable Compensation Comparability Data, attached here and incorporated by reference.) Specifically, the compensation paid to school leaders at similar nonprofits operating public charter schools, this information obtained by contact with conversion charter schools in the area as well as with a charter school in the San Diego area.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby adopts the foregoing resolution.

BE IT FURTHER RESOLVED, that the Secretary of the Board hereby is authorized to certify this resolution.

\* \* \*

IN WITNESS WHEREOF, the Board of Directors has adopted the above resolution by the following vote at a regular Board meeting this 9<sup>th</sup> day of July, 2018.

By: \_\_\_\_\_  
Beatriz Chen, Secretary

# Attachment A

## Chief Business Officer Comparables

School/District	Enrollment 10/4/17 CDE	Title	Annual Salary	Rank
Birmingham Comm. Charter HS	3,130	CBO	\$168,682.50	1
Granda Hills Charter HS	4,739	CBO	\$155,000.00	2
Palisades Charter HS	2,774	CBO	\$145,118.86	3
Helix Charter HS	2,465	CBO	\$144,415.00	4
El Camino Real Charter HS	3,567		\$155,100.00	

**CBO Comps**

School	Enrollment	Title	CBO Grad Degrees	Annual Base Salary	Other Salary Info
Birmingham	3130	Chief Business Officer HR Director	None (Listed)	\$169,682 (2016/17) \$130,662	Range to approx: \$177,116 (2016/17) Range to approx \$144,054 (2016/17) Offers Differential w/Degree
Granada	4739	Chief Business Officer Chief Operating Officer Human Resources Manager	MA: Public Affairs	\$155,000 (2016) \$141,435 (2016) \$120,000	Range to approx: \$180,000 (2016) n/a Range to approx: \$135,000 (2016) Offers Differential w/Degree
Palisades	2774	Chief Business Officer Director Operations & Facilities Director HR	None (Listed)	\$145,118 (2016) \$137,916 \$106,000	Range to approx: \$137,916 (2016) Range to approx: \$118,948 (2016) Offers Differential w/Degree

**\*\*ECR has two Campuses = two budgets, two sites with fiscal and operational oversight, monitoring, & maintenance, two reporting requirements, etc**

**\*\*Life-Time Benefits - ECR only school offering & properly funding life-time health benefits to all employees**

**\*\*ECR CBO = JD & MBA**

**\*\*ECR CBO = two positions - COO & CFO**