



El Camino Charter High School

Board Meeting

Date and Time

Wednesday August 10, 2016 at 5:00 PM PDT

Location

El Camino Real Charter High School's Anderson Hall, 5440 Valley Circle Blvd, Woodland Hills, CA 91367

REGULAR AND ANNUAL BOARD MEETING

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 fifteen (15) 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.
3. You may also complete a “Request to Speak” form to address the Board on Agenda items. With regard to such agenda items, you may specify that agenda item on your “Request to Speak” form and you will be given an opportunity to speak for up to three (3) minutes.
4. When addressing the Board, speakers are requested to state their name and adhere to the time limits set forth.
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

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.

Individuals who require appropriate alternative modification of the agenda in order participate in Board meetings are invited to contact the Executive Director’s office.

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:00 PM
A. Record Attendance and Guests		Melanie Horton	2 m
B. Call the Meeting to Order		Jonathan Wasser	2 m
C. Pledge of Allegiance		Jonathan Wasser	2 m
D. Public Comment on Non-Agenda Items and Agenda Items		Public	15 m
E. Board Member Introduction - Scott Silverstein		Jonathan Wasser	2 m
II. Consent			5:23 PM
A. Review and Vote April 29th Special Board Meeting	Approve Minutes	Jonathan Wasser	2 m
Staff recommends approval.			
Approve minutes for Board Meeting on April 29, 2016			
B. Review and Vote June 22nd Regular Board Minutes	Approve Minutes	Jonathan Wasser	2 m
Staff recommends approval.			
Approve minutes for Board Meeting on June 22, 2016			
C. Review and Vote July 19th Special Board Meeting	Approve Minutes	Jonathan Wasser	2 m
Staff recommends approval.			
Approve minutes for Board Meeting on July 19, 2016			
D. Review and Vote May Check Register	Vote	Marshall Mayotte	2 m
Staff recommends approval.			
E. Review and Vote June Check Register	Vote	Marshall Mayotte	2 m
Staff recommends approval.			
III. Governance			5:33 PM
A. Discuss and Vote Amendment to Previously Filed Minutes	Vote	Jonathan Wasser	5 m
Staff recommends approval. This amends the May 18th Board Minutes. There were some errors with IV.E Discuss and Vote Cancelling Travel to the National Charter School Conference in Tennessee. Below is part of the correction with additional language added at meeting:			
O. Slamon made a motion to approve to cancel all reservations made by any of the Board members or staff to attend the Charter School Conference in Tennessee at a cost of nearly \$4500.00. Odus Caldwell seconded the motion. The motion unanimously did not carry. ... Roll Call: Jackie Keene (Absent), Obie Slamon (Abstain), Dennis Thompson (Absent), Larry Rubin (Absent), Odus Caldwell (Abstain), Peter Vastenhold (Abstain) ... All Board members abstained			
B. Committee Updates	FYI	Jackie Keene	5 m

C. Discuss and Elect 2016/17 Board Secretary Vote Jonathan Wasser 5 m

IV. Financials

5:48 PM

A. Update: May and June Financial Update by EdTec FYI Chang Patel 5 m

EdTec is ECR's back office provider. They perform some compliance functions and compile the school's financial reports.

B. Update: CFO FYI Marshall Mayotte 10 m

Presented by the Chief Business Officer. Topics include:

- LAUSD's rent calculation for ECR and the former Miguel Leonis - reviews the calculation methodology.
- New property update - the business group is exploring another property for expansion. It is currently working with Pacific Charter School Development to see if this is a property we would like to possibly purchase by the end of this year.
- FCMAT update - the ECRA Board approved the hiring of FCMAT last February to review new internal controls and policies to make sure the school is addressing concerns in the October Notice to Cure. Due to scheduling issues, the FCMAT review was moved to September.
- Budget update - the financial expectations for the 2016-17 school year should be lowered by a number of factors, such as LAUSD's request to reduce enrollment from 3,800 to 3,600, and an increase in operational infrastructure to satisfy LAUSD's requested changes. These changes may result in significant changes for 2017-18 school year.
- Benchmark update - ECR will compare operational efficiencies against other organizations.

V. School and Policies

6:03 PM

A. Review and Vote 2016-17 Food Service Vendor Selection - Chartwells Vote Melanie Horton 5 m

Staff recommends a food vendor switch from Revolution Foods to Chartwells. Four food vendors, Chartwells, Revolution Foods, Sodexo and Bevaris, applied for the 2016-17 academic school year. Decision was based on applications, survey results and financial impact.

B. Review and Vote Employee Handbook Vote Melanie Horton 5 m

Staff recommends approval. The business group worked with The Setup HR, an HR consulting firm, to prepare the handbook. It will be primarily used by classified and administrators. It will provide guidance for the teachers where the issues have not been addressed in the collective bargaining agreement.

C. Discuss and Vote Other Vendor Sales Vote Melanie Horton 5 m

Staff recommends approval. This is for small item sales sold by club, groups and organizations that supports ECRA and its communities. Melanie Horton would be designated to oversee these other sales. For example, Friends of ECR would sell backpacks to students with funds being transferred to a Trust account and possibly to the organization's own account. ECR would charge 15% of gross sales to cover sales tax and labor. Friends of ECR supports ECRA by funding school related programs.

D. Discuss and Approve Walsworth as the New Yearbook Vendor Vote David Hussey 5 m

Staff recommends approval. The new yearbook teacher, Samantha Lasarow, has had a positive experience with Walsworth in the past. Ms. Lasarow requested bids from Herff Jones, our previous vendor, and Jostens. Walsworth is cheaper than Herff Jones and it offers phone video features.

E. Review and Vote Film Stipend Vote David Hussey 2 m

Staff recommends approval. This film stipend is for 2015-16 and all future years. This was accepted by both UTLA and ECRA. The amount is \$3,000 and is payable after the fall and spring semesters.

F. Review and Vote Parent-Student Handbook Vote David Hussey 5 m

Staff recommends approval. This is a handbook update.

G. Review and Vote International Student Agreement and Forms Vote David Hussey 5 m

Staff recommends approval. These forms will be used for the international student program by the Executive Director's administrator's designee (e.g. Lead Assistant Principal, David Hussey). For 2016/17, the school will charge \$11,500 per full-year students (\$1,000 for breakfast and lunch, \$10K for educational fee and \$500 for other costs like yearbook, school activities, travel, extra administrative costs, etc.), and \$6,000 per half-year students ((\$500 for breakfast and lunch, \$5K for educational fee and \$500 for other costs like yearbook, school activities, travel, extra administrative costs, etc.). ECR will target about 100 FTE students per year, not to exceed 5% of the total population. The typical student enrolling are in the upper grades which helps the school in the upper grades as students transfer to other schools or enroll in alternative programs (e.g. independent study).

H. Discuss and Vote Keeping the Pacific Western Bank Account for ESCRIP transfers Vote Marshall Mayotte 3 m

Staff recommends approval. Over the years, several organizations set up eScrip accounts to fundraise for their organizations. At this time, we do not want to cancel this bank account to prevent fundraising disruptions.

About eScrip:

Introduced by Electronic Scrip Inc. (ESI), the eScrip program is a fundraising program that allows participating merchants to contribute a percentage of your grocery loyalty cards, credit card, and debit card purchases to the school or nonprofit of your choice. eScrip offers all the benefits of paper-based fundraising programs (or "scrip"), but with an automated ease-of-use and expanded merchant offering. For streamlined, year-round fundraising that is easy to use, eScrip is the best fundraising tool in the toolbox. eScrip partners with merchants who give back a percentage of purchases made by you to the organizations you care about. Purchases are tracked through registered cards (store loyalty, credit/debit) or simply thru your supporter ID on the Online Mall.

I. Discuss and Vote Purchase of Technology Upgrades by CTO Vote Marshall Mayotte 5 m

Staff recommends approval. The 2016/17 budget allocated \$700K for non-capitalized equipment. Most of those funds have been earmarked for classroom modernization and student computers under the Local Control Accountability Plan. The CTO is asking to spend \$50K from Data Link Networks, a preferred vendor of LAUSD, to replace the existing server (existing one is 18 years old). He is also seeking to spend another \$325K (\$235K will be sourced from ERate) for a LAN refresh (existing one is 20 years old).

The CTO will be available for questions.

J. Update: Technology FYI Fernando Delgado 5 m

- Microsoft Surface Pros status and roll-out.
- School website, including board page.
- Changes in Aries and ERP.

K. Update: President's Report FYI David Hussey 5 m

Presented by the Lead Assistant Principal. Topics include:

- WASC and Program Improvement update - This will also include an information update by Lisa Ring

- ECRA & UTLA versus LAUSD regarding retirees - No new developments. Melanie Horton can provide a status update.
- Oracle update. Information was provided to Oracle to start the investigation. Janelle Ruley can provide any new developments.

VI. Other Business

6:53 PM

A. Future Agenda Items	Discuss	Jonathan Wasser	5 m
B. Other Business	Discuss	Jonathan Wasser	5 m

- Workshops (e.g. Brown Act training scheduling)

VII. Closing Items

7:03 PM

A. Adjourn Meeting	Vote	Jonathan Wasser	1 m
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Cover Sheet

Review and Vote April 29th Special Board Meeting

Section: II. Consent
Item: A. Review and Vote April 29th Special Board Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting on April 29, 2016



El Camino Charter High School

Minutes

Board Meeting

Date and Time

Friday April 29, 2016 at 1:00 PM

Location

El Camino Real Charter High School, Conference Room, 5440 Valley Circle Blvd,
Woodland Hills, CA 91367

Directors Present

Jackie Keene, Jonathan Wasser, Larry Rubin, Odus Caldwell, Peter Vastenhold

Directors Absent

Dennis Thompson, Obie Slamon

Guests Present

David Fehte, Janelle Ruley, Marshall Mayotte, Melanie Horton, Terri Keas

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Jonathan Wasser called a meeting of the board of directors of El Camino Charter High School to order on Friday Apr 29, 2016 @ 1:03 PM at El Camino Real Charter High School, Conference Room, 5440 Valley Circle Blvd, Woodland Hills, CA 91367.

C. Pledge of Allegiance

Jonathan Wasser led the Pledge of Allegiance.

D. Public Comment on Non-Agenda Items and Agenda Items

There were no public comments.

E. Closed Session

Board approved the settlement/release of teacher - Unanimous
Larry Rubin made a motion to Go into closed.
Odus Caldwell seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Closing Items

A. Adjourn Meeting

Larry Rubin made a motion to adjourn the meeting.
Odus Caldwell 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 2:30 PM.

Respectfully Submitted,
Terri Keas

Cover Sheet

Review and Vote June 22nd Regular Board Minutes

Section: II. Consent
Item: B. Review and Vote June 22nd Regular Board Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting on June 22, 2016



El Camino Charter High School

Minutes

Board Meeting

Date and Time

Wednesday June 22, 2016 at 5:00 PM

Location

El Camino Real CHS, Library, 5440 Valley Circle Blvd, Woodland Hills, CA 91367

REGULAR AND ANNUAL BOARD MEETING**INSTRUCTIONS FOR PRESENTATIONS
TO THE BOARD BY PARENTS AND CITIZENS**

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Directors Present

Dennis Thompson, Jackie Keene, Jonathan Wasser, Obie Slamon, Odus Caldwell

Directors Absent

Peter Vastenhold

Guests Present

Allen Lodge, Billy Ramirez, Bruce Newborn, Carl Peterson, Cathy Davis, Cathy Davis, Chang Patel, Cheryl Aldridge, Dana Leo, David Hussey, Doug Sobel, Eric Wilson, Fernando Delgado, Frank Wymond, Fred Ruopp, Gary Falzone, Glenn Short, Jill Fleischmann, John McCoy, Judy Kessler Block, Kevin Williams, Lisa Huffaker, Mark Groff, Marlene Widawer, Marshall Mayotte, Matt Carey, Melanie Horton, Melissa Charters, Richard Scheinberg, Rolf Fleischmann, Scott Silverstein, Shelley Mark, Shelly Marshall, Stacey Meltzer, Steve Malm, Sue Freitag, Sue Ruopp, Susan Niven, Terry Fischer, Tim Glick, Tova Sobel, Vanessa Cordero, Vita Galvan Roth

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Jonathan Wasser called a meeting of the board of directors of El Camino Charter High School to order on Wednesday Jun 22, 2016 @ 5:06 PM at El Camino Real CHS, Library, 5440 Valley Circle Blvd, Woodland Hills, CA 91367.

C. Pledge of Allegiance

Board member Odus Caldwell led the Pledge of Allegiance.

D. Public Comment on Non-Agenda Items and Agenda Items

Donna Bennett, ECRCHS classified employee in the Main Office, addressed the articles in the Daily News. She confessed that she was the one who sent the flowers to the HR Manager for Mr. Fehte and signed it "love Dave" because we're all one big happy family at ECR and we always give to each other with love and affection. She said there are always two sides to every story, as she told parents who called the school, and you can't necessarily believe what you read in the paper. She orders supplies for the custodians and teachers and the cost is enormous. She knows the supplies that the teachers receive, all of which goes to better the education of the students. She stated that Mr. Fehte is one of the best principals she has worked for in her 16 years with LAUSD. He has an open door

policy to students and he took time every morning for a special needs student who came in to say good morning to him and the staff when she arrived at school. She stated that Mr. Fehte is fair, honest, a pleasure to work with and she is blessed to work at ECRCHS.

Shelly Marshall, proud to be a graduate of ECR class of '74, and proud to be a teacher at ECR for 30 years. She stated that Mr. Fehte always gives the teachers 100% credit for the successes of ECR. But a school is only as great as it's administrators and she compared it to a movie that is not only great because of the actors, but also because of the director and what goes on behind the scenes, which she likened to the administrators. She stated that the administrators, Mr. Fehte, Marshall and the other administrators, are incredibly dedicated to the success of ECR and work hard to assure that ECR will be successful and flourish well into the future. We would not be the school we are without them and she supports them 100%. She strongly feels that the articles in the Daily News were extremely biased with the intent to stir up trouble, which they did. It is human nature to react without looking in to the facts and she thanked the Board members for their own investigations and keeping the staff up to date and for the emails from Mr. Fehte giving his side of the story. The bottom line for her is that the administrators are for us and not against us and they want to do everything in their power to make our charter school successful. No one knows how hard they work or the long hours they put in to make that happen. She appreciates working with each of the administrators. She addressed Obie Slamon, who's term on the Board is up, and stated that Obie is the epitome of what El Camino stands for and she appreciates having known her and will miss her terribly. She hopes that Obie will stay in touch.

ECR parent Marlene Widawer, stated that she has attended almost every meeting for the past 9 months, and has observed how the Board works. Is it disconcerting to her and it explains how Mr. Fehte has been able to charge hundreds of thousands of dollars on restaurant dinners, first class flights, expensive hotels to visit a high-end furniture factory half way across the country and use the school credit card to pay for personal expenses many times, among other abuses. All of this goes beyond a simple mistake which is how Mr. Fehte characterized it in a letter to staff earlier this month. She stated that his behavior shows a pattern of abuse that cannot be tolerated. It is irrelevant that El Camino is a spectacular school with several National ACA DECA titles and numerous city championships. It is well and good that Mr. Fehte promises not to do it anymore and ECR has changed their policies to prevent him from doing it again, but that doesn't excuse past behavior nor does it absolve the Board for letting it happen in the first place. She stated she doesn't believe the Board or administrators take this seriously, as over the past few months Marshall and Mr. Fehte have dismissed the District's increased scrutiny as petty annoyances, stated that it is because the District doesn't like charters and Marshall repeated this sentiment in the article, being quoted as saying that the District's scrutiny was nit-picky. He equated unnecessary staff with unnecessary meals, as if one was an acceptable waste of tax-payer dollars and the other wasn't because the school had saved over \$4MM dollars last year. She stated that one can misappropriate funds and still demonstrate a savings on the books. She stated her opinion that none of the Board members have the expertise to run a \$30MM a year public corporation. She questioned the Board members' expertise in finance and business transactions and open meeting law requirements. She stated her doubt as demonstrated in October when the Board approved the cash purchase of a property that had not been disclosed on any agenda prior to the meeting when the vote took place. It appears to her that the Board members are either prior teachers, colleagues or friends of the Executive Director and she doesn't believe that the Board members have it in them to hold Mr. Fehte or the administrators to task. The fact that the reporter discovered this information in the public

records and that the Board is trying to blame the reporter and not the people responsible, indicates to her that the Board members are too close and don't want to hold their friends accountable. She was interviewed by the reporter and vouched that his questions were not misleading. She said he presented her with his research and asked for her reaction to the facts. It was not his job to form an objective opinion, his job was to report the facts and that's what he did. She stated that the reporter is not putting ECR in a negative light - Mr Fehte is and so is the Board. It is clear to her that Mr. Fehte and the Board should resign. ECR Drama teacher Sue Freitag, ECR graduate of '88 and teacher at ECR 16 years. She addressed Obie Slamon and said she is sad Obie is leaving. After the Daily News articles and a rough semester at ECR, she is concerned about her home and school that she dearly loves. She has sacrificed a lot for the students and has probably spent more time at ECR than at her own home. The bottom line for her is the kids - it is and always will be - and she has always done whatever she could to make it a satisfying and educational experience for them. She is concerned because all of the good qualities of El Camino are being overshadowed by this force to get rid of the Board and get rid of the administration and to start fresh, for some reason. Being on the inside, she doesn't see the need for that, as she feels strongly that the theater department, for one, has been extremely supported. Before charter we didn't function as well as we do now, thankfully to charter, our administration and to this Board, who is new to the charter situation and how to function as a public charter school is a new adventure. In terms of our programs and the strength of the theater department, we got new seats, new lighting, new paint - anything and everything that the theater dept. needed and requested, was received to make the experience for the kids fulfilling. Her students in the theater department have never wanted for anything and we have a great facility fully functioning to prepare them for great experiences in college and careers. One of our students just performed on the Tony's, so the quality of the education and the quality of the students we are producing, she is very proud of that and she thanked the Board and administrations for supporting it.

Terri Keas, who has worked as ECR for 13 years, starting as the School Administrative Assistant and became the HR Manager when ECR went Charter. She was distressed after the Daily News articles because she believes the articles did a disservice to Mr. Fehte and El Camino. Working closely with Dave, he always says "students first, teachers second". In every meeting she has attended with Mr. Fehte, when it came to kids or changes to be made, those have been his considerations. When El Camino was with LAUSD before going charter, 10 teachers were laid off (laid off) and wouldn't have their jobs today - they were rehired when El Camino went charter. LAUSD was going to cut our office staff to 8 from 14. After charter, we were back to 14 office staff. 8 clerical doesn't even cover each office and she stated she doesn't know how LAUSD expects to run a school when a school doesn't even have enough staff to cover every office. The staff at ECR has been very well treated. Teachers and staff got a raise immediately. They have been given raises and bonuses, every teacher has been given all the supplies they requested as Sue Freitag just stated with Drama. She has never heard one teacher complain that they didn't get something they wanted. Anything they requested for supplies from Yvonne, they got. Dave negotiated with LAUSD to pay for some things so that ECR wouldn't have to. She confirmed with Marshall that one such item was installing WIFI that LAUSD paid for which, to her understanding, would otherwise have cost the charter \$1MM. Mr. Fehte brought in the Alternative school and those kids graduate from El Camino, can participate in ECR activities and ECR is on their diploma. There were 100 students who graduated from the Alternative Program this year. She wanted to thank so much Mr. Fehte and the Board members, and especially Board member Obie Slamon, as this is her last meeting - it is also Mrs. Keas' as she is retiring, too - for their great leadership and the success of the charter. She is

very distressed over what's happening lately and warned the teachers who are feeding negative information because if they are successful in removing Mr. Fehte, or Board members, there's a good chance that LA Unified could come in and take over and they would not get what they're thinking they would get. She is glad to no longer be working for LAUSD,

ECR parent Sue Ruopp started by saying that one of the reasons that their family moved into the area was because of the stellar reputation of El Camino, for it's tradition of academic excellence and outstanding staff and they had confidence in the leadership of the school. Sadly that has changed with the recent allegations of misuse of funds by Mr. Fehte and possibly others. Parents shouldn't jump to conclusions but the evidence is in the credit card receipts for all to see. She's heard lots of statements tonight in support of Mr. Fehte and the staff here but she hasn't heard anyone address the evidence and it's hard for that support to fly in the face of the evidence. She believes she speaks for many parents and students when she says that the articles in the Daily News has left her feeling confused, disappointed and angry and she has questions. Is an audit in process, who is carrying it out, how will the Board keep the parents informed of the findings and appropriate actions to be taken, and what checks and balances will be put in place to avoid future reckless spending and clerical errors? She knows her questions won't be answered tonight but she wants the Board to know that parents are counting on them to financially manage the school in a responsible manner and do the right thing. She stated that the parents are watching.

ECR teacher Melissa Charters began by saying she heard a comment from behind her that all the speakers at the meeting are teachers, so she pointed out that many ECR teachers attend the Board meetings and want to speak out on behalf of our school. A year ago she was told by another teacher that Mr. Fehte didn't care about her, that he only cared about padding his paycheck and mentioned Marshall as well. She knew that wasn't true - she knows that Mr. Fehte cares about the teachers. It's obvious he cares about the teachers and the students at this school. Many students want to talk to him when they have trouble at school and they know they can go into his office to see and talk to him about what may be bothering them. Her own students have told her they are very comfortable contacting him and that they appreciate that he talks to all students. We have a huge school so not every student can go see him at all times. He cares about staff and staff's families. She doesn't know all the facts and doesn't know all of what is going on but she's read the articles in the newspaper and it's complex. She knows that teachers who work at this school went out into the community a year ago and spoke negatively about our principal and our school and hoped to stir up parents to have disdain for our school. It hasn't worked all the way. Many of our parents still support our school and she invited many of the parents attending this meeting to visit the school and see how Mr. Fehte works with the kids, see what he does for our programs. He has constantly supported the teachers - the administration and the staff support the teachers and they are honest and have integrity. Their integrity is not being applauded here. People make mistakes in life but it doesn't mean they can't do well. Mr. Fehte isn't here to be able to tell him but he, Marshall, the staff and the Board are all intelligent adults and we've appreciated all you have done and with all the attacks here, she hopes that the Board and administration stands tall and support our school in every way they have done so far.

ECR teacher Terry Fischer came to the meeting not to malign anyone but to give thanks. He has retired after 26 years at ECR - he doesn't have a horse in the race. He's so grateful to the great teams of administrators he's had the opportunity to work with, the fabulous students and parents, the community support, the amazing faculty and this wonderful school board. He thinks positivity is contagious and he is so glad that every administrative team, and especially this one, as he finishes his career, has allowed him to present to his

classes, the teams he has coached, the choirs he has led, to offer them opportunities to dream. And the administration, Board and faculty, parents and community facilitated those dreams. He has been so fortunate to have the ECR choir perform in Europe 4 times, Carnegie Hall 4 times, at Disneyworld, Disneyland 14-15 times, and to be surrounded by tremendously dedicated kids. That's the story that needs to be the headline because it's about the kids. He got to be the wrestling coach for 25 years and worked with amazing kids who saw a dream and fulfilled that dream and saw their dreams come true. 17 city titles - to be on the sidelines as a football coach and watch in '97 them win the football title - they're great kids and he's been able to keep in touch with them. That's the story and that's what he came to share with everyone. He thanked everyone and bid goodbye.

ECR teacher Kevin Williams starting his 10th year teaching. This was his first time speaking to the Board and definitely wanted to say thank you. He stated the fact that the Board members get paid nothing to be on the Board but are obligated to listen to everyone who has legitimate concerns or people who are virtually opposed to everything. The Board has always acted in the best interest of the school and during a turbulent year or year and a half, he thanked the Board for being the anchor. He also gave a work of caution, that, although he might not be telling them what they don't already know, the articles that have come out in the Daily News have their origins from within our own walls. There are people from within the school who are disgruntled, who claim to speak for a majority and we currently live in a political climate where people who speak the loudest and have a disproportionate amount of outrage, do this to give substance to their own views. This article was a hit piece, this was yellow journalism and the Board has all the facts, they are the ones with all the facts, and he expressed that he has faith that the Board will act as they always have, in the best interest in the school, and he thanked them for that.

Cheryl Aldridge thanked the administration and the Board for all their hard work and dedication to the kids. She graduated from ECR in '77 and is a parent of two sons who graduated from ECR in '08 and '11 and she and her husband have volunteered at ECR since 2004, working in charge of the Snack Shack during football season and working at graduations until their son graduated. They were also very involved in most of the fundraising events for the kids. Since going charter, everyone's a winner, the kids have increased enhanced learning with more class offerings, more technology, new textbooks and athletic opportunities. The teachers have more support, resources and greater pay compared to any other LAUSD school. She understands that mistakes were made but she also understands that they have been corrected and new policies are in place so they can't happen again. Until recently she was a corporate secretary for 28 years for 2 multi-million dollar companies. She has seen first hand that mistakes happen and she's also seen when corrected, they don't happen again. We're all human and we all make mistakes. If everyone's major emphasis is what's best for the kids, then we all need to move on and continue to be the best public high school education and experience in the state. She and her husband were always involved in their sons' educations which did not stop when they graduated from high school. They have seen several principals over the years at ECR and Mr. Fehte has been the best, hands down. If there were any issues, no matter what they were, he always made sure they were taken care of immediately. Even though their children no longer attend ECR they will continue to support the Board, administration and most of all the kids for a job well done, which makes ECR what it is today, tomorrow and what it will be in the future. She and her family are and always will be an ECR family.

II. Consent

A. Review and Vote April 26, 2016 Special Board Meeting

Jackie Keene made a motion to approve Items A, B, C & D, Minutes from the Board Meetings of 04-26-16, 04-29-16, 05-18-16 and 05-31-16.

Obie Slamon seconded the motion.

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

B. Review and Vote April 29, 2016 Special Board Meeting

Motion made to combine and approved in Item A above.

Jackie Keene made a motion to approve Items A, B, C & D, Minutes from the Board Meetings of 04-26-16, 04-29-16, 05-18-16 and 05-31-16.

Obie Slamon seconded the motion.

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

C. Review and Vote May 18th Regular Board Minutes

Motion made to combine and approved in Item A above.

Jackie Keene made a motion to approve Items A, B, C & D, Minutes from the Board Meetings of 04-26-16, 04-29-16, 05-18-16 and 05-31-16.

Obie Slamon seconded the motion.

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

D. Review and Vote May 31, 2016 Special Board Meeting

Motion made to combine and approved in Item A above.

Jackie Keene made a motion to approve Items A, B, C & D, Minutes from the Board Meetings of 04-26-16, 04-29-16, 05-18-16 and 05-31-16.

Obie Slamon seconded the motion.

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

E. Review and Vote March Check Register

Larry Rubin made a motion to approve the March 2016 check register.

Odus Caldwell seconded the motion.

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

F. Review and Vote April Check Register

Jackie Keene made a motion to approve the April check register.

Obie Slamon seconded the motion.

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

G. Review and Vote Consolidated Application

Obie Slamon made a motion to approve the Consolidated Application for federal funding.

Dennis Thompson seconded the motion.

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

H. Review and Vote 2016-17 Certification of Assurances - Consolidated Application

Odus Caldwell made a motion to approve the Certificate of Assurance for the Consolidated Application.

Larry Rubin seconded the motion.

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

I. Review and Vote 2016-17 Application for Funding - Consolidated Application

Obie Slamon made a motion to approve the 2016-17 Consolidated Application for funding.

Jackie Keene seconded the motion.

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

J. Review and Vote 2016-17 Protected Prayer Certification - Consolidated Application

Larry Rubin made a motion to approve the Protected Prayer Certification for the Consolidated Application.

Dennis Thompson seconded the motion.

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

K. Break

No break was taken at this point in the meeting.

III. Governance

A. Committee and Board Updates

Jackie Keene reported that elections were held for the 3 year teacher rep board beginning July 1, 2016. The votes were counted publicly and the teachers elected Scott Silverstein. Peter Vastenhold, who presently holds the position, also ran and it was a tight race and Scott prevailed. She congratulated Scott and thanked Peter for his dedicated service on the Board. Additionally there are 2 community representative positions available and the ad hoc committee, consisting of Obie Slamon, Odus Caldwell and herself, met after the submission closing date. There were four applicants and after discussion and consideration of the applicants and reviewing their statements and available background material, the committee presented Mr. Alex Placencio, with 10 yrs experience as a teacher and then an administrator and principal with LAUSD, as a very strong candidate. They also recommended Larry Rubin for a second term, a current Board member and strong advocate of the ECRCHS charter movement and served as a previous LAUSD administrator. Larry's background speaks for itself. The committee presented them to the Board for consideration.

Larry stated that it has been an honor to serve on the Board and knows it's been a challenging time for everyone present and he assured everyone that the Board is always decides according to what is best for the students and thanked them for the opportunity to serve on the Board.

B. Update: Board Representative Update

Included in "A" above.

C. Discuss and Vote Community Member(s)

Odus Caldwell made a motion to approve Alex Palencio and Larry Rubin to fill the two Community Representative positions on the Board beginning July 1, 2016.

Dennis Thompson seconded the motion.

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

Roll Call

Dennis Thompson	Aye
Jackie Keene	Aye
Obie Slamon	Aye
Larry Rubin	Abstain
Peter Vastenhold	Absent
Odus Caldwell	Aye

D. Discuss and Vote 2016/17 Regular Board Calendar

Larry Rubin made a motion to approve the Board meetings calendar for 2016-17 changing the October 19th meeting to October 26, 2016.

Odus Caldwell seconded the motion.

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

E. Discuss and Elect 2016/17 Board Chair

Larry Rubin made a motion to approve the re-election of Jon Wasser as the Board Chair for the 2016-17 school year.

Odus Caldwell seconded the motion.

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

F. Discuss and Vote 2016/17 Vice Chair

Larry Rubin made a motion to approve election of Jackie Keene as Vice Chair for the 2016-17 school year.

Dennis Thompson seconded the motion.

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

G. Discuss and Elect 2016/17 Board Secretary

The Secretary position will be held open until the first meeting of the next school year to include new Board members in the process.

H. Discuss and Elect 2016/17 Chief Financial Officer for Board

Odus Caldwell made a motion to approve Marshall Mayotte as CFO to the Board.

Dennis Thompson seconded the motion.

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

I. Discuss and Vote 2016/17 President for Board

Obie Slamon made a motion to approve ECRCHS administrator David Hussey as President to the Board.

Larry Rubin seconded the motion.

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

IV. School and Policies

A. Review and Vote Local Control Accountability Plan

Obie Slamon made a motion to approve the LCAP.

Jackie Keene seconded the motion.

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

B. Review and Vote Single Plan for School Achievement

Obie Slamon made a motion to approve the Single Plan for School Achievement.

Odus Caldwell seconded the motion.

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

C. Review and Vote Voluntary Retirement Modification

Larry Rubin made a motion to approve extending the window for the Voluntary Retirement Modification.

Dennis Thompson seconded the motion.

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

D. Review and Vote Tentative Agreement Regarding Retiree Benefits

Jackie Keene made a motion to approve that ECRCHS pay for COBRA benefits for the 8 certificated retirees unable to get benefits from LAUSD, during the grievance period being conducted by UTLA.

Odus Caldwell seconded the motion.

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

E. Review and Vote Minimum On-Site Obligation for UTLA Members

Odus Caldwell made a motion to approve the minimum on-site obligation for UTLA members.

Jackie Keene seconded the motion.

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

Chair Jon Wasser called for a 10 minute break from 6:46 - 6:56pm.

F. Review and Vote Public Records Act Policy

Dennis Thompson made a motion to approve the Public Records Act.

Larry Rubin seconded the motion.

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

G. Review and Vote Contract for an Outside Investigator

Obie Slamon made a motion to approve contracting with Oracle to investigate issues on LAUSD's Notice to Cure and the credit card statements.

Odus Caldwell seconded the motion.

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

H. Discuss School Psychologist Findings

After reviewing the issues regarding the School Psychologist position the Board committee deemed that this is not a Board issue and should be decided by the school administrators.

I. Update: Administrator's Report

David Hussey reported that Summer School was in session and 1089 students enrolled the first day with 400 of the students enrolled in enrichment (elective) classes. He hopes to start building on the Bridge program for "at risk" kids or kids who qualify for the Bridge Program, to get more kids into AP classes and they will be looking into that for the upcoming year. They have also started "Cyber High" and have 50 students piloting that online program - starting with 10th grade English and math - where the kids come one day a week or they can come every day if they want, for computer access. This program will be piloted in the regular school year and 500 online user accounts will be available.

Students are required to attend at least once a week and are required to take their tests here on campus. Right now, and for the upcoming school year, it will be credit recovery but they can look into it becoming enrichment classes as well.

This is the online program that Lisa Ring talked to the Board about last year. He also addressed that some of the LCAP goals can be done quarterly, but some, like graduation percentages, cannot. Another big focus will be our students not meeting A - G requirements and allow Algebra II and maybe Spanish I and II or French I and II, which are like the gatekeepers for A - G requirements. They will also look into whether students are not qualifying for A - G classes because they are getting D's in English 11. (A- G is history, English, math, science, foreign language.) He reported that ECR had over 1,000 kids graduate June 7th, so it was a good culmination to the year. It was the largest graduation class in memory. Over 96% of the kids who were 12th grade eligible participated. That percentage will go up after summer school because of kids who were short credits prior to the summer.

J. Break

Chair Jon Wasser deemed no break was necessary.

V. Financials

A. Classified Payroll Schedule for Hourly Employees

Jackie Keene made a motion to approve the Classified payroll schedule.
Odus Caldwell seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Review and Vote Cheer Fundraising

Melanie Horton reported that this issue can be removed from the Agenda. The cheerleading coach was unaware that many of the items they planned to fundraise for could be purchased for them by the school and they have enough funds in their trust account to purchase the remaining items.

C. Discuss and Vote Transfer an Additional \$500K to the Retiree Benefit Trust

Jackie Keene made a motion to approve to transfer an additional \$500K to the Retiree Benefits Fund.
Obie Slamon seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Discuss and Vote Leaving LAUSD's Option 3 SELPA

Dennis Thompson made a motion to approve to provide for the option to leave LAUSD's Option 3 SELPA.
Odus Caldwell seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Review and Vote Fiscal Policies

Dennis Thompson made a motion to approve to simplify and set parameters on ECRCHS' fiscal policy.
Larry Rubin seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Review and Vote 2016/17 ECRA Budget

Dennis Thompson made a motion to approve the ECRA 2016-17 Budget.
Odus Caldwell seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Update: April Financial Update by EdTec

Chang Patel from Ed Tec presented the April financials.

H. Update: Business, Technology, Development and Compliance Report

Marshall reported that ECR's enrollment will begin shrinking at LAUSD's request which might cause some financial trouble in a few years. The certificated staff for Special Education will remain the same despite the enrollment shrinkage. Since conversion in 2011, teacher spending through 2016 is expected to increase 52%, about 7.2% increase per year, not that teachers got that much in pay increase, but additional staff was added. Also during that same period the cost of benefits, pension and retirement about 9.9% per year, which will continue to increase rapidly in the coming years. Funding concerns include the LCFF funding, of which ECR is among the bottom 5% in the State of California among high schools, districts and charter schools and the differences are quite high. He showed comparisons with other schools and districts. The difficulty will be trying to maintain the salaries of the teachers. Our average teacher takes home approximately \$90,000 when you factor in all the extra pay for auxiliaries, summer school, NBC, etc. and ECR provides lifetime benefits, which many districts and charter schools are now saying they can no longer afford to offer. ECR tries to operate with as little staff as possible. Mistakes are made and we

get called out on them but we are trying hard to make ECR work financially because when you look at the funding difference, it's huge. Even though ECR has a healthy net income, what ECR spends of a percentage of income on teachers' salaries is higher than LAUSD, higher than Granada, higher than a lot of schools. He has concerns for the future that future administration may not be able to operate within such tight parameters. FCMAT will be reviewing our processes upcoming in the middle of July and review in the fall that any recommended changes have been implemented. The new ERP system was just installed. FCMAT will stay on as a resource to train our staff annually. The financial audit has started and should be done in September and the financial statements should be presented to the Board in November.

VI. Other Business

A. Future Agenda Items

Melanie Horton will take Minutes at Board meetings beginning with the 2016-17 school year.

Future Agenda items: look into new sound system for Board meetings, address the Board page on the ECRCHS website, fill the position of Board secretary, get an update on the Shoup property, discuss the 37% rent increase by LAUSD and the possibility of negotiating rent going forward,

VII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:19 PM.

Respectfully Submitted,
Terri Keas

Obie Slamon made a motion to adjourn the meeting.

Oduis Caldwell seconded the motion.

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

Cover Sheet

Review and Vote July 19th Special Board Meeting

Section: II. Consent
Item: C. Review and Vote July 19th Special Board Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting on July 19, 2016

APPROVED



El Camino Charter High School

Minutes

Board Meeting

Date and Time

Tuesday July 19, 2016 at 5:00 PM

Location

El Camino Real Charter High School, Conference Room, 5440 Valley Circle Blvd,
Woodland Hills, CA 91367

SPECIAL BOARD MEETING**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 fifteen (15) 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.

3. You may also complete a "Request to Speak" form to address the Board on Agenda items. With regard to such agenda items, you may specify that agenda item on your "Request to Speak" form and you will be given an opportunity to speak for up to three (3) minutes.
4. When addressing the Board, speakers are requested to state their name and adhere to the time limits set forth.
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

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. Individuals who require appropriate alternative modification of the agenda in order participate in Board meetings are invited to contact the Executive Director's office.

Directors Present

Dennis Thompson, Jackie Keene, Jonathan Wasser, Larry Rubin, Odus Caldwell, Scott Silverstein

Directors Absent

Alex Placencio

Guests Present

David Fehte, David Hussey, Melanie Horton

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Jonathan Wasser called a meeting of the board of directors of El Camino Charter High School to order on Tuesday Jul 19, 2016 @ 5:05 PM at El Camino Real Charter High School, Conference Room, 5440 Valley Circle Blvd, Woodland Hills, CA 91367.

C. Public Comment on Oral Communication

There were no public comments.

II. Other Business

A. Future Agenda Items

Future agenda items were not discussed during the meeting.

B. Closed Session

Jackie Keene made a motion to return to Open Session.

Dennis Thompson seconded the motion.

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

Roll Call

Alex Placencio	Absent
Larry Rubin	Aye
Jackie Keene	Aye
Dennis Thompson	Aye

Scott Silverstein No
Odus Caldwell Aye
Jeff Falgien Absent
Jonathan Wasser Aye

C. Return to Open Session

No action was taken.

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:30 PM.

Respectfully Submitted,
Melanie Horton

Cover Sheet

Review and Vote May Check Register

Section: II. Consent
Item: D. Review and Vote May Check Register
Purpose: Vote
Submitted by:
Related Material: 2016-05 Check Registers.pdf

Check Register



El Camino Real High School
May 2016

Grand Total 1,250,868.47

Vendor	Check Number	Date	Description	Check Amount
El Camino Real Charter High School	(blank)	5/2/2016	Transfer to Hamni	\$70,017.93
Roxanne Rapoport	10527	5/2/2016	ECR-S/2016/2126, Foreign Exchange Admission Fee, Tuition Reimbursement FX Student (Visa Denied)	\$5,485.00
Board of Equalization	10532	5/2/2016	ECR-S/2016/2127, General (Operations), 01/01/2016 - 03/31/16 Sales and Use Tax	\$2,212.00
Ray Lombardo	10529	5/2/2016	ECR-S/2016/2100, Baseball, 05/03/16 Baseball Game vs Cleveland HS. 4/29/16 Plate	\$78.00
Keyon Bell Sr.	10531	5/2/2016	ECR-S/2016/2027, Baseball, 05/05/16 JV Baseball Official Taft HS vs ECR Plate	\$75.00
Steven Montalvo	10530	5/2/2016	ECR-S/2016/2099, Baseball, 05/03/1616 Baseball Game vs Cleveland HS- Base	\$74.00
Eriq Velarde	10528	5/2/2016	ECR-S/2016/2118, Softball(Varsity/JV), 5/3/16 JV Softball Game vs Cleveland HS - Plate	\$73.00
Ralph Peck	10533	5/2/2016	ECR-S/2016/2128, Softball(Varsity/JV), 5/5/16 - Varsity Softball vs Taft HS - Plate	\$70.00
John Pemberton	10534	5/2/2016	ECR-S/2016/2129, Softball(Varsity/JV), 5/5/16 Varsity Softball vs Taft HS	\$68.00
Devon Knadle	2163	5/3/2016	FSA	\$1,750.00
Buddy's All Stars	10061	5/3/2016	ECR-S/2016/2087, T-JV/Varsity Football, Adult Football Practice Jersey	\$291.13
Total Education Solutions	10539	5/4/2016	ECR-S/2016/2131, Special Ed General, 2/16 RSP Services	\$7,680.00
Naerok Facilities Management	10538	5/4/2016	ECR-S/2016/2132, General (Operations), 4/2/16-4/15/16 Security Services	\$6,284.83
Far West Plywood Company	10535	5/4/2016	ECR-S/2016/2134, Woodshop, Summer Order-Wood for Woodshop Class COD 5/04/16	\$2,419.50
Naerok Facilities Management	10537	5/4/2016	ECR-S/2016/2133, General (Operations), 3/19/16-4/1/16 Security Services: Missing Hours	\$932.40
Naerok Facilities Management	10536	5/4/2016	ECR-S/2016/2108, General (Operations), Security Services (Missing Hours) 2/29/16 to 3/18/16	\$266.40
Michael Consoletti	10548	5/5/2016	PRJRN/2016/0389,NJROTC,Shooters Tech LLC-Marksmanship Team: Scoring System-Scanner and Software, Targets	\$2,229.30
Terrence Fischer	10065	5/5/2016	PRJRN/2016/0379,T-Wrestling,Rental Van 4/15 - 18/16 Wrestling Tournament	\$850.10
Alyssa Lee	10062	5/5/2016	PRJRN/2016/0380,T-Boys Volleyball,Room 4: Extra Large Family Suite for San Diego Tournament	\$807.50
American Foothill Publishing Co.	10559	5/5/2016	ECR-S/2016/2136, King's Courier/Journalism Advertisements, The King's Courier Issue: Avril 21, 2016 Vol. 46 Issue 11	\$775.40
Catherine Davis	10545	5/5/2016	PRJRN/2016/0378,Vocational Arts,Art & Design Academy Sewing Supplies/Interior Design Class Supplies	\$701.70
Patricia Estrin	10064	5/5/2016	PRJRN/2016/0381,T-Careers in Entertainment Academy,Film Festival Submission, "Channel"	\$501.08
Eric Choi	10547	5/5/2016	PRJRN/2016/0386,Boys Golf,Golf Tee Times (4/14) Woodley	\$178.00
Wendy Treuhaft	10543	5/5/2016	PRJRN/2016/0385,Administrative,04/25/16 Lunch with COP after Meeting, Health Nut	\$150.07
Lori Chandler	10558	5/5/2016	PRJRN/2016/0394,General (Academic) ,Stipend to Teacher for CSUN Student Teacher-Brand, Jacob	\$150.00
Cory Wiener	10540	5/5/2016	ECR-S/2016/2135, Athletics, 04/22, 4/28, 5/5/16 Supervision Baseball, Softball, Track	\$143.00
Caroline Jones	10560	5/5/2016	PRJRN/2016/0391,General (Academic) ,Stipend to Teacher for CSUN Student Teacher-Berda, Emmanuelle	\$125.00
Lori Chandler	10541	5/5/2016	PRJRN/2016/0377,Physical Education,Toner Cartridges	\$105.71
Heidi Maury	10552	5/5/2016	PRJRN/2016/0400,General (Academic) ,Stipend to Teacher for CSUN Student Teacher-McGillewie, Jessica	\$84.00
Wendy Strickland	10550	5/5/2016	PRJRN/2016/0392,General (Academic) ,Stipend to Teacher for CSUN Student Teacher-Scardino, Samantha	\$75.00
Zasha Endres	10551	5/5/2016	PRJRN/2016/0393,General (Academic) ,Stipend to Teacher for CSUN Student Teacher-Olivarez, Adriana	\$75.00

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.

Vendor	Check Number	Date	Description	Check Amount
Mariellen Webster	10557	5/5/2016	PRJRN/2016/0395,General (Academic) ,Stipend to Teacher for CSUN Student Teacher-Immaraju, Deepti	\$75.00
Eric Choi	10546	5/5/2016	PRJRN/2016/0390,Boys Golf,Green Fees	\$73.00
Ilda Luna	10542	5/5/2016	PRJRN/2016/0382,World Language ,And the Earth Did Not Swallow Him, Jose Fedrico	\$64.99
Angel Lerma	10549	5/5/2016	PRJRN/2016/0387,ELAC / Latino Literacy,Dominoes Pizza for ELAC/Latino Literacy Meeting	\$60.85
David Valenzuela	10556	5/5/2016	PRJRN/2016/0396,General (Academic) ,Stipend to Teacher for CSUN Student Teacher-Kim, Charlene	\$42.00
Alonzo Solarez	10555	5/5/2016	PRJRN/2016/0397,General (Academic) ,Stipend to Teacher for CSUN Student Teacher-Kim, Charlene	\$42.00
Robert Boyle	10554	5/5/2016	PRJRN/2016/0398,General (Academic) ,Stipend to Teacher for CSUN Student Teacher-Kim, Charlene	\$42.00
Melissa Gregorio	10553	5/5/2016	PRJRN/2016/0399,General (Academic) ,Stipend to Teacher for CSUN Student Teacher-McGillewie, Jessica	\$42.00
Samantha Spencer	10544	5/5/2016	PRJRN/2016/0376,English ,Thousand Splendid Suns	\$37.99
Richard Yi	10067	5/5/2016	PRJRN/2016/0388,T-Track and Field,Roses-Costco	\$37.04
Patricia Estrin	10063	5/5/2016	PRJRN/2016/0384,T-Careers in Entertainment Academy,Set Supplies for Creative Writing Show	\$36.97
Eric Choi	10066	5/5/2016	PRJRN/2016/0383,T- Boys Golf,Share of golf trophies (Between 5 teams)	\$36.43
CCSA Employee Welfare Benefit Trust	10563	5/9/2016	ECR-S/2016/2191, General (Operations), 05/16 Employee Benefits	\$277,018.04
Riddell	10562	5/9/2016	ECR-S/2016/2202, Varsity/JV Football, 120 Speed Flex Helmets	\$41,794.24
Law Offices of Young, Minney & Corr, LLP	10561	5/9/2016	ECR-S/2016/2160, General (Operations), 3/31/16 - Legal Fees	\$13,442.40
Brooks Transportation Inc.	10577	5/9/2016	ECR-S/2016/2185, English , 4/20/16 Round Trip ECR to Will Geer Theatricum Botanicum	\$2,700.00
Verizon Wireless	10568	5/9/2016	ECR-S/2016/2178, General (Operations), 03/16 Communication Services	\$1,201.62
Brooks Transportation Inc.	10565	5/9/2016	ECR-S/2016/2194, Science , 4/13 Roundtrip from ECR to California Science Center	\$770.00
Brooks Transportation Inc.	10566	5/9/2016	ECR-S/2016/2146, World Language , 4/21/16 Round Trip ECR to Directors Guild of America	\$730.00
Brooks Transportation Inc.	10574	5/9/2016	ECR-S/2016/2180, Drama, 4/16/16 Round Trip ECR to Shakespeare Festival	\$600.00
Buddy's All Stars	10069	5/9/2016	ECR-S/2016/2204, T-JV/Varsity Football, Russell Performance Tees	\$576.36
Bagger Sports	10072	5/9/2016	ECR-S/2016/2203, T-Softball (Varsity/ JV), Remaining Balance for Spirit Pack Items	\$475.52
Brooks Transportation Inc.	10576	5/9/2016	ECR-S/2016/2195, Drill Team, 4/15/16 Roundtrip from ECR to Atrium Hotel	\$450.00
Brooks Transportation Inc.	10575	5/9/2016	ECR-S/2016/2184, Special Ed General, 4/20/16 Round Trip ECR to the Museum of Tolerance	\$385.00
Canteen Refreshment Services	10569	5/9/2016	ECR-S/2016/2138, General (Operations), 04/1/16 Food Supplies	\$373.58
Brooks Transportation Inc.	10567	5/9/2016	ECR-S/2016/2179, Audio, Visual and Performing Arts, 4/15/16 Round Trip ECR to La Brea Arts District/Fahey-Klein Gallery	\$350.00
Buddy's All Stars	10071	5/9/2016	ECR-S/2016/2206, T-JV/Varsity Football, 9" Cooling Perf Shorts	\$304.39
Benefit and Risk Management Services	10564	5/9/2016	ECR-S/2016/2190, General (Operations), 04/16 Admin Fees-FSA	\$217.00
Buddy's All Stars	10070	5/9/2016	ECR-S/2016/2205, T-JV/Varsity Football, Royal Helmets 1 XZ 1/Speed	\$183.23
EdTec Inc.	10582	5/10/2016	ECR-S/2016/2171, General (Operations), 04/16 EdTec Monthly Service	\$16,712.50
Unum Life Insurance Company of America	10570	5/10/2016	ECR-S/2016/2162, General (Operations), 05/16 Premium Life Insurance	\$4,008.82
Hillyard	10592	5/10/2016	ECR-S/2016/2209, General (Operations), Sure foot Gameday Mop Private Label	\$2,464.70
Buddy's All Stars	10573	5/10/2016	ECR-S/2016/2147, Boys Volleyball, L/S Loose Fit Tee	\$722.75
The CLM Group Inc.	10579	5/10/2016	ECR-S/2016/2142, Business Technology, 2016-2017 School year mPower Subscription Fee	\$419.00
Sylvia Yi	2165	5/10/2016	FSA	\$416.66
Advanced Office Automation, Inc.	10572	5/10/2016	ECR-S/2016/2141, General (Operations), 3/27/16-4/27/16 FSS Excess Copies	\$403.75

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.

Vendor	Check Number	Date	Description	Check Amount
Deny Sportswear	10073	5/10/2016	ECR-S/2016/2139, T-Girls Basketball, 8x10 Plaque w/Gold Matte and Full Color	\$336.05
CompuClaim	10578	5/10/2016	ECR-S/2016/2173, Special Ed General, 03/16 Medu Claim Procedure Code Billing	\$305.60
Advanced Office Automation, Inc.	10571	5/10/2016	ECR-S/2016/2151, General (Operations), 3/2216-4/22/16 Repro Line Cost per Copy	\$218.01
Canteen Refreshment Services	10580	5/10/2016	ECR-S/2016/2196, General (Operations), 4/11/16 Food Supplies	\$174.01
Deny Sportswear	10581	5/10/2016	ECR-S/2016/2152, Athletics, 8x10 full color dye sub plaques with gold matte	\$88.11
Harvey Inouye	10591	5/10/2016	ECR-S/2016/2207, Boys Volleyball, 05/10/2016 Varsity Boys Volleyball game vs Roosevelt HS - Ref (Playoffs RD 1)	\$79.00
Jeff Bornstein	10590	5/10/2016	ECR-S/2016/2208, Boys Volleyball, 05/10/16 Varsity Boys Volleyball game vs Roosevelt HS - Umpire (Playoffs RD 1)	\$73.00
Kelly Services, Inc.	10595	5/11/2016	ECR-S/2016/2189, General (Academic) , Substitute Teachers through 4/10/16	\$10,187.05
The Print Spot	10600	5/11/2016	ECR-S/2016/2174, General (Operations), 03/16 Print Services	\$8,176.04
Kelly Services, Inc.	10596	5/11/2016	ECR-S/2016/2188, General (Academic) , Substitute Teachers through 4/3/16	\$7,162.00
The Help Group-North Hills Prep School	10588	5/11/2016	ECR-S/2016/2165, Special Ed General, 02/16 Special Ed Services	\$6,885.37
Kelly Services, Inc.	10597	5/11/2016	ECR-S/2016/2168, General (Academic) , Substitute Teachers through 4/17/16	\$6,371.23
LADWP	10602	5/11/2016	ECR-S/2016/2235, General (Operations), Electric Charges(Shoup Property)	\$5,371.56
The Cruz Center	10603	5/11/2016	ECR-S/2016/2225, Special Ed General, 04/16 Special Ed Services (PT)	\$4,895.00
Inspire Communication, Inc	10594	5/11/2016	ECR-S/2016/2167, Special Ed General, 03/16 Sara Gross @ \$85/hour, Screening & Therapy/Staff Consultation and Documentation	\$4,250.00
The Help Group-Summit View	10587	5/11/2016	ECR-S/2016/2166, Special Ed General, 02/16 Special Ed Services(M. Radanovich)	\$3,907.62
Hess & Associates	10585	5/11/2016	ECR-S/2016/2143, General (Operations), Q3 FY 15-16 - STRS/PERS Reporting	\$2,225.00
The Help Group-Summit View	10586	5/11/2016	ECR-S/2016/2164, Special Ed General, 02/16 Special Ed Services(Devon Ramirez)	\$2,151.55
Herff Jones Inc.	10589	5/11/2016	ECR-S/2016/2148, General (Academic) , Transportation and Handling	\$1,634.18
Montanez, Pedro	10605	5/11/2016	ECR-S/2016/2232, Drill Team, March 2016 Coaching Hours	\$1,612.50
PSST, LLC	10599	5/11/2016	ECR-S/2016/2170, General (Operations), 11/06/15-02/01/16 ACA Track Commercial Reporting Services	\$1,591.00
American Heritage Life Insurance Company	10604	5/11/2016	ECR-S/2016/2237, General (Operations), 05/16-Supplemental Health Insurance Premium	\$1,262.04
Eastbay Team Sales	10598	5/11/2016	ECR-S/2016/2236, Track and Field, Team Club 1/2 Zip Fleece	\$981.77
Healy Awards	10593	5/11/2016	ECR-S/2016/2201, Varsity/JV Football, Helmet Stickers for 2016 season - "Elco"	\$926.10
Steven Pierson	10621	5/11/2016	ECR-S/2016/2213, Special Ed General, 04/16 Special Ed Services	\$840.00
American Foothill Publishing Co.	10620	5/11/2016	ECR-S/2016/2211, King's Courier/Journalism Advertisements, The Kings Courier issue: April 1, 2016 Vol 46, Issue 10 Reissue (Stop Payment)	\$775.40
American Foothill Publishing Co.	10619	5/11/2016	ECR-S/2016/2212, King's Courier/Journalism Advertisements, The Kings Courier issue March 4, 2016 Vol. 46 Issue 9 (Reissue)	\$691.60
Educational Theatre Association	10074	5/11/2016	ECR-S/2016/2182, T-Drama, Grad Honor Cords	\$424.00
Edu-Key	10583	5/11/2016	ECR-S/2016/2158, Technology, Keyboard Covers	\$391.17
Amanda Reeve	10075	5/11/2016	ECR-S/2016/2210, T-Cheerleader, 37 Cheer Shorts for Welcome Back Parade	\$303.40
Eriks R. Teteris	10076	5/11/2016	ECR-S/2016/2199, T-Boys Volleyball, 3/19/16 Referee-Pool Play Games	\$280.00
Sedi Amirkhani	10077	5/11/2016	ECR-S/2016/2198, T-Boys Volleyball, 03/19/16 Referee-Pool Play Games	\$203.00
Keywaze	10601	5/11/2016	ECR-S/2016/2200, Science , Service Class Fish Tank	\$60.00

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FedEx	10584	5/11/2016	ECR-S/2016/2186, General (Operations), Transportation Charges	\$54.75
Tom Nassraway	10078	5/11/2016	ECR-S/2016/2197, T-Boys Volleyball, 3/19/16 Referee-Pool Play Games	\$25.50
Aileen Ghobadi	10079	5/11/2016	ECR-S/2016/2214, T-Grad Class 2016, Refund for Ghobadi, Aileen for 2 Night show tickets	\$24.00
McGraw-Hill Education, Inc.	10609	5/12/2016	ECR-S/2016/2177, General (Academic) ,Social Studies Textbooks	\$229,860.25
Revolution Foods, Inc.	10614	5/12/2016	ECR-S/2016/2187, General (Operations), 03/16 Cafeteria Food	\$47,418.53
Total Education Solutions	10623	5/12/2016	ECR-S/2016/2183, Special Ed General, 03/16 RSP Services	\$8,055.00
Verdugo Hills Autism Project	10626	5/12/2016	ECR-S/2016/2192, Special Ed General, 02/16 Intervention and Supervision	\$7,049.22
Verdugo Hills Autism Project	10627	5/12/2016	ECR-S/2016/2159, Special Ed General, 03/31/16 Intervention and Supervision	\$5,996.07
Brooks Transportation Inc.	10632	5/12/2016	ECR-S/2016/2221, Softball(Varsity/JV), 3/29/16 Round Trip ECR to Alemany High School-JV Softball	\$5,950.00
Vista Higher Learning	10625	5/12/2016	ECR-S/2016/2155, General (Academic) , Temas SE+SSPlus(vTxt) (6Y)(e)	\$4,726.91
Brooks Transportation Inc.	10631	5/12/2016	ECR-S/2016/2220, Softball(Varsity/JV), 4/11/16 Round Trip ECR to Taft High-JV Softball	\$3,150.00
Metro Fire Systems, Inc.	10610	5/12/2016	ECR-S/2016/2172, General (Operations), Security Alarm System, Shoup Property	\$2,400.00
Naerok Facilities Management	10612	5/12/2016	ECR-S/2016/2176, General (Operations), 3/19/16-4/1/16 Security Services	\$2,264.40
Brooks Transportation Inc.	10630	5/12/2016	ECR-S/2016/2219, Swimming & Diving, 4/26/16 Round Trip ECR to San Fernando Pool-Swimming	\$2,100.00
Mutual of Omaha	10611	5/12/2016	ECR-S/2016/2169, General (Operations), 05/16 Voluntary Disability Insurance	\$1,935.53
Avid Center	10629	5/12/2016	ECR-S/2016/2215, Avid/Humanitas, 8/1/16-8/3/16 AVID Summer Institute Registration Fee-San Diego-Meltzer	\$725.00
Lance Delgado	10633	5/12/2016	ECR-S/2016/2216, Band, Monday Afternoon Rehearsals (4/4, 4/11, 4/18)	\$625.00
Pitney Bowes	10615	5/12/2016	ECR-S/2016/2144, General (Operations), 4/16 Postage Meter Refill	\$520.99
School Services of California, Inc.	10618	5/12/2016	ECR-S/2016/2145, General (Operations), 2014-15 CADIE Report Addendum	\$400.00
Staples Business Advantage	10622	5/12/2016	ECR-S/2016/2140, Audio, Visual and Performing Arts, DVD Player-Brooks	\$385.19
PARS	10616	5/12/2016	ECR-S/2016/2193, General (Operations), 2/29/16 PARS ARS Fees	\$312.12
Montanez, Pedro	10080	5/12/2016	ECR-S/2016/2156, T-Drill Team , Housing for Overnight Winter Guard International Competition-Four Points Sheraton	\$206.08
The Trophy Emporium	10624	5/12/2016	ECR-S/2016/2153, T-Girls Basketball, Banquet-Awards and Plaques	\$128.35
Will Geer's Theatricum Botanicum	10628	5/12/2016	ECR-S/2016/2175, English , 5/13/16 School Days "Full Day" Workshops and Performances "R&J" Balance	\$95.00
Jared Gibson	10636	5/12/2016	ECR-S/2016/2248, Boys Volleyball, 05/12/2016 Varsity Boys Volleyball game vs Granada Hills CHS - Ref (Playoffs RD QF)	\$79.00
Mike Venarde	10606	5/12/2016	ECR-S/2016/2246, Softball(Varsity/JV), 05/12/16 Varsity Softball game vs Eagle Rock HS - Plate (Playoffs RD 1)	\$73.00
Colleen Garner	10635	5/12/2016	ECR-S/2016/2249, Boys Volleyball, 05/12/2016 Varsity Boys Volleyball game vs Granada Hills CHS - Umpire (Playoffs RD QF)	\$73.00
Harvey Inouye	10607	5/12/2016	ECR-S/2016/2245, Softball(Varsity/JV), 05/12/16 Varsity Softball game vs Eagle Rock HS - Bases (Playoffs RD 1)	\$70.00
William Sollima	10634	5/12/2016	ECR-S/2016/2250, Boys Volleyball, 05/12/2016 Varsity Boys Volleyball game vs Granada Hills CHS - L1 (Playoffs RD QF)	\$48.50
Vincent Ramirez	10637	5/12/2016	ECR-S/2016/2251, Boys Volleyball, 05/12/2016 Varsity Boys Volleyball game vs Granada Hills CHS - L2 (Playoffs RD QF)	\$48.50
Regional TAP Service Center	10617	5/12/2016	ECR-S/2016/2157, Alternative Ed. School, 3/31/16 Metro-30 Day Passes	\$48.00

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Nite Owl Alarm & Video, Inc.	10613	5/12/2016	ECR-S/2016/2154, General (Operations), 05/16 Burglar Monitoring for Shoup Property	\$45.00
Dr. Allan L. Kurtz	10608	5/12/2016	ECR-S/2016/2149, General (Operations), TB Test-Nancy Statner	\$25.00
Kelly Services, Inc.	10639	5/13/2016	ECR-S/2016/2240, General (Academic) , Substitute Teachers through 4/24/16	\$6,962.21
Naerok Facilities Management	10645	5/13/2016	ECR-S/2016/2223, General (Operations), 4/16/16-4/49/16 Security Services	\$6,252.61
Naerok Facilities Management	10643	5/13/2016	ECR-S/2016/2229, General (Operations), 4/13/16-4/26/16 Professional Services	\$6,080.00
The Help Group-North Hills Prep School	10640	5/13/2016	ECR-S/2016/2239, Special Ed General, 03/16 Special Ed. Services	\$5,361.62
The Print Spot	10646	5/13/2016	ECR-S/2016/2226, General (Operations), 04/16 Printing and Copying Services	\$5,349.61
Phillips & Associates	10647	5/13/2016	ECR-S/2016/2230, General (Operations), 04/16 Professional Fees	\$4,192.24
The Help Group-Summit View	10641	5/13/2016	ECR-S/2016/2238, Special Ed General, 03/16 Special Ed Services	\$3,024.67
Pacific Charter School Development	10649	5/13/2016	ECR-S/2016/2244, General (Operations), 04/16 Professional Service Fee for Shoup Ave CUP 2/6	\$2,474.60
Michele Greene	2167	5/13/2016	FSA	\$2,024.94
Staples Business Advantage	10650	5/13/2016	ECR-S/2016/2243, College Office, Toner-AP Office	\$1,776.73
Naerok Facilities Management	10642	5/13/2016	ECR-S/2016/2228, General (Operations), 4/25/16 Landscape-Shoup Property	\$1,625.00
School Health Corporation	10651	5/13/2016	ECR-S/2016/2217, General (Operations), School Health Supplies(Health Office)	\$1,291.53
Naerok Facilities Management	10644	5/13/2016	ECR-S/2016/2227, General (Operations), 4/13/16-4/26/16 Professional Services	\$1,140.00
Eagle Software	10652	5/13/2016	ECR-S/2016/2254, General (Academic) , Aeries Users' Conference Fees (Gaspar)	\$1,050.00
NCS Pearson, Inc	10648	5/13/2016	ECR-S/2016/2234, Special Ed General, 7/16 - 7/17 Write to Learn Subscription	\$997.50
EdTec Inc.	10638	5/13/2016	ECR-S/2016/2222, General (Operations), 05/16 LCAP Workshop	\$650.00
Rich Skalma	10081	5/13/2016	ECR-S/2016/2242, T-Boys Volleyball, 03/19/16 Referee Pool Play Games	\$314.00
Clubcorp Braemar Country Club Inc.	10082	5/13/2016	ECR-S/2016/2252, T-Cheerleader, Cheer Banquet(5/15/16) Final Payment Braemar Revised Ck#10068 cancelled	\$287.49
Law Offices of Young, Minney & Corr, LLP	10658	5/16/2016	ECR-S/2016/2253, General (Operations), 4/16 Legal Fees	\$16,480.73
Turf Team, Inc.	10657	5/16/2016	ECR-S/2016/2231, Athletics, Landscape Renovation(Between Landing Area and Bungalow)	\$14,367.00
Jacques, Elizabeth	10653	5/16/2016	ECR-S/2016/2163, Special Ed General, Spring 2016 Reimbursement for Special Ed	\$5,860.00
Tara Kim, MA, OTR/L	10655	5/16/2016	ECR-S/2016/2241, Special Ed General, 03/16-04/16 Occupational Therapy	\$805.00
School Services of California, Inc.	10656	5/16/2016	ECR-S/2016/2247, General (Academic) , Conference Fees- Susan Kim	\$780.00
Brooks Transportation Inc.	10654	5/16/2016	ECR-S/2016/2150, Special Ed General, 4/28/16 Round Trip ECR to Skirball Cultural Center	\$730.00
Sylvia Yi	2172	5/16/2016	FSA	\$416.66
Anthony Leonard	10659	5/16/2016	ECR-S/2016/2256, Softball(Varsity/JV), 05/16/16 Varsity Softball game vs Kennedy HS - Plate (Playoffs RD QF)	\$73.00
Fred Turner	10660	5/16/2016	ECR-S/2016/2257, Softball(Varsity/JV), 05/16/16 Varsity Softball game vs Kennedy HS - Bases (Playoffs RD QF)	\$70.00
Joe Galeano	10662	5/17/2016	ECR-S/2016/2258, Baseball, 05/17/16 Varsity Baseball game vs San Pedro HS - Plate (Playoffs RD 1)	\$80.00
Eriks R. Teteris	10663	5/17/2016	ECR-S/2016/2260, Boys Volleyball, 05/17/2016 Varsity Boys Volleyball game vs Taft HS - Ref (Playoffs RD SF)	\$79.00
Kevin Farr	10661	5/17/2016	ECR-S/2016/2259, Baseball, 05/17/16 Varsity Baseball game vs San Pedro HS - Plate (Playoffs RD 1)	\$77.00
Jared Gibson	10664	5/17/2016	ECR-S/2016/2261, Boys Volleyball, 05/17/2016 Varsity Boys Volleyball game vs Taft HS - Umpire (Playoffs RD SF)	\$73.00
Rajan Dosaj	10665	5/17/2016	ECR-S/2016/2262, Boys Volleyball, 05/17/2016 Varsity Boys Volleyball game vs Taft HS - L1 (Playoffs RD SF)	\$48.50

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Mark Arthur	10666	5/17/2016	ECR-S/2016/2263, Boys Volleyball, 05/17/2016 Varsity Boys Volleyball game vs Taft HS - L2 (Playoffs RD SF)	\$48.50
Ace Party Rents	10668	5/18/2016	ECR-S/2016/2049, General (Operations), 5/23/16 Senior Awards 2016- Chair Samsonite Off White	\$2,263.00
Mid Valley Flowers	10672	5/18/2016	ECR-S/2016/2265, College Office, 5/23/16 Flowers, decors for Stage-Senior Awards Night	\$724.85
Sirmichael Clay	10673	5/18/2016	PRJRN/2016/0401,General (Operations),05/15/16 Manual Paycheck(Direct deposit returned-account was frozen)	\$640.15
Michele Greene	2169	5/18/2016	FSA	\$416.66
Langston Jackson	10667	5/18/2016	ECR-S/2016/2264, Village Nation, 5/18/16 Guest Speaker Fee	\$350.00
Cory Wiener	10674	5/18/2016	ECR-S/2016/2269, Athletics, 5/17-18/16 Supervision Boys Volleyball, Baseball, Softball Playoffs	\$91.00
John Moore	10669	5/18/2016	ECR-S/2016/2266, Softball(Varsity/JV), 05/18/16 Varsity Softball game vs POLA - Plate (Playoffs RD SF)	\$73.00
Paul Rodarte	10670	5/18/2016	ECR-S/2016/2267, Softball(Varsity/JV), 05/18/16 Varsity Softball game vs POLA - Bases (Playoffs RD SF)	\$70.00
Leighton Hickman	10671	5/18/2016	ECR-S/2016/2268, Softball(Varsity/JV), 05/18/16 Varsity Softball game vs POLA - Bases (Playoffs RD SF)	\$70.00
Ralph Peck	10676	5/19/2016	ECR-S/2016/2271, Baseball, 05/20/16 Varsity Baseball game vs San Fernando HS - Plate (Playoffs RD QF)	\$80.00
Larry Crino	10675	5/19/2016	ECR-S/2016/2270, Baseball, 05/20/16 Varsity Baseball game vs San Fernando HS - Bases (Playoffs RD QF)	\$77.00
Patricia Estrin	10683	5/23/2016	PRJRN/2016/0405,Careers in Entertainment Academy,1. 4/27 - 5/2/16 Travel Reimbursement(Air and Land Transportation, Hotel, Meals for NFFTY Festival in Seattle, WA)	\$1,636.14
Barbara Stanoff	10684	5/23/2016	PRJRN/2016/0404,Special Ed General,Six Flags Magic Mountain Admissions 2016 Outdoor Classroom	\$1,354.60
Aguirre Cristina	10087	5/23/2016	ECR-S/2016/2276, T-College Counseling, 05/23/16 Senior Award Woodland Hills Woman's Club Scholarship	\$1,000.00
Farkhondeh Vista	10088	5/23/2016	ECR-S/2016/2275, T-Scholarship J. Harrison, 05/23/16 Patrick De Mesa Scholarship Award	\$750.00
Fernando Delgado	10689	5/23/2016	PRJRN/2016/0416,Technology,Reimbursement for ASUS Router, iPad Case	\$686.66
Gasparian Nicole	10089	5/23/2016	ECR-S/2016/2274, T-Scholarship J. Harrison, 05/23/16 Patrick De Mesa Scholarship Award	\$500.00
Fernando Delgado	10690	5/23/2016	PRJRN/2016/0402,Administrative,3/6/16 ECR to Aeries Workshop	\$345.53
Smart & Final	10678	5/23/2016	ECR-S/2016/2286, Vocational Arts, 3/2/16-4/29/16 Supplies for Food Class	\$293.00
Eric Choi	10687	5/23/2016	PRJRN/2016/0410,Boys Golf,4/21 - 5/10/16 Tee Times, Encino, Wilson	\$263.00
Buckelew Mallory	10083	5/23/2016	ECR-S/2016/2272, T-College Counseling, 5/23/16 Senior Night Counselor Scholarship Award	\$250.00
Cassidy Robert	10084	5/23/2016	ECR-S/2016/2273, T-College Counseling, 5/23/16 Senior Night Counselor Scholarship Award	\$250.00
Jackson Santanna	10086	5/23/2016	ECR-S/2016/2277, T-College Counseling, 05/23/16 Senior Night Dean Scholarship Award	\$250.00
Garcia Dasan	10085	5/23/2016	ECR-S/2016/2278, T-College Counseling, 05/23/16 Senior Night Dean Scholarship Award	\$250.00
Henkin Daniel	10096	5/23/2016	ECR-S/2016/2279, T-College Counseling, 5/23/16 Senior Night Counselor Scholarship Award	\$250.00
Franzman Juliette	10095	5/23/2016	ECR-S/2016/2280, T-College Counseling, 5/23/16 Senior Night Counselor Scholarship Award	\$250.00
Bechor Shy	10094	5/23/2016	ECR-S/2016/2281, T-College Counseling, 5/23/16 Senior Night Counselor Scholarship Award	\$250.00
Schaefer Joshua	10093	5/23/2016	ECR-S/2016/2282, T-College Counseling, 5/23/16 Senior Night Counselor Scholarship Award	\$250.00
Nasrat Heckmatullah	10092	5/23/2016	ECR-S/2016/2283, T-College Counseling, 5/23/16 Senior Night Counselor Scholarship Award	\$250.00
Ebow Morgan	10091	5/23/2016	ECR-S/2016/2284, T-College Counseling, 5/23/16 Senior Night Counselor Scholarship Award	\$250.00
Corral Adrian	10090	5/23/2016	ECR-S/2016/2285, T-College Counseling, 5/23/16 Senior Night Counselor Scholarship Award	\$250.00

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Xavier Oshadi	10097	5/23/2016	ECR-S/2016/2288, T-Scholarship J. Harrison, 05/23/16 Patrick De Mesa Scholarship Award(Scholarship J, Harrison Trust)	\$250.00
Jeffrey Craig	10682	5/23/2016	PRJRN/2016/0407,Stage Crew,16 pack AA Rechargeables	\$175.58
Melanie Horton	10691	5/23/2016	PRJRN/2016/0413,Administrative,5/6/16 Team working lunch-Melanie Horton, Fernando Delgado, Susan Kim, Andrew Delgado, Tiffany Tran, Sarah Sands,& Daniela Lopez-Vargas-Discuss Plans for New School Year	\$138.12
Hale PTA	10677	5/23/2016	ECR-S/2016/2287, Band, 05/07/16 Mariachi Festival Invoice	\$130.00
Melanie Horton	10692	5/23/2016	PRJRN/2016/0414,Administrative,5/20 VC Dept. of Ed. to ECR-SSC Workshop	\$109.08
Susan Kim	10688	5/23/2016	PRJRN/2016/0403,Administrative,4/18/16 Equitas Charter School to ECR-YM&C Workshop	\$108.96
Cheyenne Tran	10685	5/23/2016	PRJRN/2016/0408,Science ,1. Chemistry Lab supplies, Field Trip Parking Fee-Science Center	\$91.59
Sarah Sands	10686	5/23/2016	PRJRN/2016/0411,General (Operations),4/21/16 ECR to VCOE-Ventura Workshop	\$89.66
Anita Gruen	10679	5/23/2016	PRJRN/2016/0409,Business Technology,Hand Sanitizer-CVS	\$53.41
Jeffrey Craig	10681	5/23/2016	PRJRN/2016/0406,Student Council,Pictures for Showcase4"x6" 4/11/16	\$29.76
Lisa Huffaker	10680	5/23/2016	PRJRN/2016/0412,Special Ed General,taxes	\$21.78
Terri Keas	10693	5/24/2016	PRJRN/2016/0415,World Language ,Postage-Mailed Student Work to Partner in France for Teacher Caroline Jones	\$25.19
American Express	10695	5/25/2016	PRJRN/2016/0417,Administrative, AMEX Halski-Dues and Memberships,Books,Student Supplies, Non-Cap Equipments, Auto Pay Cable Co, Communications, Travel-Airfare	\$28,259.56
American Express	10696	5/25/2016	PRJRN/2016/0418,General (Operations),AMEX Fehte-Other Supplies (Dinner meetings), Meal for Professional Development Training, Notary Fee	\$483.76
Metro Fire Systems, Inc.	10694	5/25/2016	ECR-S/2016/2218, General (Operations), 05/16-06/16 Security Alarm Monitoring	\$132.40
The Event Group	10099	5/26/2016	ECR-S/2016/2339, Sr. PROM Class 2016, 05/28/16 Sr Prom at Skirball for 921 tickets plus Misc additions	\$80,917.95
Revolution Foods, Inc.	10716	5/26/2016	ECR-S/2016/2328, General (Operations), 04/16 Cafeteria Food	\$38,051.89
Piece of Mind Care Services	10705	5/26/2016	ECR-S/2016/2338, Special Ed General, 04/16 Special Ed Services	\$7,006.60
Gumdrop Cases	10711	5/26/2016	ECR-S/2016/2342, Technology, Microsoft Surface 3-DropTech-Black	\$4,970.98
McCalla Company	10718	5/26/2016	ECR-S/2016/2326, General (Operations), 4/29/16 Janitorial Supplies	\$2,477.57
El Camino Real Charter High School (ASB)	10704	5/26/2016	ECR-S/2016/2340, General (Operations), Donation from FOECR for Needy Students to be transferred to the new ASB Hanmi Account Deposited to Charter Acct 11/15	\$2,000.00
Curry, William	10708	5/26/2016	ECR-S/2016/2308, General (Operations), 4/16/16-5/3/16 Paint Services	\$1,710.00
Creative Cookbook Company	10101	5/26/2016	ECR-S/2016/2331, T-Future Homemakers, Cookbooks for Fundraiser	\$1,620.50
GTM Sportswear	10100	5/26/2016	ECR-S/2016/2341, T-Drill Team , Illusion Warm-Up Jacket Black - SMALL	\$1,541.54
Truitt, Christopher	10702	5/26/2016	ECR-S/2016/2314, Band, 4/4/16-4/20/16 Weekly Rehearsals	\$892.50
Indoor Image	10701	5/26/2016	ECR-S/2016/2311, Band, Floor Design	\$800.00
Brooks Transportation Inc.	10714	5/26/2016	ECR-S/2016/2333, Science , 5/11/16 Round Trip ECR to National History Museum	\$760.00
Matthew Gomez	10703	5/26/2016	ECR-S/2016/2315, Band, 2/22/16-4/4/16 Rehearsal(37 hrs)	\$740.00
Ares Sportswear	10715	5/26/2016	ECR-S/2016/2330, Wrestling, El Camino Real-Cotton	\$596.23
Brooks Transportation Inc.	10713	5/26/2016	ECR-S/2016/2334, Special Ed General, 5/5/16 Round Trip ECR to Magic Mountain	\$575.00
McCalla Company	10717	5/26/2016	ECR-S/2016/2327, General (Operations), 03/22/16 Janitorial Supplies	\$462.77

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Matthew Harbourt	10706	5/26/2016	PRJRN/2016/0420,Audio, Visual and Performing Arts,11x14 Matte Frame Value Pack-Aaron Brothers	\$378.77
Brooks Transportation Inc.	10712	5/26/2016	ECR-S/2016/2335, Social Science, 4/29/16 Round Trip ECR to Ronald Reagan Library	\$365.00
Ronnie Watson	10707	5/26/2016	PRJRN/2016/0419,Athletics,4/2/16-5/24/16 Travel Mileage	\$253.58
Vista Paint Corporation	10709	5/26/2016	ECR-S/2016/2296, General (Operations), 05/16 Paint Supplies	\$248.17
Vista Paint Corporation	10710	5/26/2016	ECR-S/2016/2337, General (Operations), 05/16 Paint Supplies	\$168.31
Luis Angel Melgorejo Quintana	10098	5/26/2016	ECR-S/2016/2295, T-Grad Class 2016, Lip Sync 2016 Video	\$150.00
Ralph Tresvant	10697	5/26/2016	ECR-S/2016/2290, Dance (PE), 05/20/16 Stage Crew Work Shut Up and Dance Show	\$52.50
Tankoukian Gevorg	10698	5/26/2016	ECR-S/2016/2291, Dance (PE), 05/20/16 Stage Crew Work Shut Up and Dance Show	\$52.50
Lior Behdadnia	10699	5/26/2016	ECR-S/2016/2292, Dance (PE), 05/20/16 Stage Crew Work Shut Up and Dance Show	\$52.50
Acosta Matthew I	10700	5/26/2016	ECR-S/2016/2293, Dance (PE), 05/20/16 Stage Crew Work Shut Up and Dance Show	\$52.50
Kelly Services, Inc.	10729	5/27/2016	ECR-S/2016/2304, General (Academic) , Substitute Teachers through 5/8/16	\$12,997.24
Kelly Services, Inc.	10728	5/27/2016	ECR-S/2016/2303, General (Academic) , Substitute Teachers through 5/1/16	\$8,417.66
FACT	10720	5/27/2016	ECR-S/2016/2307, Special Ed General, 04/16 Services for Sidath	\$6,299.94
FACT	10721	5/27/2016	ECR-S/2016/2306, Special Ed General, 04/16 Special Ed Services and BID for Student	\$5,819.57
Hilton Woodland Hills/ Los Angeles	10106	5/27/2016	ECR-S/2016/2346, T-Baseball, 06/03/16 Baseball Banquet -Banquet Event Order	\$5,423.00
Unum Life Insurance Company of America	10725	5/27/2016	ECR-S/2016/2323, General (Operations), 05/16 Premium Life Insurance	\$4,008.82
Ace Party Rents	10736	5/27/2016	ECR-S/2016/2181, General (Operations), 06/07/16 Graduation 2016 Chairs	\$3,850.00
Amanda Reeve	10727	5/27/2016	PRJRN/2016/0421,Cheerleader,05/27/16 Manual Stipend Athletic Coaching(Spring 2016)	\$1,649.50
Maxim Staffing Solutions	10730	5/27/2016	ECR-S/2016/2302, Special Ed General, 4/25/16-4/26/16 LVN for SPED One on One	\$1,032.50
Fast Deer Bus Charter, Inc	10105	5/27/2016	ECR-S/2016/2294, T-Baseball, 5/24/16 Bus for Baseball Game @ USC Dederaux Baseball Field Trust	\$1,010.15
Maxim Staffing Solutions	10732	5/27/2016	ECR-S/2016/2299, Special Ed General, 4/11/16-4/12/16 LVN for SPED One on One	\$988.75
Fast Deer Bus Charter, Inc	10726	5/27/2016	ECR-S/2016/2345, Baseball, 5/28/16 Bus for Championship Game @ Dodger Stadium	\$851.23
Maxim Staffing Solutions	10731	5/27/2016	ECR-S/2016/2297, Special Ed General, 3/29/16-3/30/16 LVN for SPED One on One	\$831.25
Maxim Staffing Solutions	10735	5/27/2016	ECR-S/2016/2298, Special Ed General, 4/5/16-4/8/16 LVN for SPED One on One	\$708.75
Jim Klippel Tool Repair	10722	5/27/2016	ECR-S/2016/2289, Woodshop, Tool Repair and Installation of New Blades	\$672.00
Bagger Sports	10724	5/27/2016	ECR-S/2016/2329, Baseball, Aerosol Marking Field Paint White-12 Can Case	\$506.85
Maxim Staffing Solutions	10733	5/27/2016	ECR-S/2016/2301, Special Ed General, 4/20/16-4/21/16 LVN for SPED One on One	\$411.25
Maxim Staffing Solutions	10734	5/27/2016	ECR-S/2016/2300, Special Ed General, 4/18/16-4/19/16 LVN for SPED One on One	\$280.00
Phan Andrew	10103	5/27/2016	ECR-S/2016/2343, T-Careers in Entertainment Academy, 5/25/16 Excellence in Filmmaking Scholarship for Student	\$250.00
Naturman Jakob	10102	5/27/2016	ECR-S/2016/2344, T-Careers in Entertainment Academy, 5/25/16 Excellence in Filmmaking Scholarship for Student	\$250.00
Jill Dyck	10104	5/27/2016	ECR-S/2016/2312, T-Drama, 04/16-05/16 Yoga Classes for Play Production Drama Trust	\$150.00
Santivaney Anthony	10108	5/27/2016	ECR-S/2016/2347, Sr. PROM Class 2016, 05/28/16 Sr Prom Violinist ECR Student	\$150.00
Lee Ivy	10107	5/27/2016	ECR-S/2016/2348, Sr. PROM Class 2016, 05/28/16 Sr Prom Violinist	\$150.00

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Vendor	Check Number	Date	Description	Check Amount
California Mathematics League	10723	5/27/2016	ECR-S/2016/2310, Mathematics , California Math League Entry Fee	\$90.00
American Scholastic Mathematics Association	10719	5/27/2016	ECR-S/2016/2332, Mathematics , 2016-17 ASMA Entry Fee	\$80.00
Advanced Office Automation, Inc.	10737	5/27/2016	ECR-S/2016/2336, Alternative Ed. School, Toner	\$15.00
Mike Brown Grandstands, Inc.	10749	5/31/2016	ECR-S/2016/2352, General (Academic) , 06/07/16 Rental: 90' long x 26 row ground level grandstands, 42' long x row rolling grandstands	\$22,400.00
Canon Financial Services, Inc.	10750	5/31/2016	ECR-S/2016/2318, General (Operations), 6/1/16-8/31/16 Equipment Lease	\$3,981.41
Brooks Transportation Inc.	10739	5/31/2016	ECR-S/2016/2325, Baseball, 5/2/16 Round Trip ECR to San Fernando High School-JV Baseball	\$3,300.00
Buddy's All Stars	10743	5/31/2016	ECR-S/2016/2349, Varsity/JV Football, Shoulder Pad Reconditioning	\$2,473.00
Staples Business Advantage	10747	5/31/2016	ECR-S/2016/2313, Counselors, Office Supplies-Perry	\$2,089.13
Buddy's All Stars	10110	5/31/2016	ECR-S/2016/2350, T-JV/Varsity Football, Team Campus Caps	\$1,852.01
CompuClaim	10745	5/31/2016	ECR-S/2016/2322, Special Ed General, 04/16 MeduClaim Procedure Code Billing	\$807.49
Pacific Charter School Development	10746	5/31/2016	ECR-S/2016/2305, General (Operations), 2/19/16-5/3/16 Consultant Services-ECRCHS Masterplan	\$787.50
American Foothill Publishing Co.	10741	5/31/2016	ECR-S/2016/2317, King's Courier/Journalism Advertisements, The King's Courier Issue: May 6, 2016 Vol.46, Issue 11	\$691.60
Dunbar Armored Inc	10742	5/31/2016	ECR-S/2016/2316, General (Operations), 4/5/16-5/31/16 Armored Car Services	\$534.77
Buddy's All Stars	10111	5/31/2016	ECR-S/2016/2351, T-JV/Varsity Football, SS Compression Shirt	\$439.30
Interquest Detection Canines	10744	5/31/2016	ECR-S/2016/2321, General (Operations), 04/16 Canine Detection	\$175.00
Noe Duran	10109	5/31/2016	PRJRN/2016/0427,T-JV/Varsity Football, Football, Line Adjust, Mats @nd receipt	\$130.66
Matthew Harbourt	10738	5/31/2016	PRJRN/2016/0423,Audio, Visual and Performing Arts,2016 Grad Cords	\$124.95
The Shredders	10748	5/31/2016	ECR-S/2016/2320, General (Operations), 04/16 Shredding	\$124.00
JW Pepper & Son, Inc	10740	5/31/2016	ECR-S/2016/2324, Audio, Visual and Performing Arts, 10368776E Cups	\$2.12

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Cover Sheet

Review and Vote June Check Register

Section: II. Consent
Item: E. Review and Vote June Check Register
Purpose: Vote
Submitted by:
Related Material: 2016-06 Check Registers.pdf

Check Register



El Camino Real High School
June 2016

Grand Total 1,429,201.52

Vendor	Check Number	Date	Description	Check Amount
The Village Nation	10754	6/1/2016	ECR-S/2016/2354, Village Nation, 04/16-06/16 Services (Assemblies, Field Trips, etc)	10,000.00
Inspire Communication, Inc	10752	6/1/2016	ECR-S/2016/2353, Special Ed General, 04/16 Screening & Therapy/Staff Consultation and Documentation	5,100.00
Flinn Scientific Inc.	10751	6/1/2016	ECR-S/2016/2319, Science , Chemistry Lab Supplies	4,397.59
Andrew Delgado	10756	6/1/2016	PRJRN/2016/0440,Technology,Tuition Reimbursement-Spring 2016 IS DB Course	1,400.00
Sharon Lenderman	10755	6/1/2016	PRJRN/2016/0438,Special Ed General,Person ABAS-Psych Assessment, Parent Forms, Teacher Forms	846.71
Kimberly Messadieh	10758	6/1/2016	PRJRN/2016/0435,Journalism,Mic Cable XLR to Mini-Woodland Hills Camera	413.43
Garcia Justin	10112	6/1/2016	ECR-S/2016/2356, T-JV/Varsity Football, 2016 Bob Gansle Memorial Scholarship Award	250.00
Suki Dhillon	10759	6/1/2016	PRJRN/2016/0442,Administrative,Cal/OSHA Compliance Conference and Mileage	205.46
Patricia Estrin	10115	6/1/2016	PRJRN/2016/0436,T-Careers in Entertainment Academy,2-Can Krylon Spray-Michael's	175.72
David Chae	10761	6/1/2016	PRJRN/2016/0432,Boys Volleyball, Airfare and car rental for Las Vegas Trip	148.86
Terrence Fischer	10760	6/1/2016	PRJRN/2016/0429,Audio, Visual and Performing Arts,Canon PG Black ink	98.26
Auggie Iannolo	10753	6/1/2016	ECR-S/2016/2357, Fees and Fines, Reimbursement for found lost textbook	75.00
Sarah Sands	10757	6/1/2016	PRJRN/2016/0439,Administrative,5/20/16 ECR to Ventura County of Education Round Trip	26.35
Michael Consoletti	10766	6/2/2016	PRJRN/2016/0426,NJROTC,Streamers-Glendale	4,282.91
Beth Corbett	10114	6/2/2016	PRJRN/2016/0424,T-Cheerleader,Supplies for Clinic (Receipt Books, Cash Box, Extra Candy)-Office Max	966.96
Jennifer Rosenthal	10767	6/2/2016	PRJRN/2016/0441,Avid/Humanitas,05/20/16 Student Group Admission, Giraffe Feeding(Santa Barbara Zoo)	874.00
Jinal Hicks	10762	6/2/2016	PRJRN/2016/0422,Science ,Fair Bowl (biology toothpickase enzyme lab)	216.61
David Chae	10116	6/2/2016	PRJRN/2016/0428,T-Girls Volleyball,Sashes-Stoll	213.20
Caroline Jones	10764	6/2/2016	PRJRN/2016/0430,World Language ,Graduation Cords	123.75
Michele Greene	10763	6/2/2016	PRJRN/2016/0425,Social Science,Classroom Chair-Office Depot	65.01
Patricia Estrin	10113	6/2/2016	PRJRN/2016/0437,Creative Writing,Metal Sheet	45.54
Sue Schuster	10768	6/2/2016	PRJRN/2016/0434,General (Operations),Food for 5/18/16 Safe School Meeting	41.24
Lori Pratt	10769	6/2/2016	PRJRN/2016/0443,Avid/Humanitas,5/19/16 Round Trip ECR to Almansor Court	40.72
Holly Kiamanesh	10765	6/2/2016	PRJRN/2016/0431,Science ,Bus Parking Fee	12.00
Sandra Delgado	2162	6/3/2016	FSA	2,000.00

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Sandra Delgado	2166	6/3/2016	FSA	250.00
Sandra Delgado	2171	6/3/2016	FSA	250.00
Woodland Hills Camera & Teles	10770	6/6/2016	ECR-S/2016/2360, Careers in Entertainment Academy, Repair on Canon T3i (Replace Power Board)	277.95
Mid Valley Flowers	10117	6/7/2016	ECR-S/2016/2370, T-Grad Class 2016, 06/07/16 Sr Class 2016 Graduation Flowers	1,384.30
Bill Ferrell Co.	10773	6/7/2016	ECR-S/2016/2369, General (Operations), Custom three tread step unit to 30" with removable handrails Grad 06/07/16	872.00
Karen Orlansky	10772	6/7/2016	ECR-S/2016/2358, Administrative, 05/09-31/16 Consultant Services	500.00
Brandon Stephens	10771	6/7/2016	PRJRN/2016/0433,Swimming & Diving,5/20/16 RT Woodland Hills to Fresno-State Swim Meet	244.08
Andy Azodi	10118	6/7/2016	ECR-S/2016/2367, T-Grad Class 2016, 06/07/16 Graduation LAPD Security	222.00
Sheila Gutierrez	10119	6/7/2016	ECR-S/2016/2366, T-Grad Class 2016, 06/07/16 Graduation LAPD Security TGrad 2016	222.00
Eloy Navarro	10120	6/7/2016	ECR-S/2016/2365, T-Grad Class 2016, 06/07/16 Graduation LAPD Security TGrad 2016	222.00
Marie Sabrina LaMar	10121	6/7/2016	ECR-S/2016/2364, T-Grad Class 2016, 06/07/16 Graduation LAPD Security TGrad 2016	222.00
Guillermo Rios	10122	6/7/2016	ECR-S/2016/2363, T-Grad Class 2016, 06/07/16 Graduation LAPD Security TGrad 2016	222.00
Christopher Ruiz	10123	6/7/2016	ECR-S/2016/2361, T-Grad Class 2016, 06/07/16 Graduation LAPD Security TGrad 2016	222.00
David Raymond Ortiz	10124	6/7/2016	ECR-S/2016/2362, T-Grad Class 2016, 06/07/16 Graduation LAPD Security TGrad 2016	222.00
ReadyRefresh	10774	6/7/2016	ECR-S/2016/2359, General (Operations), 3/17/16-4/16/16 Water Services	32.67
AP Exams	10775	6/8/2016	ECR-S/2016/2375, Advanced Placement , 2016 AP Exams Fees,	114,652.00
Total Education Solutions	10779	6/8/2016	ECR-S/2016/2373, Special Ed General, 04/16 RSP Services	9,405.00
Verdugo Hills Autism Project	10777	6/8/2016	ECR-S/2016/2372, Special Ed General, 04/16 Direct Intervention and Supervision	6,510.15
The Event Group	10126	6/8/2016	ECR-S/2016/2368, Sr. PROM Class 2016, 05/28/16 Event Sr Prom-Balance on Account (overage of 12 Guests)	1,007.40
Burroughs Girls Basketball	10127	6/8/2016	ECR-S/2016/2355, T-Girls Basketball, 6/6/16-6/18/16 JV/Frosh League	700.00
LADWP	10778	6/8/2016	ECR-S/2016/2371, General (Operations), Electric Charges (Shoup Property)	573.34
Maxim Staffing Solutions	10776	6/8/2016	ECR-S/2016/2376, Special Ed General, 5/2/16-5/3/16 LVN for SPED One on One	420.00
Halstead Charles	10125	6/8/2016	ECR-S/2016/2377, T-Class of 2017, Cost of Water, Class 2017 Fundraiser	254.50
Merit Oil Company	10780	6/9/2016	ECR-S/2016/2380, Custodial , 8/25/15 Delivery Gasoline (unpaid)	562.19
Jeffrey Craig	10781	6/9/2016	PRJRN/2016/0444, Student Council, 4x6" Pics w/tax	165.19
CCSA Employee Welfare Benefit Trust	10791	6/10/2016	ECR-S/2016/2399, General (Operations), 06/16 Employee Benefits	272,577.12
Golf Cars - LA	10789	6/10/2016	ECR-S/2016/2401, General (Operations), Golf Car Refurbish	8,169.55

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Musick, Peeler & Garrett LLP	10785	6/10/2016	ECR-S/2016/2406, General (Operations), Legal Services through 4/30/16 for Shoup Property	8,001.20
Magnetic Communications	10787	6/10/2016	ECR-S/2016/2404, Administrative, April - May 2016 Public Relations Consulting	6,000.00
Pasco Scientific	10792	6/10/2016	ECR-S/2016/2398, Science , Intro Optics Systems	5,414.68
Gopher	10795	6/10/2016	ECR-S/2016/2418, Physical Education, Push-Up Tester	1,736.76
Marjan Yazdanniaz	10793	6/10/2016	ECR-S/2016/2397, Special Ed General, 5/16 Special Ed Services	1,620.00
Procopio, Cory, Hargreaves & Savitch LLP	10788	6/10/2016	ECR-S/2016/2408, General (Operations), 04/16- Professional Fees(General Operational Advice)	1,588.60
McLean Accounting Solutions	10784	6/10/2016	ECR-S/2016/2409, General (Operations), 3/28/16- 4/24/16 Payroll Services	1,373.00
Deny Sportswear	10128	6/10/2016	ECR-S/2016/2417, T-Cross Country, 7"x9" Full Color HD Dye Sub Wall Plaque with gold matte	485.33
Slam Jam Basketball	10131	6/10/2016	ECR-S/2016/2416, T-Boys Basketball, June 22- 26 2016 War on the Floor	425.00
Allied Media Services	10129	6/10/2016	ECR-S/2016/2405, T-Band, Spring Concert DVD's	400.00
Pacific Platinum Services, Inc.	10783	6/10/2016	ECR-S/2016/2383, Boys Volleyball, 5/24/16 Team Bus to Loyola High School-SoCal CIF Regional Quarterfinal Playoff Game School	400.00
PARS	10786	6/10/2016	ECR-S/2016/2407, General (Operations), 3/31/16 Pars Admin Fees	312.12
Apperson	10796	6/10/2016	ECR-S/2016/2414, Mathematics , Scantrons	269.92
Benefit and Risk Management Services	10790	6/10/2016	ECR-S/2016/2400, General (Operations), 06/16 Admin Fee	224.00
Gopher	10782	6/10/2016	ECR-S/2016/2415, Physical Education, Soccer Balls	164.51
Priscilla Molina	10130	6/10/2016	ECR-S/2016/2379, La Familia, 5/24/16 Scholarship from La familia Club for Priscilla	150.00
Paul Stanley Weiss/Barrie Mikell	10794	6/10/2016	ECR-S/2016/2388, Audio, Visual and Performing Arts, Repair of a French Horn	150.00
Alyssa Lee	10138	6/13/2016	PRJRN/2016/0448,T-Boys Volleyball,Graduation Sash for Seniors-Pride Sash	2,296.69
Sabrina Partida	10137	6/13/2016	ECR-S/2016/2382, T-Band, 3/30/16-4/18/16 Private Lessons	1,994.00
Shelly Marshall	10144	6/13/2016	PRJRN/2016/0455,T-Drill Team , Hotel for 4/15/16-4/17/16 WGASC Championships	1,570.80
Lisa Ring	10812	6/13/2016	PRJRN/2016/0456,Alternative Ed. School,Foods for Senior Attendance Parent Advisory Meeting	1,415.91
Wendy Treuhft	10802	6/13/2016	PRJRN/2016/0453,Special Ed General,USC Spring 2016 Semester-Inquiry Methods	1,400.00
Maxim Staffing Solutions	10799	6/13/2016	ECR-S/2016/2374, Special Ed General, 5/9/16- 5/10/16 LVN for SPED One on One	1,089.38
Agile Sports Technologies	10810	6/13/2016	ECR-S/2016/2419, Varsity/JV Football, Huld Acct Subscription Silver Package 2016-17	999.00
Maxim Staffing Solutions	10798	6/13/2016	ECR-S/2016/2403, Special Ed General, 2/1/16- 2/2/16 LVN for SPED One on One	988.75
Cara Viramontes	10139	6/13/2016	PRJRN/2016/0452,T-Girls Basketball,UNLV Women's Basketball Team Camp Registration Fee	950.00
Agile Sports Technologies	10809	6/13/2016	ECR-S/2016/2420, Boys Golf, Hudl Subscription Renewal 2016-17 Boys Golf	800.00

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Shelly Marshall	10813	6/13/2016	PRJRN/2016/0465,Drill Team,Hotel Stay for 4/15-4/17/16 WGASC Championships	785.40
Catherine Davis	10808	6/13/2016	PRJRN/2016/0449,Vocational Arts,Dollar Tree Stores-Interior Design Class Supplies	751.97
Cheyenne Tran	10140	6/13/2016	PRJRN/2016/0451,T-Science Bowl,Science Bowl Banquet-Maggiano's	530.00
Shelly Marshall	10141	6/13/2016	PRJRN/2016/0459,T-Drill Team ,Box5Media(Champ Show)	468.10
Shelly Marshall	10142	6/13/2016	PRJRN/2016/0458,T-Dance,Ipod Nanos for Dance Show	336.44
Kimberly Messadieh	10801	6/13/2016	PRJRN/2016/0445,Journalism,10/24/15 Fall Journalism Event-ECR to CSUN, Round Trip	217.73
Shelley Mark	10806	6/13/2016	PRJRN/2016/0446,Audio, Visual and Performing Arts,Yarn-Walmart	180.80
Phan Andrew	10134	6/13/2016	ECR-S/2016/2394, T- Creative Writing, Creative Writing Show-Fiming and Editing	150.00
Sylvia Yi	10811	6/13/2016	PRJRN/2016/0454,Counselors, 6/2/16 WACAC Conference Fee	139.59
Jinal Hicks	10803	6/13/2016	PRJRN/2016/0466,Science ,Parking Fees CA Scince Center	124.00
Brandon Stephens	10143	6/13/2016	PRJRN/2016/0460,T- Swimming & Diving,End of Season Banquet Plaques+Engraving-TrophyDepot	119.24
Patricia Estrin	10805	6/13/2016	PRJRN/2016/0447,Careers in Entertainment Academy,Set Supplies	116.88
FedEx	10797	6/13/2016	ECR-S/2016/2412, General (Operations), Transportation Charges	111.08
Billy Ramirez	10807	6/13/2016	PRJRN/2016/0450,Athletics,5/21 ECR to Cal State Dominguez Round Trip	107.24
Manuel Nico	10133	6/13/2016	ECR-S/2016/2392, T- Creative Writing, Creative Writing Show-Editing and Filming	75.00
Krupnik Brandon	10135	6/13/2016	ECR-S/2016/2393, T- Creative Writing, Creative Writing Show-Filming and Editing	75.00
Sanchez-Melgar Victor	10136	6/13/2016	ECR-S/2016/2391, T- Creative Writing, Creative Writing Show-Filming and Editing	75.00
Skirball Cultural Center, Educ Dept	10800	6/13/2016	ECR-S/2016/2396, Special Ed General, Chasing Dreams: Baseball, Social Change	38.00
Aileen Ghobadi	10132	6/13/2016	ECR-S/2016/2395, Sr. PROM Class 2016, 100 Prom Chaperone Wristbands	12.89
Pearson Education	10822	6/14/2016	ECR-S/2016/2411, Science , College Physics Books, Workbooks	33,874.75
Pearson Education	10821	6/14/2016	ECR-S/2016/2423, Science , CHEM MOLECLR&AP TST PREP	30,703.68
Pamela K. Daves, Esq.	10828	6/14/2016	ECR-S/2016/2381, Special Ed General, Legal Services E. Irick vs. LAUSD/ECRCHS OAH Case No.2016040359	6,820.50
The Help Group-North Hills Prep School	10820	6/14/2016	ECR-S/2016/2386, Special Ed General, 04/16 Special Ed Services	6,021.92
Brooks Transportation Inc.	10825	6/14/2016	ECR-S/2016/2378, Swimming & Diving, 4/18/16 Round Trip ECR to Cleveland High-Swimming & Diving	3,150.00
Steve Kingery	10145	6/14/2016	PRJRN/2016/0457,T-Track and Field,Food for Track Banquet Beverages-BJ's	2,243.97
Steve Kingery	10816	6/14/2016	PRJRN/2016/0461,Track and Field,VS Athletics	1,396.43
The Help Group-Summit View	10819	6/14/2016	ECR-S/2016/2387, Special Ed General, 04/16 Special Ed Services	1,141.29

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Vendor	Check Number	Date	Description	Check Amount
School Food Solutions L3C	10831	6/14/2016	ECR-S/2016/2421, General (Operations), 02/16 Food Services program support	923.00
School Food Solutions L3C	10830	6/14/2016	ECR-S/2016/2422, General (Operations), 01/16 Food Services program support	899.75
A&J Tree INC.	10823	6/14/2016	ECR-S/2016/2438, Baseball, 5/14/16 Pine Tree Trimming behind the Outfield Fence	875.00
Matthew Harbourt	2173	6/14/2016	FSA	853.00
Kena Brook Worthen	10149	6/14/2016	ECR-S/2016/2385, T-Drill Team , 7/27/15 -8/7/15 Guard Camp Coaching Hours	600.00
Buddy's All Stars	10148	6/14/2016	ECR-S/2016/2389, T-JV/Varsity Football, Procrown Flatbill Snapback Caps	564.02
Allied Media Services	10151	6/14/2016	ECR-S/2016/2428, T-Drama, DVD's for the Play Urinetown	545.00
Premier Trade Solutions, INC.	10829	6/14/2016	ECR-S/2016/2410, Softball(Varsity/JV), 05/21/16 Transportation ECR to Cal State Dominguez	530.83
Buddy's All Stars	10147	6/14/2016	ECR-S/2016/2390, T-JV/Varsity Football, Pacific Boonie Bush Hat One Size Fits All-Black, Blue	405.81
Procopio, Cory, Hargreaves & Savitch LLP	10824	6/14/2016	ECR-S/2016/2437, General (Operations), 4/30/16 Professional Services (Public Retirement Benefits Trust)	405.60
Shelly Marshall	10815	6/14/2016	PRJRN/2016/0464,Drill Team,Four Points Sheraton Hotel	206.08
Advanced Office Automation, Inc.	10818	6/14/2016	ECR-S/2016/2402, General (Operations), 4/22/16-5/22/16 Repro Line Cost per Copy	185.25
Heidi Maury	10817	6/14/2016	PRJRN/2016/0463,English ,Resources from TeachersPayTeachers.com	136.97
Fast Deer Bus Charter, Inc	10150	6/14/2016	ECR-S/2016/2427, T-Baseball, 5/24/16 Bus to USC -Fee due to Overtime	70.03
Ingraham Trophies and Gifts	10826	6/14/2016	ECR-S/2016/2439, Girls Soccer, Engraved CIF LA City Section Medals 2016 Girls Soccer Div	65.48
Ingraham Trophies and Gifts	10827	6/14/2016	ECR-S/2016/2384, Baseball, Engraved CIF LA City Section Medals 2016 Div 1 Baseball Championship	59.75
Terrence Fischer	10146	6/14/2016	PRJRN/2016/0462,T-Wrestling,USA Official Cards Abbas Khan	29.75
Christopher McGrady	10814	6/14/2016	PRJRN/2016/0467,General (Operations),Live Scan	20.00
EdTec Inc.	10838	6/15/2016	ECR-S/2016/2454, General (Operations), 05/16 EdTec Monthly Service	16,500.00
Yvonne Halski	10843	6/15/2016	PRJRN/2016/0468,Administrative,Medicare Reimbursement	2,157.88
Herff Jones LLC	10845	6/15/2016	ECR-S/2016/2452, General (Academic) , Diploma, El Camino Real High School, Woodland Hills CA	1,502.40
Mar Vac Electronics	10833	6/15/2016	ECR-S/2016/2460, Varsity/JV Football, Com Star Single Ear Headset	1,442.00
The CLM Group Inc.	10837	6/15/2016	ECR-S/2016/2455, Technology, mPower Eligibility Management	1,187.50
Verizon Wireless	10832	6/15/2016	ECR-S/2016/2445, General (Operations), 04/16 Communication Services	1,077.09
Follett School Solutions, Inc	10848	6/15/2016	ECR-S/2016/2449, Technology, 9/30/16-9/30/17 Single Site LM-Hosted Service Renewal	850.00
Ewing	10849	6/15/2016	ECR-S/2016/2448, Baseball, PR 50lb Turface Mound Clay	820.15

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Turnitin, LLC	10850	6/15/2016	ECR-S/2016/2447, Technology, 8/1/16-11/30/16 Turnitin Revision Asst Pilot, Web-Based Training(H Maury)	650.00
Rich Skalma	10153	6/15/2016	ECR-S/2016/2442, T-Boys Volleyball, Referee- Pool Play Games	380.00
Gary Saunders II	10152	6/15/2016	ECR-S/2016/2443, T-Boys Volleyball, Referee- Pool Play Games	299.00
Roy Vincent	10154	6/15/2016	ECR-S/2016/2441, T-Boys Volleyball, Referee- Pool Play Games	231.00
Eastbay Team Sales	10156	6/15/2016	ECR-S/2016/2458, T-Athletic Director, PH Velcro Adjustable White Caps	215.56
Endzone Video Systems	10834	6/15/2016	ECR-S/2016/2461, Varsity/JV Football, Custom Data Cable with multi plug	202.00
Wespac Plan Services, LLC	10846	6/15/2016	ECR-S/2016/2451, General (Operations), 4/16 Quarterly Recordkeeping Fees	200.00
Advanced Office Automation, Inc.	10847	6/15/2016	ECR-S/2016/2450, Alternative Ed. School, 4/12/16-5/12/16 Repro FSS/CPC Excess Copy Charges	186.51
The Hartford	10844	6/15/2016	ECR-S/2016/2462, General (Operations), 6/16 Supplemental Life Insurance	155.12
White's Studios, Inc.	10839	6/15/2016	ECR-S/2016/2453, General (Operations), Evolis Tattoo 2 Ribbons for IDs	146.28
Regional TAP Service Center	10835	6/15/2016	ECR-S/2016/2457, Alternative Ed. School, Metro 30-Day Pass	120.00
The Hartford	10840	6/15/2016	ECR-S/2016/2465, General (Operations), 03/16 Voluntary Supplemental Life	94.44
The Hartford	10841	6/15/2016	ECR-S/2016/2464, General (Operations), 04/16 Voluntary Supplemental Life Insurance	94.44
The Hartford	10842	6/15/2016	ECR-S/2016/2463, General (Operations), 05/16 Voluntary Supplemental Life Insurance	94.44
Cartridge	10836	6/15/2016	ECR-S/2016/2456, Administrative, HP Laserjet P2035/2055 toner cartridge	65.29
Tom Nassraway	10155	6/15/2016	ECR-S/2016/2440, T-Boys Volleyball, Assignor- Pool Play Games	29.00
Naerok Facilities Management	10855	6/16/2016	ECR-S/2016/2467, General (Operations), 5/14/16- 5/27/16 Security Services	7,855.45
Naerok Facilities Management	10854	6/16/2016	ECR-S/2016/2471, General (Operations), 4/30/16- 5/13/16 Security Services	6,706.60
Naerok Facilities Management	10853	6/16/2016	ECR-S/2016/2468, General (Operations), 5/28/16- 6/10/16 Security Services	6,697.72
Steven Roe	10858	6/16/2016	PRJRN/2016/0469, General (Operations), 06/16 Manual Paycheck (Account Closure)	1,046.71
Mesbah Eillad	10157	6/16/2016	ECR-S/2016/2424, T-Wrestling, ECR Wrestling Scholarship for assisting wrestler attending SF State University	1,000.00
Naerok Facilities Management	10852	6/16/2016	ECR-S/2016/2469, General (Operations), 5/12/16 Maintenance Work on Shoup Property	860.00
Naerok Facilities Management	10851	6/16/2016	ECR-S/2016/2470, General (Operations), 5/13/16 Demolition Work at Shoup	765.00
Law Offices of Young, Minney & Corr, LLP	10869	6/20/2016	ECR-S/2016/2506, General (Operations), 05/16 Legal Fees	26,088.31
Kathleen Nicholson	10868	6/20/2016	PRJRN/2016/0471, General (Academic) , \$500 Credit for returned cameras	367.01
David Lee Hussey	10856	6/20/2016	PRJRN/2016/0480, Administrative, 09/15 Supervision, Inter Paperwork	347.76

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Westchester High School	10158	6/20/2016	ECR-S/2016/2466, T-Girls Basketball, 6/16/16-6/18/16 Summer Tournament Fee	250.00
Richard Russell	10160	6/20/2016	PRJRN/2016/0474,T-Softball (Varsity/ JV),5x7 Stained Glass Plaque	195.11
Rosalinda Montague	10870	6/20/2016	PRJRN/2016/0479,Science ,CRAY CLRD PLC 24 CT LONG	110.78
Kathleen Nicholson	10866	6/20/2016	PRJRN/2016/0473,General (Academic) ,Limo Studio Photo Video Stand Support System	60.65
Kathleen Nicholson	10867	6/20/2016	PRJRN/2016/0472,General (Academic) ,36 Page Hardcover Book	57.79
David Lee Hussey	10857	6/20/2016	PRJRN/2016/0481,Administrative,06/16 BYU Tests	50.22
Revolution Foods, Inc.	10883	6/21/2016	ECR-S/2016/2494, General (Operations), 05/16 Cafeteria Food	43,609.42
Kelly Services, Inc.	10880	6/21/2016	ECR-S/2016/2492, General (Academic) , Substitute Teacher through 5/16/16	13,704.75
Kelly Services, Inc.	10881	6/21/2016	ECR-S/2016/2430, General (Academic) , Substitute Teachers through 5/30/16	8,317.13
The Print Spot	10874	6/21/2016	ECR-S/2016/2509, General (Operations), 05/16 Printing and Copying Services	6,546.53
Covantia, LLC	10877	6/21/2016	ECR-S/2016/2504, Technology, 06/16 Software Development and Integration Gateway	4,800.00
Covantia, LLC	10886	6/21/2016	ECR-S/2016/2547, Technology, 5/1/16- Software Development and Integration Gateway	4,800.00
Bill Ferrell Co.	10876	6/21/2016	ECR-S/2016/2444, General (Operations), 6/6 Graduation Ceremony-Shift Customer Owned Staging from Multipurpose Room Stage to Football Field; Assemble 28' x 16' +30" stage, guardrails, skirt, and two steps	1,340.00
American Heritage Life Insurance Company	10875	6/21/2016	ECR-S/2016/2493, General (Operations), 06/16- Supplemental Health Insurance Premium	1,262.04
Staples Business Advantage	10872	6/21/2016	ECR-S/2016/2552, Administrative, AY17 Ataglace-Donna	1,161.31
Designs By King	10162	6/21/2016	ECR-S/2016/2459, T-Drill Team , Leather Rifles-White for Drill Team	1,032.40
American Foothill Publishing Co.	10873	6/21/2016	ECR-S/2016/2490, King's Courier/Journalism Advertisements, The King's Courier Issue: June 1, 2016 Vol. 46, Issue 13 Senior Issue	1,023.20
Deny Sportswear	10161	6/21/2016	ECR-S/2016/2431, T-Track and Field, End of the Year Track & Field Plaques	883.50
Brooks Transportation Inc.	10878	6/21/2016	ECR-S/2016/2446, English , 5/13/16 Round Trip ECR to Theatricum Botanicum	670.00
Merit Oil Company	10882	6/21/2016	ECR-S/2016/2475, General (Operations), 6/7/16 Delivery Gas	529.56
Staples Business Advantage	10871	6/21/2016	ECR-S/2016/2489, Administrative, Toner-Main Office	470.48
Dunbar Armored Inc	10885	6/21/2016	ECR-S/2016/2476, General (Operations), 5/3/16-6/30/16 Armored Car Services	353.95
Lerma Lisette	10879	6/21/2016	ECR-S/2016/2432, Student Council, Leis for Hawaiian-Themed Pep Rally	43.58
Tahly Megerdichian	10884	6/21/2016	ECR-S/2016/2488, King's Courier/Journalism Advertisements, Refund for Tahly Megerdichian for Purchased Yearbook Ad that Did Not get Printed	40.00
LAUSD - Maintenance & Operations	10887	6/22/2016	ECR-S/2016/2557, General (Operations), 2016-17 Maintenance Services	60,000.00

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Staples Business Advantage	10897	6/22/2016	ECR-S/2016/2544, Special Ed General, Office Supplies-Sims	1,511.63
Brooks Transportation Inc.	10894	6/22/2016	ECR-S/2016/2540, Band, 5/14/16 Round Trip ECR to Luther Burbank Middle School and Six Flags Magic Mountain	1,370.00
Brooks Transportation Inc.	10896	6/22/2016	ECR-S/2016/2548, Track and Field, 5/19/16 Round Trip ECR to Birmingham Charter-Track & Field	1,180.00
Nettime Solutions LLC	10890	6/22/2016	ECR-S/2016/2505, Technology, 5/31/16 Stratustime Monthly Subscription	1,015.00
Lance Delgado	10889	6/22/2016	ECR-S/2016/2487, Band, Monday Afternoon Rehearsals(5/2, 5/4, 5/9, 5/11, 5/16)	625.00
Brooks Transportation Inc.	10893	6/22/2016	ECR-S/2016/2542, Social Science, 5/20/16 Round Trip ECR to the 501 Poli Street, Ventura and Santa Barbara Zoo	550.00
Brooks Transportation Inc.	10892	6/22/2016	ECR-S/2016/2516, English , 5/27/16 Round Trip ECR to San Pedro (Whale Watching)	400.00
Brooks Transportation Inc.	10895	6/22/2016	ECR-S/2016/2543, Science , 5/19/16 Round Trip ECR to Ca. Science Center	385.00
Eileen A. Becker	10888	6/22/2016	ECR-S/2016/2477, General (Academic) , Reimbursement for Textbook Found	15.00
CharterSafe	10913	6/23/2016	ECR-S/2016/2510, General (Operations), 2016-17 Policy Year- General Insurance	370,781.00
EdTec Inc.	10901	6/23/2016	ECR-S/2016/2500, General (Operations), 06/16 EdTec Monthly Service	16,500.00
Kelly Services, Inc.	10902	6/23/2016	ECR-S/2016/2501, General (Academic) , Substitute Teachers through 5/23/16	12,276.91
City Service	10914	6/23/2016	ECR-S/2016/2472, General (Operations), Subcontractor for Naerok-5/12/16 Maintenance Work on Shoup Property	8,600.00
Piece of Mind Care Services	10910	6/23/2016	ECR-S/2016/2508, Special Ed General, 05/16 SpEd Services	7,744.00
In and Out Removal	10916	6/23/2016	ECR-S/2016/2483, General (Operations), 5/13/16 Sub Contractor for Naerok-Demolition Work at Shoup Property	7,650.00
FACT	10917	6/23/2016	ECR-S/2016/2484, Special Ed General, 05/16 Services	6,743.74
FACT	10918	6/23/2016	ECR-S/2016/2473, Special Ed General, 05/16 Services	6,308.54
Phillips & Associates	10915	6/23/2016	ECR-S/2016/2511, General (Operations), 05/16 Professional Fees	3,076.15
Piece of Mind Care Services	10911	6/23/2016	ECR-S/2016/2496, Special Ed General, 06/16 Special Ed Services	1,277.20
Jack M. Leibel	10899	6/23/2016	ECR-S/2016/2497, General (Operations), Printing Services and Graphic Design Class 2016 Graduation Programs/Tickets	1,158.00
Curry, William	10906	6/23/2016	ECR-S/2016/2512, General (Operations), 5/14/16-6/6/16 Paint Services	930.00
Curry, William	10907	6/23/2016	ECR-S/2016/2513, General (Operations), 5/4/16-5/13/16 Paint Services	930.00
Cleveland High School	10900	6/23/2016	ECR-S/2016/2499, Track and Field, 6/6 & 6/13 2016 West Valley League Track and Field Prelims and Finals-Share of Expenses with 5 Other Schools	617.90
Staples Business Advantage	10912	6/23/2016	ECR-S/2016/2539, Special Ed General, Erasers-Sims	358.23

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Canteen Refreshment Services	10908	6/23/2016	ECR-S/2016/2502, General (Operations), 05/16/16 Food Supplies	310.32
Regional TAP Service Center	10909	6/23/2016	ECR-S/2016/2507, Alternative Ed. School, Metro 30-Day Pass	168.00
Cory Wiener	10898	6/23/2016	ECR-S/2016/2498, General (Operations), 06/07/16 Supervision Graduation	71.50
American Express	10903	6/23/2016	PRJRN/2016/0483,General (Operations),05/02/16 Intuit QB Online Fee	67.28
School Financial Services LACOE	10905	6/23/2016	ECR-S/2016/2503, General (Operations), 04/16 CalSTRS penalty & Interest	1.11
American Express	10930	6/24/2016	PRJRN/2016/0484,College Office,Amex Halski-Books, Office Supplies, Dues and Subscriptions,Student Materials, Field Trip Admission Tickets	35,047.39
Blick Art Materials	10926	6/24/2016	ECR-S/2016/2524, Art , Art Supplies	3,315.55
Fence Factory Rentals	10919	6/24/2016	ECR-S/2016/2474, General (Operations), 6/7/16-6/8/16 Fence Rental	1,776.00
Iris Quigao	10920	6/24/2016	PRJRN/2016/0482,General (Operations),06/30/16 Manual Final Pay Check(Lasy Day 06/24/16)	1,584.78
Buddy's All Stars	10927	6/24/2016	ECR-S/2016/2517, Boys Basketball , Nike Mesh Practice Jerseys	1,487.37
The CLM Group Inc.	10923	6/24/2016	ECR-S/2016/2558, General (Operations), Mealtime Apply Online, Online Applications	1,150.00
Maxim Staffing Solutions	10904	6/24/2016	ECR-S/2016/2514, Special Ed General, 5/18/16-5/27/16 LVN for SPED One on One	1,085.00
Child and Family Guidance Center/Northpoint School	10928	6/24/2016	ECR-S/2016/2549, Medi-CAL, 4/7/16-4/28/16 Contracted Group Counseling Services	297.50
Advanced Office Automation, Inc.	10925	6/24/2016	ECR-S/2016/2515, General (Operations), FSS Excess Copies	292.87
Award Winners	10169	6/24/2016	ECR-S/2016/2537, T-Drill Team , Plaques for Banquet	235.44
Zamudio Luis	10163	6/24/2016	ECR-S/2016/2478, T-Scholarship J. Harrison, Woman's Club Donation for Scholarship Alt Ed	200.00
Palmer Bianca	10164	6/24/2016	ECR-S/2016/2480, T-Scholarship J. Harrison, Woman's Club Donation for Scholarship Alt Ed	200.00
Noah O'neil	10165	6/24/2016	ECR-S/2016/2486, T-Scholarship J. Harrison, Woman's Club Donation for Scholarship Alt Ed	200.00
Burns Aaliyah	10166	6/24/2016	ECR-S/2016/2479, T-Scholarship J. Harrison, Woman's Club Donation for Scholarship Alt Ed	200.00
Anderson Narissa	10167	6/24/2016	ECR-S/2016/2481, T-Scholarship J. Harrison, Woman's Club Donation for Scholarship Alt Ed	200.00
Alvarado Sabine	10168	6/24/2016	ECR-S/2016/2482, T-Scholarship J. Harrison, Woodland Hills Woman's Club Donation for Scholarship Alt Ed	200.00
CompuClaim	10929	6/24/2016	ECR-S/2016/2523, Special Ed General, 05/16 MeduClaim Procedure Code Billing	127.53
FedEx	10921	6/24/2016	ECR-S/2016/2485, General (Operations), Transportation Charges	50.02
Nite Owl Alarm & Video, Inc.	10924	6/24/2016	ECR-S/2016/2541, General (Operations), 06/16 Burglar Monitoring for Shoup Property	45.00
McGraw-Hill Education, Inc.	10946	6/28/2016	ECR-S/2016/2518, , Clayton Economics Textbooks	45,059.56
McGraw-Hill Education, Inc.	10947	6/28/2016	ECR-S/2016/2519, Social Science, US History & GeographyTextbooks	23,477.94

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Herff Jones Inc.	10943	6/28/2016	ECR-S/2016/2491, General (Academic) , Graduate Ess Royal Classkeeper Gown, Cap, Tassel Class 2016	11,549.69
MPS	10950	6/28/2016	ECR-S/2016/2554, Advanced Placement , HS AP Environmental Science	7,267.00
Inspire Communication, Inc	10945	6/28/2016	ECR-S/2016/2530, Special Ed General, 05/16 Sara @ \$85/hour, Screening & Therapy/Staff Consultation and Documentation	5,100.00
Brooks Transportation Inc.	10922	6/28/2016	ECR-S/2016/2546, Swimming & Diving, 3/7/16 Round Trip ECR to Panorama High-Swim Team	2,100.00
Flinn Scientific Inc.	10938	6/28/2016	ECR-S/2016/2551, Science , Kit, Dissecting, Basic, Plastic Case	667.03
Buddy's All Stars	10931	6/28/2016	ECR-S/2016/2526, Baseball, Nike Shirts	664.80
Maxim Staffing Solutions	10948	6/28/2016	ECR-S/2016/2520, Special Ed General, 5/4/16-5/6/16 LVN for SPED One on One	612.50
Pitney Bowes	10951	6/28/2016	ECR-S/2016/2550, General (Operations), 5/15/16 Postage Machine	550.98
Child and Family Guidance Center/Northpoint School	10939	6/28/2016	ECR-S/2016/2533, Medi-CAL, 5/5/16-5/26/16 Contracted Group Counseling Services	425.00
Granada Hills Charter High School	10940	6/28/2016	ECR-S/2016/2429, Swimming & Diving, 2015-2016 Swim League Hosting	404.36
JW Pepper & Son, Inc	10944	6/28/2016	ECR-S/2016/2534, Audio, Visual and Performing Arts, Sheet Music	318.72
Chatsworth High School	10932	6/28/2016	ECR-S/2016/2434, Girls Volleyball, 9/3/16 6th Annual Varsity Invitational Tournament Fee	250.00
Chatsworth High School	10933	6/28/2016	ECR-S/2016/2435, Girls Volleyball, 9/24/16 1st Annual JV Invitational Tournament Fee	250.00
Chatsworth High School	10935	6/28/2016	ECR-S/2016/2436, Girls Volleyball, 10/8/16 8th Annual F/S Invitational Tournament Fee	250.00
Maxim Staffing Solutions	10949	6/28/2016	ECR-S/2016/2532, Special Ed General, 5/16/16 LVN for SPED One on One	210.00
Interquest Detection Canines	10941	6/28/2016	ECR-S/2016/2522, General (Operations), 05/16 Canine Detection	175.00
Chatsworth High School	10934	6/28/2016	ECR-S/2016/2433, Girls Volleyball, 8/13/16 Officials Workshop	150.00
Alan Grant	10942	6/28/2016	ECR-S/2016/2525, Robotics, 5/20/16 Supervision and Assist VEX Robotics Clubs	137.50
Department of Justice (State of CA)	10937	6/28/2016	ECR-S/2016/2495, General (Operations), 05/16 Fingerprint Apps	96.00
Department of Justice (State of CA)	10936	6/28/2016	ECR-S/2016/2555, General (Operations), 04/16 Fingerprint Apps	81.00
Deny Sportswear	10170	6/29/2016	ECR-S/2016/2535, T-Baseball, Team Hats and Shirts	1,981.84
Mutual of Omaha	10954	6/29/2016	ECR-S/2016/2527, General (Operations), 06/16 Voluntary Disability Insurance	1,952.71
School Services of California, Inc.	10955	6/29/2016	ECR-S/2016/2531, General (Academic) , 5/3/16 Conference Fee-Marshall Mayotte	780.00
Deny Sportswear	10172	6/29/2016	ECR-S/2016/2529, T-Softball (Varsity/ JV), Hanes 50/50 Royal Blue	439.98
Deny Sportswear	10171	6/29/2016	ECR-S/2016/2528, T-Softball (Varsity/ JV), Plaques for End of the Year Softball Banquet	376.60
Herff Jones Inc.	10952	6/29/2016	ECR-S/2016/2536, General (Academic) , Silver Class Stole W/Embroidery, Fall 2015 & Spring 2016	57.66
Redwood Toxicology Laboratory, Inc	10953	6/29/2016	ECR-S/2016/2545, Alternative Ed. School, 3/16/16 CHR (Label Not on Specimen)	10.00

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Cover Sheet

Review and Vote 2016-17 Food Service Vendor Selection - Chartwells

Section: V. School and Policies
Item: A. Review and Vote 2016-17 Food Service Vendor Selection -

Chartwells

Purpose: Vote

Submitted by:

Related Material:

Analysis of Food Service Management Company Proposals and Recommendation.pdf
FSMC Score Card 072916.pdf

Analysis of Food Service Management Company Proposals & Staff Recommendation

Background: In late June 2016, ECRCHS learned from the California Department of Education (CDE) that we could not simply renew our then-existing contract with Revolution Foods as originally planned, as the contract had a lower dollar threshold than what we were expecting to spend for the 2016-17 school year. As soon as we became aware of this, we issued a Request for Proposals (RFP) in search of a new contract with a Food Service Management Company (FSMC).

ECRCHS received four proposals from the following FSMCs: Bevaris, Chartwells, Sodexo, and Revolution Foods. The four FSMCs also participated in tasting events at the school. ECRCHS staff contacted the Food Committee and invited the committee members to the tasting events. We also reached out to summer school teachers and asked them to invite students to the tasting events. We prepared a survey for students and staff to complete after tasting the food, asking them to rate the food from each vendor on a sliding scale.

We evaluated the proposals using the following criteria, as outlined in the RFP:

Cost (30 points)

Taste test, food quality, and appeal (25 points)

Experience with School Breakfast and National Lunch Programs (20 points)

Corporate capability and experience (10 points)

Administrative Requirements (5 points)

Understanding of ECRCHS's food program and requirements (5 points)

Financial stability of FSMC (5 points)

Analysis of Proposals: Although Bevaris was the winner of the taste test, this company has no experience with public schools, and therefore has very limited knowledge of school breakfast and national lunch programs. Bevaris did not bring compliant meals to the tasting event, but told the students that if they won the bid, they would serve the same food for school meals. ECRCHS staff believes working with Bevaris would be very risky, as the vendor would require constant monitoring to ensure compliance with federal guidelines for school food. Bevaris currently operates in private schools including Oaks Christian and Campbell Hall. The price proposal from Bevaris was the highest, at \$2.75 for breakfast and \$3.75 for lunch. For those ECRCHS students who qualify for free meals and choose to eat at school, we receive combined federal and state reimbursements of \$1.89 for breakfast and \$3.30 for lunch. Students who do not qualify for free or reduced price meals pay \$2.50 for breakfast and \$3.50 for lunch, and we also receive a federal reimbursement of \$0.29 for each meal.

Chartwells, Sodexo, and Revolution Foods have extensive experience with school breakfast and national lunch programs. Sodexo submitted the most competitive price proposal (\$1.95 for breakfast, \$3.18 for lunch), but ECRCHS has several concerns about working with Sodexo. We worked with Sodexo during 2011-2013, and toward the end of

our contract we discovered Sodexo had been billing us the cost of a full meal for each a la carte item sold. In addition, Sodexo has issues with client retention, having lost 17 clients in the last 5 years, including ECRCHS and Birmingham Charter High School. ECRCHS staff spoke with a Birmingham employee, and he explained that the school was frustrated with Sodexo's inability to encourage student participation in the school food program, as well as the poor quality of their food. Two years ago, Birmingham began working with Chartwells, and since then student participation in the school food program has increased by 30%.

Although Revolution Foods submitted a proposal, the company missed a mandatory step earlier on in the RFP process – a tour of our kitchen facilities and Q&A session. We agreed to let Revolution Foods submit a proposal, but warned them that other vendors may object to this. We did receive objections from other vendors. In addition, during Revolution Foods' two years at ECRCHS, the company has been unsuccessful in increasing student participation in the school food program; only ~350 students eat lunch at school each day, and we have approximately 900 students who qualify for free or reduced price meals. Moreover, our students and staff are generally unhappy with the quality of the food. The company has lost five clients in the last five years, and submitted the second highest price proposal (\$2.30 for breakfast, \$3.70 for lunch without salad bar, \$3.80 for lunch with salad bar).

Chartwells came in second place in the faculty and student taste test, and submitted the second most competitive price proposal (\$2.75 for breakfast, \$3.30 for lunch – more students purchase lunch than breakfast, so that is why Chartwells ends up being more affordable than Revolution Foods). The company has lost just one client in the last five years. Chartwells has extensive experience with school breakfast and national lunch programs, as the company serves 2.6 million students in 600 school districts in 37 states. In addition, as discussed above, Birmingham has had a very positive experience with Chartwells, and highly recommended this vendor due to their knowledge of the national lunch program and USDA nutrition requirements, their success in encouraging student participation in the school food program, and student and staff satisfaction with the food served on campus.

Recommendation: Chartwells earned the highest score of 83.3 due to this vendor's extensive experience with public schools, their knowledge of school food programs and USDA requirements, their second place score in the student and staff taste test, and the positive recommendation from staff at Birmingham. ECRCHS staff has selected Chartwells as the new school food vendor and encourages the Board to sign the CDE-approved contract.

Financial Impact: When we consider the cost of breakfast and lunch alone, ECRCHS would lose \$19,000 in our 2016-2017 contract with Chartwells. It is normal for public schools with a low percentage of students who qualify for free and reduced meals, to lose money on the school food program. This is because there is always some food

waste, and because the cost of meals is rising due to new healthy menu adjustments required by the USDA as part of the Healthy, Hunger-Free Kids Act. It is important to point out that the \$19,000 does not include the cost of supplies or the sale of a la carte items; including these items, ECRCHS is expected to end the year budget neutral or at a small loss. However, as with any new vendor, there are bound to be some complications in our first year with Chartwells, so ECRCHS staff expects to experience a loss on our food program in 2016-17.

Chartwells Score	Chartwells Comments	Revolution Score	Revolution Comments	Sodexo Score	Sodexo Comments
	Included all required information in accordance with the General Instructions 5 and Proposal Requirements		Included all required information in accordance with the General Instructions 5 and Proposal Requirements		Included all required information in accordance with the General Instructions 5 and Proposal Requirements
	Serves 2.6 million students in 600 school districts in 37 states; 40+ years experience 20 working with CDE and USDA		Serves 250K+ meals a day in schools in 17 states; 10 years of experience; deep knowledge of USDA menu requirements and what makes up a compliant meal; seems to still be figuring out how to adapt their model to 15 the high school environment		Works with 490 school districts across the U.S., and 44 in California; serves 341K+ meals a day in California; in business for 30+ years in California, 20 50+ years on West Coast
	Demonstrates a complete understanding of our food service program and service requirements, and can perform those services to our 5 satisfaction Owned by Compass Group; 2015 revenue = \$14.5B, 5 operating profit = \$1.18B		Demonstrates a complete understanding of our food service program and service requirements; from past experience we know that while Revolution is capable of carrying out these services, they do not seem to be a 4 good fit for a high school Just balance sheet provided; steadily increasing debt ratio 4 and decreasing cash position		Demonstrates a complete understanding of our food service program and service requirements; it may be hard to rebuild trust giving the 3 billing issues of the past 2015 revenue = 20 billion Euro; operating profit = 5 1.143B Euro
	ECRCHS staff visited Birmingham - food was great, cafeteria ran smoothly, and staff said participation rose 33.3% in past two years. Chartwells serves 2.6 million students in 600 school districts in 37 states, and has 42 years experience working with CDE and USDA. They have only lost one client in last 5 years due to decision to start an in-house program, and provided excellent 10 recommendation letters. 18.3		We have not received good feedback from students and staff during the past two years, although we like that they are a B-corp focused on healthy eating and environmental sustainability. Revolution serves 250K+ meals a day in schools in 17 states and has 10 years of experience. There are issues with client retention - lost five 5 contracts in the last five years. 12.2		One of the references is seriously contemplating switching to a new vendor next year. Sodexo works with 490 school districts across the U.S., and 44 in California, and serves 341K+ meals a day in California. They have been in business for 30+ years in California, 50+ years on West Coast. They have a big issue with client retention - lost 17 contracts in last 5 years, including ECRCHS and 3 Birmingham 16.6
	Projected Annual Loss from cost of reimbursable meals = 20 \$18,933.73 83.3		Projected Annual Loss from cost of reimbursable meals = 10 \$26,718.73 55.2		Projected Annual Gain from cost of reimbursable meals = 30 \$19,290.17 82.6

Cover Sheet

Review and Vote Employee Handbook

Section: V. School and Policies
Item: B. Review and Vote Employee Handbook
Purpose: Vote
Submitted by:
Related Material: Employee Handbook vFinal 8.07.2016.pdf

EMPLOYEE HANDBOOK 2016-2017



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FOREWORD

Dear Valued Employee:

Congratulations and welcome to El Camino Real Charter High School. Whether you have recently joined our team or have worked with us for some time, we are excited to work with you. Your performance will be an integral part of El Camino Real Charter High School's future success. In order to help you perform at your full potential and create a safe and enjoyable work environment we are providing you this Employee Handbook to inform you of the many important aspects of your employment and guide you along the way.

There are few things to keep in mind when reading this Employee Handbook. This document is not a comprehensive compilation of all ECRCHS policies and procedures and does not cover all possible circumstances and exceptions that may arise. Many of the policies summarized in this Employee Handbook are covered in more detail in other official documentation. Consult such documentation for additional information regarding specific policies. Please address any specific questions regarding the interpretation or applicability of ECRCHS policies and procedures to Human Resources or such designated ECRCHS officer or manager. Note that the terms of the official ECRCHS insurance and benefits policies supersede any terms to the contrary stated herein.

This Employee Handbook is not an employment contract, and nothing in this Employee Handbook gives you any right, express or implied, to continued employment. Furthermore, all terms, conditions, policies, and procedures as stated in this document are subject to change, and nothing stated herein is guaranteed remain a fixed term or condition of your employment.

As El Camino Real Charter High School's employee you have an obligation to keep the information provided to you in this Employee Handbook confidential. Do not discuss the contents of this document with persons who are not employees, officers, or otherwise privy to this information through an affiliation with El Camino Real Charter High School.

Please take time to thoroughly review this Employee Handbook, noting how each section relates to your employment. Pass along any questions or concerns you may have to your immediate supervisor. We look forward to a harmonious and mutually fruitful relationship with you and are confident you will find your experience with us dually rewarding.

Lastly, please note that ECRCHS recognizes all sanctioned labor unions and their role in representing the interests of ECRCHS' unionized employees. This Employee Handbook does not impair or otherwise alter any terms or conditions of the collective bargaining agreements held by such unions. When a policy in this handbook contradicts terms and conditions set out in the collective bargaining agreement, the collective bargaining agreement shall take precedence for applicable employees only. Again, welcome!

SECTION I - Introduction

1.1 Who Are We?

The mission of El Camino Real Charter High School is to educate our diverse student body by developing students' talents and skills so they will succeed in a changing world, value and respect themselves and others, and make a positive contribution to our global society.

1.2 This Employee Handbook

This Employee Handbook summarizes some of El Camino Real Charter High School's (hereinafter "ECRCHS") key expectations and employment policies. As such, it cannot provide guidance for every possible circumstance that may arise during employment and is not intended as an exhaustive resource for all ECRCHS policies. Employees that desire elaboration on specific policies should refer to official policy documentation or consult a human resources manager. This Employee Handbook replaces all prior employee handbooks, employment policies, and ECRCHS rules and practices, express or implied, whether written or oral. In addition, this Employee Handbook is subject to the provisions of official ECRCHS policy documents, including insurance and benefits policies, plan documents, and applicable law. All ECRCHS employees are required to abide by the terms of this Employee Handbook as a condition of employment. The terms of individual employees' employment contracts may control over this Employee Handbook where applicable.

1.3 Policy Changes

As circumstances warrant, ECRCHS may, in its sole discretion, deviate from the terms stated herein as it sees fit. ECRCHS has the express right to amend, modify, revoke, and add to the terms of this Employee Handbook as well as other official ECRCHS policy documentation. The terms of this Employee Handbook may only be altered through official ECRCHS written policy notices. No terms of this Employee Handbook may be altered via oral statements or other representations. ECRCHS' interpretation of the terms stated herein is absolute. Employees that need clarification as to ECRCHS' policy on a specific matter should consult a human resources manager or such designated ECRCHS officer or manager. Each employee is responsible for remaining informed of policy changes.

1.4 No Guarantee of Employment

Nothing in this Employee Handbook creates a binding employment contract between ECRCHS and its employees or provides a guarantee of continued employment for any amount of time. At-will employment status may only be altered through an express, signed, written agreement between ECRCHS and an employee to that specific and intended effect.

1.5 At-Will Employment

Unless expressly prohibited by statute, all employees without a written employment agreement to the contrary are employed on an "at-will" basis. As has always been the case at ECRCHS, either ECRCHS or the at-will employee may conclude the employment relationship with or without advance notice at any time and for any reason, and no term in this Employee Handbook will alter or restrict the right of ECRCHS or an at-will employee to end the employment relationship accordingly. Nothing in this Employee Handbook impairs ECRCHS' right to make changes in employment status, including without limitation promotions and demotions, reassignments, transfers, and wage and benefit changes. ECRCHS may only enter into an employment relationship that is not on an at-will basis through a written employment agreement signed by the Executive Director, or an ECRCHS officer or manager authorized with such capacity by the Executive Director. In most

cases and when possible, ECRCHS will work closely with team members with the objective of coaching through and improving performance issues, alleviating teamwork challenges, or otherwise helping to improve other work-related circumstances that may be cause for disciplinary action, up to and including termination.

1.6 Dispute Arbitration

In return for ECRCHS' promise to do the same, your continued employment, and other benefits conferred through the employment relationship, you the employee (hereinafter "**you**," "**your**") promise to submit to binding arbitration of all claims, disputes, or controversies with the ECRCHS and its officers, directors, and employees arising out of or relating to your employment relationship with ECRCHS, including disputes related to your wages and benefits, your termination, intellectual property rights, confidentiality, and any breach of this agreement, to be decided by an independent, mutually agreed upon arbitrator and any ECRCHS arbitration policy or agreement.

SECTION II - Employment Policies

2.1 Employee Classification Categories

Under state and federal wage and hour laws, including the Fair Labor Standards Act ("**FLSA**"), all ECRCHS employees are either classified as exempt or nonexempt.

Exempt Employees - Employees exempted from the minimum wage and overtime provisions of the FLSA by holding positions that satisfy the criteria under the act. These employees are generally executives, managers, professionals, administrators, and technical staff who receive salaries.

Nonexempt Employees - Employees who are NOT exempt under the criteria of the FLSA minimum wage and overtime provisions. These employees are typically paid on an hourly basis.

In addition, the following mutually exclusive classifications apply to both exempt and nonexempt employees and help determine an employee's employment status and eligibility for employee benefits, but in no way guarantee continued employment for any amount of time:

Regular Full-Time Employees - Employees are considered full-time employees if they are normally scheduled to work at least 30 hours per week. These employees are generally eligible to receive ECRCHS benefits, if any, subject to the terms and conditions of each benefit plan. Please note this includes those staff members that may only work 182 days per calendar year.

Regular Part-Time Employees - Employees who are NOT normally scheduled to work at least 30 hours per week during the regular school year or who only irregularly work 30 or more hours per week. These employees are NOT generally eligible to receive ECRCHS benefits.

Temporary Employees - Full-time or part-time employees hired for a limited duration generally for three months or less. These employees are typically interim replacements or hired for work on a specific project. Temporary employee work duration may be extended upon written permission; however, status as a temporary employee may only be changed by a written agreement signed by authorized ECRCHS personnel. Temporary employees are employed on an at-will basis unless expressly stated otherwise in a written employment

agreement with ECRCHS. As at-will employees, temporary employees may be terminated prior to the end of the initially planned work duration for any or no reason, with or without notice. Temporary employees are generally not eligible for ECRCHS benefits unless expressly stated otherwise in a written employment agreement or ECRCHS policy.

Employees not notified of their particular classification upon hire should inquire to a human resources manager. Note that independent contractors and consultants are self-employed individuals working with ECRCHS and not ECRCHS employees. As such, they are not entitled to receive ECRCHS benefits unless expressly provided in a written agreement between such individuals and ECRCHS. Furthermore, these individuals will have control over the manner of completing assigned tasks, while ECRCHS has control over assigning the tasks that independent contractors and consultants complete and defining the specific outcomes sought.

2.2 Confidentiality

ECRCHS requires that employees keep strictly confidential certain information related to ECRCHS and those with which ECRCHS conducts business. Employees are prohibited from disclosing "**Confidential Information**", as defined below, to any external parties without prior ECRCHS authorization or to other ECRCHS employees, independent contractors, or consultants that do not have a legitimate business reason to know such information. External parties are any person or entity besides ECRCHS' employees, representatives, and authorized agents. Employees must maintain confidentiality in all locations, all modes of communication, and at all times, continuing indefinitely after termination of their employment relationship with ECRCHS. Employees are responsible for knowing what information should be treated as Confidential Information and should consult their supervisor for clarification if in doubt.

Confidential Information - Includes information that relates to ECRCHS, its operations, or technology that is generally not known to the public and includes, without limitation, the following: trade secrets, business plans, business strategies, bids, marketing plans, financial information, costs, pricing, employee compensation, attorney communications, projections, and investments. Confidential Information also includes information you receive from others that ECRCHS has an obligation to treat as confidential, including without limitation information from ECRCHS' vendors, suppliers, and current and prospective customers and clients.

You can help ECRCHS safeguard its Confidential Information by adhering to the following guidelines:

- Do not discuss Confidential Information in public places.
- When discussing Confidential Information, or matters that are potentially Confidential Information, be aware of who is around you and consider whether they have a specific need to know such.
- Do not take hard copies of Confidential Information off ECRCHS premises unless absolutely necessary. If you do, be sure to keep such information in a safe and secure place.
- Keep electronically-stored Confidential Information password protected, and store hard copies out of sight in secure locations.
- Shred or tear up hard copies of Confidential Information before disposing in the trash.

- Do not share or disclose information in any way that could be construed as or appear to be insider trading.

2.3 Conflicts of Interest

Employees are required to avoid conflicts of interest. This means employees must avoid activities, relationships, and situations that may cause them to put their personal interests ahead of ECRCHS'. It is important that employees act in the best interests of ECRCHS at all times, and for this reason, employees must take measures to avoid even the appearance of having conflicts of interest. You must disclose any actual or potential conflicts of interest to a supervisor, including actual or potential conflicts of interest held by another employee that such employee fails to disclose. In general, you can avoid conflicts by not using or appearing to use ECRCHS' Confidential Information, property, or business opportunities for your own personal gain.

The following are examples of situations which may create, or appear to create, a conflict of interest:

- Situations where you may have a personal financial interest in transactions or business activities of ECRCHS or ECRCHS' competitors, clients, customers, or suppliers.
- Situations where, although you do not have a personal financial interest, you may nonetheless obtain some other personal gain or advantage resulting from transactions or business activities of ECRCHS or ECRCHS' competitors, clients, customers, or suppliers.
- Situations where you consult for or otherwise have a separate business relationship with a ECRCHS competitor, client, customer, or supplier outside of your normal employment role for ECRCHS.
- Accepting sizeable benefits, including gifts, services, entertainment, or favors, from an ECRCHS competitor, client, customer, supplier, government entity, or other organization in connection with your relationship with ECRCHS outside of your regular employment benefits from ECRCHS. Please use your discretion and good judgment when deciding between sensible benefits and those benefits that are excessive and/or inappropriate.
- Situations where you are responsible for supervising your own family members or persons of close relation to you, whether such persons are other employees or have a different business relationship with ECRCHS, for instance as contractors, consultants, clients, customers, or suppliers.

You are required to consult a supervisor if you are unsure about whether a situation creates or appears to create the appearance of a conflict of interest. When a conflict of interest is found to exist, or appears to exist, you must work with a the manager supervising the relevant business activities to remove yourself from the situation as much as possible, including creating an effective screening plan, if necessary.

2.4 Employment of Relatives and Personal Relationships

Nepotism and favoritism may jeopardize ECRCHS operations and success. Therefore, employees are prohibited from supervising or reporting to their relatives or persons with whom they have close personal relationships outside of their employment with ECRCHS, except where such relationships are disclosed to and approved by senior member of the Business Office. **"Relatives"** include spouses, children, adopted children, domestic partners, parents, siblings, grandparents, uncles, aunts, cousins, nieces, nephews, step relatives, brother- and sister-in-law, mother- and father-in-law, and relatives of domestic partners. **"Close personal relationships"**

includes relationships with persons with whom you share a household, date, or have had personal and close friendships for an extended period of time outside of your employment with ECRCHS. Typically, informal acquaintances are not considered close personal relationships.

In order to safeguard ECRCHS interests, you must disclose any relatives or close personal relationships that exist or may exist with other ECRCHS employees, contractors, consultants, clients, customers, or suppliers. You should also disclose this fact if, during your employment, you become a relative or in a close personal relationship with another employee, contractor, consultant, client, customer, or supplier, for instance, through marriage or dating.

The Business Office may approve your working with relatives or persons holding close personal relationships where such relationships do not create substantial conflicts of interest threatening the wellbeing of ECRCHS operations or activities, for instance, by creating potential supervisory, morale, safety, fairness, or public relations problems. Where possible, ECRCHS will strive to neutralize such conflicts of interests without impairing the benefits you receive from ECRCHS; however, ECRCHS reserves the right to take any action necessary to remove conflicts of interest that threaten ECRCHS interests.

2.5 Employee Files

ECRCHS maintains confidential employee records and files according to law. Supervisors and managers may only have access to an employee's file with a legitimate business need to know and as permitted by state law. Unless otherwise required by state law, current and former employees may generally be granted access to their files upon providing reasonable notice.

All employee files must be reviewed under supervision of the records keeper during regular business hours inside of the office or department where they are normally stored and may not be taken off ECRCHS property. You may not tamper or remove any part of your employee file; however, you may make copies of any information you have provided to ECRCHS that have your signature affixed, as permitted by state law.

Should you dispute any item in your file, you are permitted to make a signed and dated written statement of your dispute that will become part of your file as well.

ECRCHS will grant government agents and entities limited access to employee files when and as required by law.

An employee file is comprised of documents and information relation to each employee's relationship with ECRCHS, including among other items the employment application, employment history verification documents, resumes, background checks, emergency contact information, contracts of employment, tax forms, payroll and benefits information, and performance reviews, if any of these should exist and according to ECRCHS policy.

You are required to notify the fiscal analyst/specialist, as applicable, if any information previously provided to ECRCHS should change, including information provided on an employment application or form, insurance form, or tax form. Misrepresenting information in your employee file, or failing to correct a known mistake in your file, is grounds for discipline, possibly including immediate termination.

At ECRCHS' sole discretion, you may provide a written and signed release for ECRCHS to disclose information in your employee file to an outside entity requesting access.

2.6 Background and Reference Checks

ECRCHS may conduct various background and reference checks on potential or current employees. The information collected will become part of the employee's file and may include verification of information provided during the hiring process, resume, employment verification, criminal record, driving records, and credit report, depending upon the type of position sought. Any employment offer or offer for promotion or reassignment to another position made by ECRCHS is contingent on verification as to the accuracy of the information provided by the potential or current employee.

As background and reference checks are part of each employee's file, such information is kept confidential and may only be reviewed by those involved with hiring and personnel decision processes or ECRCHS managers having a legitimate business need to know.

Should you be denied employment based on information obtained from a background or reference check, then ECRCHS will provide you with a copy of such report(s) and allow you an opportunity to dispute such information.

Background and reference checks may be conducted on current employees in order to assess them for continued employment, promotion, or reassignment, as permitted by state and federal law.

2.7 Healthcare Information

Information related to an employee's healthcare enrollment or plan will be managed according to ECRCHS' policy for conformance with the Health Insurance Portability and Accountability Act (HIPPA), as applicable. ECRCHS does not regularly maintain records of its employees' private healthcare information, and any such information voluntarily shared with ECRCHS by an employee will be kept confidential.

2.8 Employment Eligibility

In compliance with federal law, all new employees must complete the U.S. Citizenship and Immigration Services (USCIS) Form I-9 no later than the first day of hire in order to verify identity and employment authorization. ECRCHS will verify proper completion of Form I-9. You will verify your identity and eligibility by providing documentation as specified on the last page of the form. ECRCHS will not file Form I-9 with USCIS, but will retain and store the completed Form I-9 either for three years after the date of hire or for one year after employment is terminated, whichever is later.

2.9 Political Views

ECRCHS will not discriminate against employees based on their engaging in legal political activities or their affiliation with a particular political view or group. However, ECRCHS encourages employees to focus this expression exclusively *outside* of their role at ECRCHS. All employees have a responsibility to ensure that the political views they communicate and political activities engaged in are seen as separate from ECRCHS and their role as a ECRCHS employee.

2.10 Termination and Change of Employment Status

A change in your employment status may occur for different reasons, including termination by ECRCHS, resignation, abandonment, reassignment, or retirement. Should a change in employment status occur, wages will

only accrue up to your effective date of separation with ECRCHS, unless contrary to a written employment contract or state law.

- **Termination by ECRCHS** - Unless expressly prohibited by statute, all employees without a written employment agreement to the contrary are employed on an "at-will" basis. This means that ECRCHS may conclude the employment relationship with or without advance notice at any time and for any reason.
- **Resignation** - If you are an at-will employee, you may choose to conclude the employment relationship at any time and for any reason. If you are considering resignation, you are encouraged to consult your supervisor in order to discuss whether other options are available to accommodate your needs. If you do decide to resign, ECRCHS asks that you provide at least two weeks' advance written notice of your departure. Employees who fail to provide the full requested advance notice may be subject to forfeiture of accrued benefits including vacation, paid time off, or other benefits at ECRCHS' discretion and according to state law. In addition, such employees who fail to provide the full requested advance notice may be deemed ineligible for future rehire, at the discretion of ECRCHS. At ECRCHS' sole discretion and business needs under the circumstances, ECRCHS may choose to require your immediate departure and provide you with two weeks' pay instead of your being present during the notice period. Should ECRCHS so require, you agree to complete an exit interview or memo prior to departure.
- **Abandonment** - Abandonment occurs where an employee fails to be present during scheduled work hours for three or more consecutive days without prior approval for the absence. If you are considering abandonment, you are encouraged to consult your supervisor in order to discuss whether other options are available to accommodate your needs.
- **Reassignment** - Based on ECRCHS needs, your employment status may occasionally change through ECRCHS reassigning you to a different shift, department, or location, unless you have a written employment contract to the contrary. ECRCHS may choose to take into consideration your requests concerning reassignment. Should ECRCHS so require, you agree to complete an exit interview or memo prior to departure.
- **Retirement** - Employees seeking to retire must provide at least four weeks' advance written notice to a human resources manager. This will allow ECRCHS sufficient time to finalize any payroll and benefits issues, determine and prepare for any hiring needs, and wrap up all other outstanding employment matters related to the planned retirement. Should ECRCHS so require, you agree to complete an exit interview or memo prior to departure.

2.11 Return of ECRCHS Property

Employees must return all ECRCHS property in their possession upon ending employment with ECRCHS. Unless otherwise notified, ECRCHS property includes ID cards, uniforms, cell phones, laptops, electronics, office supplies, and all other tangible items in your possession that ECRCHS owns. You may be provided with a voluntary option of purchasing property which you have used while employed with ECRCHS on an "as is" basis. Upon formal approval from the Business Office, you will be provided with the market cost of specific property and required to pay for the said property in full prior to exchanging ownership of the property. ECRCHS is not responsible for any previous or future damage or maintenance needs of purchased equipment.

ECRCHS may deduct from the final paycheck the value of all unreturned ECRCHS property, in accordance with state law.

2.12 Rehire

To be rehired, former employees must have separated employment in good standing with ECRCHS. Employees lose good standing when the reason for separation is based on a policy violation. Former employees in good standing are still required to submit to ECRCHS' regular hiring process and screening, including, at ECRCHS' discretion, submitting an employment application and completing any required exams. Hiring managers seeking to hire former employees must submit a request for review and approval from a human resources manager prior to hiring. Except where expressly stated to the contrary in a written employment agreement, former employees that are rehired will begin accruing benefits at the same rate and in the same manner as new employees, and tenure for all purposes will be calculated starting from the date of rehire.

2.13 Labor Unions

ECRCHS recognizes all sanctioned labor unions and their role in representing the interests of ECRCHS' unionized employees. This Employee Handbook does not impair or otherwise alter any terms or conditions of the collective bargaining agreements held by such unions.

SECTION III - Payroll Practices

3.1 Payment of Wages

Salaried employees are paid monthly for their regular wages due. Paydays will fall on the last working day of each month. Employees will be paid on the last business day prior to any payday that happens to fall on a weekend or holiday. All other owed miscellaneous payments that fall outside of predictable regular wages, including but not limited to, bonus payments, stipends, expense reimbursements, and retro-payments will be paid on the 15th of the month following the actual month of occurrence.

Hourly employees are paid semi-monthly for their regular wages due. Paydays will fall on the 1st and 15th days of each month. Employees will be paid on the last business day prior to any payday that happens to fall on a weekend or holiday.

Employees will be paid by either check or direct deposit on their scheduled paydays, in accordance with payroll policy and as permitted by California state law. Checks will be either hand-delivered or mailed to employees. Please refrain from leaving paychecks in unsecure areas. If a paycheck is lost or stolen, you must notify a payroll manager at once. Employees will receive any direct deposit of wages in a savings or checking account at the financial institution of their choosing. You must submit a new Form W-4 to a human resources manager if your marital status or the number of exemptions you claim changes.

3.2 Overtime Pay

Employees classified as nonexempt will be paid overtime according to the FLSA and state law. Your supervisor must approve all overtime in advance. You are expected to comply with requests to work overtime during especially busy times and according to ECRCHS needs.

California state law sets the standard work week at 40 hours. Hours worked in addition to the standard work week will accrue overtime pay. You will receive overtime pay of time and one-half your normal pay rate when you work more than 8 hours in a day, 40 hours in a week, and for the first 8 hours of the seventh day worked in a week. You will receive double pay for any hours worked in excess of 12 hours in a single day or in excess of 8 hours on the seventh day of the workweek. The workweek is calculated beginning at 12:00 a.m. on Sunday morning and ending at 11:59 p.m. on Saturday night but may be changed according to ECRCHS discretion. Only actual hours worked will be counted for overtime pay. Meal breaks and time off for holidays, vacation leave, personal leave, sick leave, and other leaves of absence will not be used to calculate overtime.

3.3 Deductions

Deductions from your pay will be made according to federal and California state law. This may include deductions for Federal and State Income Tax Withholding, Social Security, Medicare, Disability, garnishments pursuant to valid court orders, and other deductions pursuant to law. If you need to change your federal or state income tax withholding, please consult a human resources manager. Furthermore, should you elect to make employee contributions under a ECRCHS benefits plan offered to you, your voluntary contributions will also be deducted from your pay according to the benefits plan as well as federal and state law.

3.4 Faithful Performance

All employees are expected to promote ECRCHS' business interests at all times and to devote their full time and attention during working hours to faithfully and efficiently performing their assigned duties to the fullest extent possible within their individual means and talents.

3.5 Outside Work

Employees may hold other jobs or engage in work outside of their role with ECRCHS so long as such outside work does not have a negative impact on fulfilling their responsibilities to ECRCHS. Furthermore, any outside work must not conflict or compete with ECRCHS interests or be conducted during an employee's scheduled work time. Employees engaging in outside work that require 10 hours or more of attendance during the regular Monday-Friday work week must notify their supervisor or manager so that ECRCHS can determine if such work presents a problem or a conflict with ECRCHS interests.

No employee may engage in any outside work for services that ECRCHS would normally expect to perform. Employees are prohibited from using Confidential Information or ECRCHS tools, equipment, or other property for outside work.

Employees may not use outside work as an excuse for failing to perform their responsibilities to ECRCHS, for poor job performance, or for failing to be present during scheduled work hours. Therefore, Employees should refrain from taking on any outside work that may demand too much of their time, energy, or attention. ECRCHS may ask you to stop or decrease your involvement in any outside work that become a detriment to job performance. Employees are prohibited from using any allotted sick time for leaves of absence to engage in outside work, including leave classified under the Family and Medical Leave Act.

Outside work includes any work outside of your obligations to ECRCHS for which you are compensated, monetarily or otherwise, including self-employment. Outside work also includes service on a board or commission for a public entity or governing body, whether or not you are paid or otherwise compensated for such work.

3.6 Expense Reimbursements

ECRCHS reimburses employees' reasonable expenses incurred while conducting ECRCHS business. All purchases made by an employee must be accompanied by an original or electronic receipt. When receipts are lost, employees must make every effort to retrieve a copy of the receipt or provide a document with comparable detail. There are a few exceptions for which credit card receipts or cancelled checks will be considered sufficient, as itemized descriptions of these expenses would likely not show details of personal use (i.e. taxi fares on conference days and parking fees incurred the day an employee attended workshops or other work events). For non-student related meals, detailed receipts are a requirement. 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.

Employees may only travel on ECRCHS business when authorized and should verify which travel expenses are eligible for reimbursement prior to making travel arrangements. While traveling, employees must keep a detailed report of their business activities and the expenses they incur, including supporting documentation. Employees must submit their expense reports within 180 days of their return from travel, but no later than June 30th of each calendar year. . Please use discretion while traveling to keep your expenses at a minimum and to avoid inappropriate expenses. You may not be reimbursed for expenses that are excessive or improper under the circumstances.

Employees will be reimbursed for expenditures within fifteen days of presentation of appropriate documentation.

Nonexempt employees will be paid for travel while on ECRCHS business according to federal and state law. Exempt employees will be paid their normal salary while traveling for ECRCHS.

3.7 Meal Breaks

Employees receive meal breaks in accordance with California state law. Meal breaks are an important time for you to rest and refuel. Taking them will help boost your health and productivity. You are entitled to an unpaid 60-minute meal break after every 5 hours of consecutive work. However, if your work shift will be completed in 6 hours or less, you and ECRCHS may mutually agree to waive your meal break. Likewise, if your total shift is 12 hours or less, you and ECRCHS may mutually agree to waive your second meal break so long as you did not already waive your first meal break.

3.8 Rest Breaks

Employees receive rest breaks in accordance with California state law. Rest breaks will help you maintain a consistent level of energy and output throughout the day. Under California state law, you are entitled to a paid 10-minute rest break for each 4 hours worked or major fraction thereof as is practicable, in the middle of each work period. However, you are not required to receive a rest period where your total work shift is less than 3 1/2 hours. ECRCHS may permit rest breaks in excess of the minimum amount required by law.

Supervisors may choose to stagger rest breaks as needed to manage operations. Rest breaks may not be accumulated or combined with other break periods into longer rest breaks, and employees may not use rest breaks to cover their late arrival or early departure from their shifts.

3.9 Lactation Breaks

Federal law requires an employee with a nursing child to receive a reasonable amount of break time to express breast milk for her child for up to one year after a child's birth at any time when the employee needs to do so. You will receive pay when taking breaks for such purposes. ECRCHS will provide a private, safe, and sanitary place other than a bathroom or toilet stall to express milk.

3.10 Time Reporting

Nonexempt employees are required to keep accurate and complete time records of daily hours worked through the timekeeping system provided by ECRCHS. Employees must not count any meal breaks or off-duty time toward hours worked. It is prohibited to falsify or alter time records, including those of a co-worker, without permission from a supervisor, and doing so may result in discipline or termination.

Time worked is recorded for payroll purposes by rounding to the nearest 15-minute interval. One workday consists of 24 hours beginning at 12:00am and ending at 11:59pm. Each work week begins on Sunday at 12:00am and ends on Saturday at 11:59pm.

3.11 Attendance

ECRCHS' success relies on employees arriving on time and regularly attending work. You must notify your supervisor in advance of your scheduled starting time if you will not be able to attend work that day for any reason or will be arriving late. Failure to notify your supervisor in advance will result in an unexcused absence, which is serious misconduct. ECRCHS may consider your job abandoned and your employment status voluntarily resigned for any unexcused absence lasting 3 or more consecutive days you are scheduled to work. You must also receive prior supervisor approval should you need to leave work early for any reason. Employees who display a pattern of excessive absences or tardiness may be disciplined despite not having used all of their accrued leave.

3.12 Performance Reviews and Pay Increases

A formal performance review will be conducted every twelve months. This will provide an opportunity to review your past performance in order to recognize your strengths, target weaknesses and areas for improvement, and identify specific goals going forward. Any written performance reviews will become part of the employee file.

Employees receiving a performance review will not necessarily receive an increase in pay. Pay increases are based on several factors, including overall department and ECRCHS annual budgets, and will not always directly reflect an employee's performance. Besides formal performance reviews, employees are encouraged to regularly have informal discussions with their supervisors about their strengths, weaknesses, and goals, in order to monitor their performance. Pay increases may be implemented at other times besides during performance reviews but must always be preapproved by a human resources or payroll manager to ensure that the requested increase aligns with ECRCHS policy and is in ECRCHS' best interest.

Periodic pay bonuses are not guaranteed to employees and are at the discretion of management. If paid by ECRCHS, these will be based on your individual performance and ECRCHS budget availability. Bonuses are meant to incentivize employees to exceed expectations and constantly perform to the best of their abilities. This will help ensure that ECRCHS stays competitive in its market.

3.13 Payroll Policies

ECRCHS reserves the right to change payroll policies and practices, including those stated above, after providing prior written notice to employees and in accordance with state law.

SECTION IV - Standards of Conduct

4.1 Equal Employment Opportunity

ECRCHS provides equal employment opportunities (EEO) in all our employment practices to all employees and applicants for employment without regard to race, color, religion, national origin, gender, age, sexual orientation, gender identity, disability, genetic information, marital status, military status, or any other category protected by federal, state, or local laws. This includes prohibiting unlawful discrimination against those associated with or perceived to belong to a protected class, whether or not an employee actually falls into such class. ECRCHS' EEO practices are upheld in every location that it operates and in all aspects of the employment relationship, including hiring, recruiting, placement, transfer, promotion, compensation, discipline, termination, layoff, recall, training, and leaves of absence.

EEO violations must be taken seriously, and all employees must make every effort to uphold and support ECRCHS' EEO policy. This includes reporting all instances of discrimination or harassment to a ECRCHS manager. It is ECRCHS' policy to promptly investigate any reported instance in a thorough manner. ECRCHS forbids any retaliation against those who report or investigate discrimination or harassment. Employees with protected characteristics under EEO law, such as those with disabilities or seeking accommodation of their religious practices, should notify ECRCHS well in advance of their need for accommodation. ECRCHS will take reasonable measures to accommodate such employees' needs.

4.2 Americans with Disabilities Act

ECRCHS does not discriminate against qualified employees with disabilities in any aspect of their employment and provides reasonable accommodations to such individuals as required by law so that they may perform the essential job duties of the position. ECRCHS is fully committed to upholding the Americans with Disabilities Act (ADA) and any amendments or laws related thereto. The ADA requires employers with 15 or more employees to provide qualified individuals with disabilities an equal opportunity to benefit from the full range of employment-related opportunities available to others. In compliance with the ADA, ECRCHS does not discriminate against qualified individuals in recruitment, hiring, promotions, training, pay, social activities, and other privileges of employment. ECRCHS also does not ask prohibited questions related to an applicant's disability prior to making a job offer.

ECRCHS provides reasonable accommodations for known physical or mental limitations of qualified individuals that bring their needs to ECRCHS' attention, unless it would cause ECRCHS undue hardship. If you are currently disabled or become disabled while employed, you should notify a human resources manager to discuss any questions you may have and to request disability leave or accommodations that will enable you to perform the essential functions of your job. ECRCHS reserves the right to require that you provide certification from your healthcare provider of your disability and your need for accommodation. If disability leave is necessary, ECRCHS will work with you to determine how to best accommodate your needs while also balancing ECRCHS' needs.

4.3 Anti-harassment Policy

ECRCHS aims to create a work environment free of harassment wherein employees treat each other with respect and courtesy. Therefore, ECRCHS prohibits its employees from engaging in unlawful harassment against individuals on the basis of race, color, creed, national origin, religion, gender, sexual orientation, pregnancy, genetic information, age, physical or mental disability, veteran status, marital status, or any other protected classification under federal, state, or local law. Conduct considered harassment is defined below. This policy applies in all work settings, whether or not occurring on ECRCHS property, and to all aspects of the employment relationship, including hiring, recruiting, placement, transfer, promotion, compensation, discipline, termination, layoff, recall, training, and leaves of absence. It also applies to all applicants for hire and employees, whether the conduct is directed at a fellow employee or to an outside party, such as an independent contractor, vendor, supplier, customer, or any other party that conducts business with ECRCHS. Furthermore, ECRCHS aims to protect its employees from workplace harassment by nonemployees and will take appropriate steps to remedy any such harassment.

Employees violating this policy are subject to discipline, including possible termination. Instances of harassment are serious matters, and all employees must make every effort to uphold and support ECRCHS' anti-harassment policy. This includes reporting all instances of harassment to a ECRCHS manager. It is ECRCHS' policy to promptly investigate any reported instance in a thorough manner. ECRCHS forbids any retaliation against those who report or investigate harassment.

Sexual Harassment Defined

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering or whistling; repeated uninvited physical contact or touching, such as patting, pinching, or grabbing another's body; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal, written, or visual conduct of a sexual nature regardless of the rank, position, gender, or sexual orientation of those involved. Sexual harassment may occur through transmission using the ECRCHS' electronic communications system or through other online conduct. Sex-based harassment, that is, harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males), may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex.

Harassment Defined

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is defined as verbal, written, or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law or that of his/her relatives, friends, or associates, and that a) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassment includes, but is not limited to, epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is circulated in a work setting, whether by being posted on ECRCHS premises or communicated via e-mail, phone, text messages, online forums, or other means.

4.4 Harassment and Discrimination Complaint Procedure

In order to maintain a safe and enjoyable work environment, it is imperative that any employee who believes that he or she has been the victim or witness of harassment or discrimination, as prohibited by this policy or law, should immediately report such behavior to a supervisor. Discrimination or harassment should be reported whether engaged in by an employee, independent contractor, vendor, supplier, customer, or any other party that conducts business with ECRCHS.

Many times individuals are not even aware that their behavior is harmful to others. If they feel comfortable doing so, victims and witnesses of harassment or discrimination have the option to first seek to remedy the situation informally by notifying the offending party that his or her actions are not welcome and are believed to constitute a violation of ECRCHS policy. If warranted by the situation, this type of open and frank discussion can help resolve problems before they escalate to the point of irreparably harming working relationships. However, victims and witnesses that do not feel comfortable trying to resolve the problem verbally should immediately report the offending behavior to a supervisor.

Upon receiving a report of harassment or discrimination, ECRCHS will promptly complete an investigation to determine the merits of the allegations, discover the nature and extent of the improper behavior, and, if necessary, determine the proper corrective action to take, which may include termination. ECRCHS may take any legal steps it believes are necessary in making its investigation, which may include, without limitation, reviewing electronic communications and conducting interviews of any individuals who may have information relevant to the allegations. ECRCHS will make every effort to keep the investigation as confidential as possible under the circumstances while still being as thorough in its efforts as is necessary to do its due diligence. All employees are required to cooperate and be forthcoming in assisting with ECRCHS' investigations, and any employee possessing information that may be helpful should notify a human resources manager.

Employees should not refrain from reporting harassment or discrimination or cooperating in investigations for fear of reprisal. Retaliation against those who report or cooperate in investigations is strictly prohibited in any form. Freedom to report and cooperate in investigations is an essential component of enforcing ECRCHS' anti-harassment and discrimination policies. Therefore, employees that report or cooperate in investigations must not receive any ill treatment or disadvantage due to their participation in helping enforce ECRCHS policy. Employees that are victims or witnesses of retaliation are encouraged to report retaliation to supervisor. Reports of retaliation will be investigated, and corrective action will be taken, according to the same harassment and

discrimination procedures outlined above. Similarly, intentionally false or malicious reports of harassment, discrimination, or retaliation that ECRCHS becomes aware of will be investigated, and corrective action will be taken, according to the procedures.

Victims and alleged offenders that still do not agree with the final resolution of a complaint may seek legal remedy by contacting the state or federal agency responsible for enforcing such matters.

4.5 Standards of Conduct and Discipline

All employees are responsible for knowing and abiding by ECRCHS rules and policies. ECRCHS prides itself on its ability to meet high standards of ethical and personal conduct throughout its operations. Therefore, you are expected to maintain the highest ethical standards and perform your duties in good faith and to the best of your abilities at all times when engaged in ECRCHS business.

Where warranted under the circumstances, ECRCHS will seek to use progressive discipline to correct, improve upon, and prevent future recurrences of conduct falling below our standards. At ECRCHS' discretion, progressive discipline may proceed along the following line: verbal warning, written warning, conduct evaluation period, suspension with or without pay, demotion, reassignment, and termination. A conduct evaluation period, if instituted for an employee, will be a discretionary set period in which the employee will receive counseling and monitoring by a supervisor with the aim of targeting possible causes and correcting the poor performance. Depending upon the employee's performance during the conduct evaluation period, further discipline or corrective action may occur at the end of the period, including termination.

ECRCHS reserves the right to combine, skip, or reorder any steps in the process depending upon the nature of the offenses and the circumstances. Note that this means that ECRCHS has the right to immediately terminate an employee without warning or the use of progressive discipline should the circumstances call for such action. When determining the appropriate discipline for a given instance ECRCHS may consider, at its discretion, any of the following factors, without limitation: the employee's prior history of poor conduct with ECRCHS or prior employers, the employee's work record and level of commitment to ECRCHS goals, the number of repeated instances of the particular offense, the amount of counseling and/or training received in order to prevent such offenses, the impact the offense has on ECRCHS' performance or perception in the marketplace, and the level of egregiousness and purposeful intention to violate ECRCHS policy. Note that supervisors and others who fail to report violations or who withhold relevant information concerning a policy violation will be disciplined as is warranted under the circumstances.

At ECRCHS' discretion, employees may be disciplined or terminated for violating any ECRCHS policy or rule. Misconduct can take many forms, and it is impossible for us to provide you with a comprehensive list of prohibited behaviors. Therefore, the list below is only illustrative and is intended to give you notice of some of ECRCHS' general expectations concerning standards of conduct; ECRCHS may always discipline or terminate employees for engaging in any conduct it deems inappropriate. Employees are expected to use good judgment in all their actions and to consult their supervisors or a human resources manager if there is any doubt as to whether their intended conduct falls below ECRCHS standards.

Examples of misconduct that may result in discipline or termination include, but are not limited to, the following:

- Unsatisfactory job performance, including poor quality or quantity of work.
- Engaging in insubordination or disobedience to the legitimate orders of a supervisor.
- Repeatedly arriving tardy or starting work late.
- Repeated unexcused absences.
- Falsifying time records or failure to accurately record time worked, including time records for another employee.
- Dishonest behavior.
- Illegal discrimination or harassment.
- Disorderly conduct, such as violence or threats of violence or blackmail.
- Violating ECRCHS procedures or instructions.
- Failure to abide by health or safety regulations.
- Intentionally falsifying ECRCHS documents, including ECRCHS records and documents provided by the employee during the hiring process.
- Excessive use of obscene, profane, or abusive language.
- Misusing ECRCHS property, including using property without authorization; using ECRCHS property improperly; or damaging, destroying, or stealing property.
- Possession or use of weapons or other dangerous items or materials on ECRCHS property.
- Possession or use of illegal drugs, alcohol, or controlled substances without a valid prescription on ECRCHS property or while engaged in ECRCHS business.
- Failure to disclose conflicts of interests.
- Unauthorized use or disclosure of ECRCHS' confidential information.
- Conviction of a crime that indicates you are unfit to work for ECRCHS or represent a potential threat to ECRCHS personnel or operations.
- Violating applicable laws or regulations in performing your duties.
- Violating any other ECRCHS policy or rule.

Giving and Accepting Gifts

You may not give or accept gifts, services, entertainment, or favors, from a ECRCHS competitor, client, customer, supplier, government entity, or other organization in connection with your relationship with ECRCHS

outside of your regular employment benefits from ECRCHS. However, you may receive gifts that are lawful, customary, of nominal value up to maximum value of \$500, and authorized in advance. For example, you may accept meals and refreshments of nominal value given in connection with business activities. When in doubt, consult a supervisor, and notify a member of management if you do receive a give of more than nominal value.

4.6 Internal Promotions and Transfers

ECRCHS may choose to initiate promotions or transfers of employees between different positions and locations in order to meet ECRCHS' various business needs. Employees that feel that they are well qualified are also encouraged to apply for job vacancies that become available. However, you must notify your supervisor if you apply for a position. ECRCHS prefers to promote from within unless it decides that hiring outside the organization is advisable. Employee candidates may be subject to the same hiring interviews, tests, and other processes as outside applicants. At all times ECRCHS retains discretion to hire outside candidates and make exceptions to this promotions and transfers policy.

4.7 Dress Code

Employees are expected to maintain a clean, orderly, and well-groomed appearance. Specific dress standards will vary depending on the position and responsibilities of each employee. Ask your supervisor if you are unsure as to what is appropriate for an occasion. Employees displaying improper dress or appearance will be notified. Repeated inappropriate appearance is grounds for discipline. Management will determine what is considered "appropriate" dress and appearance.

4.8 Safety

Each employee is tasked with helping maintain a safe work environment and complying with all safety and health laws and regulations. Employees must report all injuries, accidents, illnesses, safety hazards, and health concerns that they experience or observe to the Business Office or another supervisor. Failure to abide by ECRCHS safety policies or to report unsafe conditions may result in discipline.

The Occupational Safety and Health Act (OSHA) is a federal law requiring that we maintain records of all work-related accidents and illnesses. You are required to submit an incident report to Human Resources for all accidents, illnesses, or unsafe working conditions that an employee suffers or witnesses while on the job, no matter how small. The Business Office may prescribe a standardized incident report form for you to use. Failure to complete an incident report may result in discipline or prevent your ability to receive worker's compensation and other benefits.

Contact a supervisor if you or another co-worker is injured on the job. If necessary, contact emergency medical assistance.

Fire Safety

Employees are required to know and observe OSHA regulations, including helping prevent fires and maintain safe practices for avoiding fires in the workplace. Do not block access to any fire exits, doorways, windows, or fire extinguishers. Please keep all flammable materials stored in covered metal containers.

4.9 Workplace Bullying

ECRCHS employees are to be treated with courtesy and respect at all times. Bullying through repeated inappropriate abuse of another will not be tolerated in the workplace, whether physical, verbal, or otherwise.

Examples of bullying include pushing, physical assault, threats, insults, ridiculing, humiliating, and slandering. If you are a victim or witness of bullying, report it to a supervisor immediately. Communications regarding bullying and any resulting investigations will be kept as confidential as possible under the circumstances. Retaliation against those who report instances of bullying is prohibited. Violations of this policy will result in discipline and possible termination.

4.10 Workplace Violence

ECRCHS does not tolerate violence or dangerous behavior of any kind in the workplace, whether through physical abuse, threats, intimidation, coercion, stalking, or otherwise. Please report all incidents of direct or indirect violence or dangerous behavior to a supervisor as soon as possible. Reporting incidents and concerns early can help prevent a situation from escalating and becoming even more dangerous. Those who report workplace violence may not be disciplined or retaliated against. Never attempt to handle a potentially dangerous situation yourself.

Reports of violence or dangerous behavior will be promptly investigated. Identities of those involved will be kept as confidential as is possible under the circumstances. Those suspected of violence or dangerous behavior may be suspended during the investigation, with or without pay, in order to maintain safety in the workplace. If found guilty of violence or other dangerous behavior, including threats of violence, you may be disciplined and terminated at ECRCHS' discretion.

4.11 Drug-Free Workplace

ECRCHS' drug and alcohol policy applies to all employees and applicants for hire and is designed to identify and correct instances of substance abuse in the workplace. The Executive Director is responsible for implementing and enforcing this policy.

Drug and alcohol abuse are serious threats to ECRCHS operations and success, not to mention employee health and safety. In order to provide a safe and productive workplace, employees are prohibited from consuming, possessing, selling, or purchasing illegal drugs at any time on ECRCHS property or while engaged in ECRCHS business. Likewise, employees may not consume alcohol at any time on ECRCHS property or while engaged in ECRCHS business, except for reasonable and moderate alcohol consumption during ECRCHS business and social events. Additionally, employees may not have any detectable amount of alcohol or illegal drugs present in their bodily systems at work. The prohibitions in this policy apply whether employees are at a work facility, operating a ECRCHS vehicle, or conducting off-site work.

A drug is considered illegal if it is illegal to possess or obtain or is legal to possess but has been obtained illegally, such as possessing prescription drugs without a valid prescription. This policy does not prohibit employees from lawfully possessing and using prescribed drugs. However, employees with valid prescription drugs are prohibited from abusing such drugs by consuming them in excess of the prescribed amounts or from consuming prescribed drugs that impair their ability to safely perform their duties. ECRCHS reserves the right to require employees taking prescribed drugs to produce proof that they possess valid prescriptions. Consult a doctor if you are unsure as to the potential effects of any prescribed drugs you take. You are responsible for notifying your supervisor if any prescribed drugs you take may impair your ability to work safely or perform your duties effectively.

Any violation of this policy can result in disciplinary action and possible termination, even for an employee's first offense. We encourage you to seek help if you have developed an addiction or dependence on drugs or alcohol. ECRCHS will make reasonable efforts to accommodate employees who voluntarily seek help, whether through counseling, rehabilitation, or another type of assistance program, before committing a violation of this policy. As warranted under the circumstances, such employees may be allowed to use paid time off, referred to treatment programs, placed on leaves of absence, or otherwise accommodated as required by law. Before returning to their prior work status, such employees may be required to provide proof that they have successfully completed their treatment program and to submit to testing to ensure they can perform their duties safely.

Drug Testing

In order to maintain a safe and productive workplace, ECRCHS may conduct drug or alcohol testing of any employee where circumstances or job responsibilities justify such testing. Regardless of job responsibilities, employees may be required to submit to drug or alcohol testing in the following circumstances:

- When applying for a position and before receiving a job offer.
- When reasonably suspected based on observations by a supervisor of being under the influence of illegal drugs or alcohol during work.
- When reasonably suspected based on observations by a supervisor of possessing, selling, or distributing illegal drugs during work.
- After violating a safety policy or rule or being involved in a serious accident that causes damage to anything on ECRCHS property, including that employee or another employee.

Employees will receive their normal pay for time spent undergoing testing, but may be suspended pending the results of the test, with or without pay. Should the results prove negative, employees suspended without pay are entitled to receive back pay.

Employees testing positive or refusing to submit to testing under any of the circumstances stated in this policy are subject to discipline and possible termination. In determining discipline, one factor to consider is whether the employee voluntarily agrees to enter a rehabilitation program, drug or alcohol counseling, or another treatment program. Such employees that test positive and are not discharged may also be required to submit to additional testing at various intervals for up to two years after testing positive. Information related to drug and alcohol tests, addictions, and dependencies, including medical information, will be kept strictly confidential to the extent required by law and separate from the normal employee file.

Supervisors must consult a human resources manager before requiring an employee to submit to testing when the employee is reasonably suspected of being under the influence of illegal drugs or alcohol or possessing, selling, or distributing illegal drugs during work. Applicants testing positive will be disqualified from consideration for all job vacancies. Supervisors or management may contact law enforcement where appropriate when they reasonably suspect criminal activity.

4.12 Searches

ECRCHS reserves the right to conduct searches and inspections of ECRCHS property and any items on ECRCHS premises, including personal items owned by employees brought on the premises such as bags, vehicles, and other containers. ECRCHS may search or inspect any part of its premises or property, including items provided to employees for their use, such as lockers, desks, cabinets, and drawers. Searches for illegal drugs, alcohol, paraphernalia, and other items possessed illegally may be conducted at any time, without notice. Any illegal items confiscated will be turned over to the appropriate law enforcement agency. Employees that fail to fully cooperate in all searches or inspections are subject to discipline.

4.13 Smoke-Free Workplace

Except in designated smoking areas and in conformance with state law, ECRCHS prohibits smoking on all ECRCHS premises, including inside and outside on all areas on ECRCHS premises, during off-site ECRCHS meetings and events, and inside ECRCHS vehicles. This policy applies to all employees, contractors, visitors, and other persons that are present on ECRCHS premises or any other place where smoking is prohibited by this policy. "Smoking" is defined as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind."

4.14 Computer and Electronic Communication Policy

All employees must use computers and other forms of electronic communication in an ethical and professional manner at all times. This policy is designed to guide you in your use of computers and other electronic communication devices on behalf of ECRCHS, including all electronic communication devices owned or leased by ECRCHS, used or accessed on ECRCHS premises, used for or on behalf of ECRCHS, or used to create content identifying or associated with ECRCHS' business operations. Consult a supervisor or a human resources manager if you have questions or concerns related to this policy.

An "electronic communication" is any digitally- or electronically-stored or transferred information using an electronic device, and includes use of computers, email, internet, telephones, fax machines, and any other electronic device. All electronic communications and information you may create on ECRCHS premises or otherwise on behalf of ECRCHS are the sole property of ECRCHS, not you, and should only be created or used for ECRCHS' best interests and never for personal use. This includes all digital files, software, and hardware you may create. You have no right to privacy in your electronic communications created on behalf of ECRCHS or using ECRCHS property.

ECRCHS has the right to override your personal passwords in order to gain access to digitally stored information owned by ECRCHS. ECRCHS may also keep a record of the passwords you use to gain access to ECRCHS' electronic communications. Take care to not transmit or store your own sensitive personal information using or on ECRCHS property. ECRCHS routinely monitors your use of its electronic devices. We may access all ECRCHS-owned electronic communications, including emails, internet posts, text messages, voicemails, blogs, and "tweets." You will be subject to discipline if found to be using or creating ECRCHS-owned electronic communications or devices in an inappropriate or illegal manner.

Employees may only access ECRCHS' electronic communications and devices that they have been granted access to. This means you may not access electronic communications restricted to management, other employees, or third parties without prior authorization.

Employees must use ECRCHS' electronic communications and devices in strict compliance with ECRCHS' confidentiality policy described herein. Take care not to disclose confidential information to inappropriate persons or without authorization via ECRCHS' electronic communications or devices, especially when sending emails to outside parties. ECRCHS may use its electronic communications and devices according to the needs of the business and applicable law.

ECRCHS' electronic communications and devices may not be used to create or display anything that might disparage or negatively impact ECRCHS' public image or reputation or that would otherwise be contrary to ECRCHS' best interests. In addition, employees using ECRCHS' electronic communications and devices are prohibited from the following: engaging in discriminatory, harassing, obscene, or illegal conduct; engaging in copyright, trademark, or other intellectual property infringement; accessing electronic communications that an employee is restricted or prohibited from accessing, or otherwise violating ECRCHS policy.

Employee may only use ECRCHS' electronic communications or devices for business purposes, not personal use. This means accessing internet websites not for business purposes or accessing personal email during work is prohibited. Additionally, you may not install personal software on ECRCHS electronic devices or systems. You may only use your personal electronic devices while on break. Note that illegally duplicating ECRCHS software may result in copyright charges against you and ECRCHS.

You must also take care to not use ECRCHS' electronic communications or devices in any way that disrupts the ability of others to use them. Be wary of suspicious emails, emails from unknown parties, and pop-ups and downloads from sites that are not trusted. Contact a manager if you become aware of any virus on a ECRCHS device or think you may have downloaded a virus accidentally.

4.15 Social Media

Utilization of social media is a powerful way to market ECRCHS' business, influence ECRCHS' reputation, and engage with the community and public at large. While we encourage your support of ECRCHS through your use of social media, please use sound judgement when deciding whether or not a post or social commentary is in the best interest of the school.

Social media refers to any social interaction via the internet or similar platforms, such as YouTube, Facebook, Twitter, LinkedIn, Instagram, blogs, forums, and other online communities or sites accessible to the public or outside parties. When using social media please conduct yourself in a professional and courteous manner at all times and respect the views of others, as your statements reflect on ECRCHS' reputation and public image. Take care to distinguish any personal opinions you may have from ECRCHS', for instance, by inserting "The opinions I have included here are my own and do not necessarily represent the opinions of El Camino Real Charter High School."

Employees are prohibited from creating content on social media that could be considered discriminating, harassing, or obscene, or that may damage ECRCHS' reputation or public image. Employees are prohibited from posting photos of students without the approval of the students' parents/guardians. Employees also may not use social media for personal use during work. "Followers," "friends," and other contacts gained through ECRCHS social media accounts are ECRCHS' sole property. ECRCHS may monitor your use of social media and may ask you to delete or change any ECRCHS-related content found to be inappropriate or not in ECRCHS' best interest.

4.16 Personal Phone Calls and Cell Phone Use

Making personal phone calls or using your cell phone during work can be disruptive to others and interferes with employee productivity. Therefore, employees should not make personal phone calls or use their cell phones during work except during breaks, emergencies, or on rare occasion to handle pressing personal matters. ECRCHS retains the right to outright prohibit all personal calls and cell phone use, except during emergencies, and supervisors may prohibit personal calls for individual employees that abuse the privilege.

Keep your cell phones silenced or on low volume at all times during work so that you do not disturb others. When making personal calls, keep your voice at a low volume and move away from others if possible.

Any employee that receives a ECRCHS-issued cell phone must not use it to make personal calls. ECRCHS-issued cell phones will remain ECRCHS' exclusive property and must be returned at the end of your employment.

4.17 ECRCHS Equipment and Property

Any equipment that ECRCHS issues to employees will remain ECRCHS' sole property and must be returned promptly at the end of employment. ECRCHS-issued equipment may include cell phones, laptops, vehicles, and other items. You are responsible for performing regular maintenance, follow all operating instructions and safety guidelines, and not damaging or destroying any ECRCHS equipment or property you receive or use during the course of your employment. Please notify your supervisor immediately if you discover any ECRCHS equipment or property that is damaged, defective, hazardous, or in need of repair. Ask your supervisor if you have questions or concerns regarding proper operation or maintenance of ECRCHS equipment or property.

Employees that handle ECRCHS equipment or property improperly, negligently, or in an unsafe manner may be disciplined, and employees may be required to reimburse ECRCHS for damages they cause directly or indirectly to ECRCHS property.

4.18 Solicitations in the Workplace

Soliciting for causes and distributing non work-related materials in the workplace may cause disruptions and interfere with productivity. Employees and nonemployees are prohibited from solicitation and distributing or posting literature or other materials in the workplace without prior authorization. This includes things such as requesting donations and funds, selling products or services, gathering signatures, promoting organizations, posting on bulletin boards, sending non-work-related emails, and posting solicitations on ECRCHS online spaces. ECRCHS may make limited exceptions to this policy for charitable activities, community organizations, or ECRCHS-sponsored events and organizations.

SECTION V - Employee Benefits

5.1 Benefits Generally

In addition to benefits required by state and federal law, employees may become entitled to a range of benefits offered by ECRCHS. ECRCHS reserves the right to alter, supplement, amend, or end employee benefits at any time. Official benefits plans and documentation contain many terms and conditions. The policy below is only intended to outline general guidelines and procedures ECRCHS follows with regard to its benefits. However, specific benefits are governed by ECRCHS plan documents and other official benefit documentation, which is

controlling over this policy, and any statement in the below policy that contradicts or does not align with official benefit documentation shall be considered void. Therefore, be sure to consult official documentation specific to benefits and/or a supervisor if you have any related questions or concerns.

Your eligibility for benefits that ECRCHS may offer is contingent on many factors including employee status and performance as well as ECRCHS performance and profitability. Speak to your supervisor or the Business Office if you are unsure as to which benefits you are or may become eligible to receive.

5.2 STRS/PERS

Certificated Employees: STRS

All full-time, certificated employees at ECRCHS will participate in the State Teachers' Retirement System ("STRS"). Full time is defined, for certificated employees, as working six (6) hours per day. Employees will contribute the required employee percentage, and ECRCHS will contribute the employer's portion. All withholdings from employees and from ECRCHS will be forwarded to the STRS fund as required. Employees will accumulate service credit years in the same manner as all other members of STRS. STRS contributions will be reported through LACOE.

Classified Employees: PERS

All full-time, classified employees at ECRCHS will continue to participate in the Public Employees' Retirement System ("PERS"). Full time is defined, for classified employees, as six (6) months of continuous full-time employment, or the first pay period after 125 days of employment or 1000 hours during a 12-month period. Employees and ECRCHS will contribute the required rate as designated by PERS. All withholdings will be forwarded to the PERS fund as required. Employees will accumulate service credit years in the same manner as all other members of PERS. Social Security payments will be contributed for all qualifying PERS members.

Other Employees

If eligible and economically feasible, ECRCHS will continue to participate in the Public Agency Retirement System ("PARS") for non-PERS/STRS eligible part-time employees.

5.3 Medical and Dental Insurance

You may become eligible to receive medical and dental insurance. This benefit is governed by its official benefit documentation plan and is the same as those benefits offered to the teaching staff. Contact the Business Office to review the plan should you have any questions or concerns regarding eligibility or coverage.

5.4 COBRA

According to the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986, if you are enrolled in a ECRCHS group health insurance plan you may qualify for continued coverage when your employment with ECRCHS ends. State law may offer you additional protections. ECRCHS will provide you with written notification whether or not you will receive continued cover prior to your departure. Contact the Business Office should you have any questions or concerns regarding COBRA.

5.5 Worker's Compensation

Worker's compensation laws are designed to provide support for employees that suffer work-related injuries or illnesses. ECRCHS carries worker's compensation insurance for all employees. Worker's compensation generally covers necessary medical, surgical, and hospital expenses in addition to lost wages and disability payments. If you suffer a work-related injury or illness, no matter how small, seek medical assistance at once

and notify a supervisor who will assist you in completing a report. This will ensure that you receive any worker's compensation to which you are entitled.

5.6 Disability Insurance

Employees may become eligible to qualify for disability insurance. This provides employees with supplementary income in the event that they suffer an illness or accident resulting in a disability that prevents them from performing their job. Contact the Business Office should you have any questions or concerns regarding the plan.

California state law requires employers to provide and post information about State Disability Insurance (SDI), including the following notices: Notice to Employees: Unemployment Insurance/Disability Insurance Benefits (DE 1857A), State Disability Insurance Provisions (DE 2515), and Paid Family Leave Insurance Program (DE 2511).

5.7 Social Security

Both you and ECRCHS contribute to the federal government's Social Security Program. This program is designed to provide you benefits when you retire, become disabled, or are unemployed. Contact the Business Office should you have any questions or concerns regarding your social security contributions.

5.8 Unemployment Insurance

ECRCHS pays taxes toward unemployment insurance in accordance with federal and state law. This provides you with supplemental income should you become unemployed through no fault of your own and also meet certain other eligibility requirements. Contact the Business Office should you have any questions or concerns regarding unemployment insurance.

5.9 Flexible Spending Account

Eligible employees who wish to do so may set up flexible spending accounts (FSAs). These are accounts regulated under IRS Code Section 125 that allow employees to withhold a portion of their salary on a pre-tax basis to cover the costs of medical, dental, and vision insurance; qualifying insurance premiums; copayments; out-of-pocket insurance expenses; dependent care expenses, such as daycare; and other expenses.

If enrolled, you will be able to specify the amount you wish to deduct from your salary to contribute to your FSA. Until further notice, you are able to withhold an annual maximum of up to \$2,550 for yourself and any dependent to cover eligible medical costs. You will forfeit any unused funds remaining in your FSA at the end of the plan year. Contact the Business Office to review the official benefit documentation plan or should you have any questions or concerns regarding eligibility.

5.10 Tuition Reimbursement

The tuition reimbursement program aims to encourage staff to gain new workplace skills. In order to be eligible for tuition reimbursement, all classes must be pre-approved for reimbursement prior to a reimbursement submission and ideally prior to enrollment if the intention is to receive reimbursement for the cost of an educational program, courses, or classes. Tuition will be subsidized at the following rates for staff who do not receive additional compensation tied to units when s/he takes approved courses in education, business, or technology.

- 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.
- \$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).

All classes must be taken for a grade or pass/fail. A grade must be provided at the end of the course. A failing grade, or the failure to report a grade, will prevent the employee from taking another subsidized class for 12 months.

5.11 Retiree Benefits

ECRCHS is committed to maintaining a retiree health benefits program (understanding that some possible modifications may need to occur to the requirements regarding the eligibility of future employees depending on the funding model and size of the school, as well as actuarial projections). To that end, ECRCHS has already committed to setting aside 1.2 million per year to an irrevocable trust to ensure future coverage of retiree health benefits similar to or better than contemporaneous benefits offered by LAUSD to its retirees during the same period. For a full description of benefits available to you and eligibility criteria, please contact the Business Office

SECTION VI - Time Off, Leaves of Absence, and Work Calendars

6.1 Work Calendar

Please refer to the calendar below which delineates work day allotments for all employee categories, referred to within the calendar as A, B, C, E, or E+ “basis”. If you are unsure or unclear of which employment basis categorization relates to your employment, please contact your supervisor or Business Office to request clarity.

	Days	C Basis	A Basis	B Basis	E Basis	E+15 Basis
Work Days		182	237	198.8	210	223
School Days	180	X	X	X	X	X
PD Days	2	X	X	X	X	X
Summer School	28		X		X	X
Summer School (60% Regular Day)	16.8			X		
Pre-Start (8 days in August)	8		X			X
Spring Break	5		X			X
Winter Break	10		X			
School Holidays (Does not include employee holidays)	4		X			
Employee Holidays		11	12	12	12	12
New Year's Eve		X	X	X	X	X
New Year's		X	X	X	X	X
MLK		X	X	X	X	X
President's		X	X	X	X	X
Memorial		X	X	X	X	X
Independence			X	X	X	X
Labor		X	X	X	X	X
Veterans		X	X	X	X	X
Thanksgiving		X	X	X	X	X
Thanksgiving (Friday)		X	X	X	X	X
Christmas Eve		X	X	X	X	X
Christmas		X	X	X	X	X
Work Days w/estimated Vacation (11 Days)		204	260	221.8	233	246

6.2 Requesting Leave

ECRCHS' operations rely on having a dependable and consistent workforce. However, we understand that circumstances will sometimes require employees to take time off work. Eligible employees are entitled to various types of leave that are either mandated by law or offered by ECRCHS on a discretionary basis. Unless a specific type of leave in this policy provides a different notice time or otherwise required by law, employees must provide at least **10 days' advance notice** prior to taking planned leave. If the need for leave is unforeseeable, you must give notice as soon as possible under the circumstances.

Employees must properly submit all requests for leave within the notice period required and receive authorization prior to taking the time off work. Unless required to authorize the leave by law, ECRCHS will grant leave requests based upon ECRCHS needs and ECRCHS' ability to absorb the missed work. ECRCHS reserves the right to penalize, demote, transfer, or reassign employees that take extended leaves of absence, unless prohibited by law. Unless otherwise noted or required by law, regular full- and part-time employees that receive paid time off will be paid at their normal base pay rate for the hours absent. If you are unsure as to which types of leave you are eligible to receive, consult the Business Office.

6.3 Vacation and Sick Leave

Vacation leave will be paid at an employee's base pay rate multiplied by the number of hours the employee would have worked if not absent. Unused vacation leave remaining at the end of the year will be carried over to the following year. For salaried staff, vacation is triggered when you not working due to vacation for more than four hours in a working day. For hourly staff, vacation is triggered for each hour you are not working due to vacation within the working day. You are allowed to accrue and roll over up to 3 months of accrued yet unused vacation. All classified staff, with the exception of administration, can request a vacation cash out during the week of June 1st, September 1st, and December 1st. Please note that a vacation cash out is limited to cashing out the greater of 5 vacation days or 50% of accrued yet unused vacation days.

In the event that a holiday occurs during an employee's scheduled vacation leave, that day will be paid as holiday time off instead of vacation leave. Upon proper notice and request, ECRCHS may approve employee requests for unpaid vacation leave. ECRCHS will try to accommodate requests for vacation leave when possible, but ECRCHS has the right to disapprove any requests that may interfere with or negatively impact its operations. Employees will be paid for any accrued unused vacation leave remaining upon termination.

Full-time employees that work 12 months per year receive 13 sick days each year. Any full-time employee that work less than 12 months per year and any part-time employee will receive .05 sick hours per paid regular work hour, including vacations and holidays (not including overtime). Any additional sick time taken outside of this annual allotment will be compensated at half pay, up to a maximum of 100 sick days including the original allotment. An example below is listed to clarify ECRCHS' sick leave policy

- Example: Sarah is a full time employee that works 12 months a year. She is allotted 13 sick days per year but takes 110 sick days during the year due to unforeseen illness. Per ECRCHS' sick leave policy, Sarah will receive full payment for the first 13 sick days, 50% of total payment for the next 87 sick days, and no payment for the remaining 10 sick days.

Any unused but available sick time at the end of the year is converted into PERS service credits upon retirement. A fresh bank of sick leave will be provided to all eligible employees at the beginning of each new work year. Sick leave will be paid at an employee's base pay rate multiplied by the number of hours the employee would have worked if not absent.

Supervisors may require written documentation verifying the purpose of the sick leave when an employee uses three or more consecutive days of sick leave. In the event that a holiday occurs during an employee's sick leave, that day will be paid as holiday time off instead of sick leave. You may request paid sick days either in writing or verbally. Upon proper notice and request, ECRCHS may approve employee requests for unpaid sick leave. ECRCHS will try to accommodate requests for sick leave when possible, but ECRCHS has the right to disapprove any requests that may interfere with or negatively impact its operations.

ECRCHS does not pay employees for any accrued unused sick leave remaining upon termination. Sick leave may not be used to supplement income due to unexplained tardiness. You may take paid leave for yourself or for a family member for the diagnosis, care, or treatment of an existing health condition or preventive care or for specified purposes if you are a victim of domestic violence, sexual assault, or stalking.

Please see below for a table which delineates available annual vacation and sick time accruals.

Years of Employment	Vacation LAUSD (Days)	Vacation Accrual (Based on Total Hours)	Vacation Accrual (Based on Regular Hours Worked)		C Basis Estimate (Days)	B Basis Estimate (Days)	E Basis Estimate (Days)	A Basis Estimate (Days)
0 to 4	10	0.038462	0.042194		8	9	9	10
5 to 15	15	0.057692	0.063291		12	13	14	15
16	16	0.061539	0.067511		13	14	14	16
17	17	0.065385	0.07173		13	14	15	17
18	18	0.069231	0.075949		14	15	16	18
19	19	0.073008	0.080169		15	16	17	19
20+	20	0.076923	0.084388		16	17	18	20
Executive	24	0.091954	0.101266		19	20	22	24

	Sick LAUSD (Days)	Sick Accrual (Based on Total Hours)	Sick Accrual (Based on Regular Hours Worked)		C Basis Estimate (Days)	B Basis Estimate (Days)	E Basis Estimate (Days)	A Basis Estimate (Days)
All	13	0.05	0.054852		10	11	12	13

6.4 Holiday Time Off

Most employees, with the exception of those employees categorized as C Basis, enjoy 12 paid holidays per year. Employees categorized as C Basis enjoy 11 paid holidays per year.

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day
- Two other holidays at the discretion of ECRCHS (Only one day at the discretion of ECRCHS for employees categorized as C Basis)

Eligible employees will receive pay for time off during these holidays calculated at each employee's base pay rate multiplied by the number of hours the employee would have worked if not absent. ECRCHS may require you to work on observed paid holidays, as needed. Eligible non-exempt employees that are approved to work on ECRCHS' observed paid holidays will be paid at their normal base pay rate for hours worked in addition to receiving holiday pay. ECRCHS will provide employees with prior notice of the dates designated for the floating holidays. ECRCHS will observe any holidays that may fall on a weekend on the closest business day either preceding or following such holiday. When possible, ECRCHS will attempt to make reasonable accommodations for employees that request time off to observe other religious holidays, including possibly allowing substitution of vacation leave or unpaid personal leave.

6.5 Family and Medical Leave Act

In compliance with the federal Family and Medical Leave Act (FMLA) and U.S. Department of Labor (DOL) guidelines, ECRCHS provides employees with all required notices concerning their rights under the FMLA. Below is a general description of the FMLA rights provided under federal law. This policy affords employees with all rights required under applicable state and federal law regarding family and medical leave. State law may provide employees with additional family and medical leave rights not provided under federal law, and relevant information concerning any such rights is included below and otherwise provided by ECRCHS in accordance with state law. Please contact the Business Office should you have any questions or concerns regarding family or medical leave.

The FMLA provides eligible employees with up to 12 weeks of unpaid, job-protected leave per year for the following reasons:

- For the birth and care of the newborn child of an employee;
- For placement with the employee of a child for adoption or foster care;
- To care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- To take medical leave when the employee is unable to work because of a serious health condition.

Leave to care for a newborn child or for a newly placed child must conclude within 12 months after the birth or placement.

Where ECRCHS employs both spouses, FMLA leave is limited to a combined total of 12 work weeks of family leave for the following reasons:

- Birth and care of a child;
- For the placement of a child for adoption or foster care, and to care for the newly placed child; and
- To care for an employee's parent who has a serious health condition.

Eligibility

Employees are eligible for FMLA leave if they have worked for ECRCHS at least 12 months or 52 weeks in total, at least 1,250 hours over the prior 12 months, AND work at a location where ECRCHS employs 50 or more employees within 75 miles of that work site. The 12 months or 52 weeks of work required need not be in one consecutive period. Leave taken due to pregnancy complications may be counted against the 12 weeks of family and medical leave. Group health benefits, if provided by ECRCHS, will be maintained during leave. Hours worked for purposes of eligibility will be calculated according to the rules dictated by the FLSA. Distance from the work site is calculated according to the available transportation by the most direct route.

Requesting FMLA Leave

Employees must make verbal or written requests for FMLA leave to the Business Office. ECRCHS will provide employees with the DOL Notice of Eligibility and Rights and Responsibilities within five business days of

receiving a request. Where the need for the leave is foreseeable, employees are required to request FMLA leave at least 30 days prior to taking the leave. If the need for leave is not foreseeable, employees must give notice as soon as is reasonably practical after becoming aware of the need for FMLA leave, not to exceed three business days. ECRCHS will provide employees a written response to their FMLA requests within five business days of receiving the medical certification form (described below).

Serious Health Condition

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves one of the following:

- Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility; or
- Any period of incapacity requiring absence of more than three calendar days from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider; or
- Any period of incapacity due to pregnancy, or for prenatal care; or
- Any period of incapacity (or treatment therefore) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.); or
- Any period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's, stroke, terminal diseases, etc.); or
- Any absences to receive multiple treatments (including any period of recovery therefrom) by, or on referral by, a health care provider for a condition that likely would result in incapacity of more than three consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.).

Intermittent and Reduced Leave

The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances. Only the amount of leave actually taken while on intermittent/reduced schedule leave may be charged as FMLA leave.

Employees needing intermittent/reduced schedule leave for foreseeable medical treatment must work with their supervisors to schedule the leave so as not to unduly disrupt the ECRCHS' operations, subject to the approval of ECRCHS' health care provider. In such cases, ECRCHS may transfer the employee temporarily to an alternative job with equivalent pay and benefits that accommodate recurring periods of leave better than the employee's regular job.

Substitution of Paid Leave

Employees may choose to use, or ECRCHS may require the employee to use, accrued paid leave to cover some or all of the FMLA leave taken. Employees may choose, or ECRCHS may require, the substitution of accrued paid vacation or personal leave for any of the situations covered by FMLA. The substitution of accrued sick or family leave is limited by ECRCHS policies governing the use of such leave.

Medical Certification

ECRCHS may require that the need for leave for a serious health condition of the employee or the employee's immediate family member be supported by a certification issued by a healthcare provider. ECRCHS must allow the employee at least 15 calendar days to obtain the medical certification.

Maintenance of Health Benefits

ECRCHS is required to maintain group health insurance coverage, including family coverage, for an employee on FMLA leave on the same terms as if the employee continued to work.

Where appropriate, arrangements will need to be made for employees taking unpaid FMLA leave to pay their share of health insurance premiums. For example, if the group health plan involves co-payments by ECRCHS and the employee, an employee on unpaid FMLA leave must make arrangements to pay his or her normal portion of the insurance premiums to maintain insurance coverage, as must ECRCHS. Such payments may be made under any arrangement voluntarily agreed to by ECRCHS and the employee.

ECRCHS obligation to maintain health benefits under FMLA stops if and when an employee informs ECRCHS of his or her intent not to return to work at the end of the leave period, or if the employee fails to return to work when the FMLA leave entitlement is exhausted. ECRCHS' obligation also stops if the employee's premium payment is more than 30 days late and ECRCHS has given the employee written notice at least 15 days in advance advising that coverage will cease if payment is not received.

In some circumstances, ECRCHS may recover premiums it paid to maintain health insurance coverage for an employee who fails to return to work from FMLA leave.

Other Benefits

Certain types of earned benefits, such as seniority or paid leave, need not continue to accrue during periods of unpaid FMLA leave provided that such benefits do not accrue for employees on other types of unpaid leave. For other benefits, such as elected life insurance coverage, ECRCHS and the employee may make arrangements to continue benefits during periods of unpaid FMLA leave. ECRCHS may elect to continue such benefits to ensure that the employee will be eligible to be restored to the same benefits upon returning to work. At the conclusion of the leave, ECRCHS may recover only the employee's share of premiums it paid to maintain other "non-health" benefits during unpaid FMLA leave.

Job Restoration

Upon return from FMLA leave, an employee must be restored to his or her original job, or to an "equivalent" job, which means virtually identical to the original job in terms of pay, benefits, and other employment terms and conditions.

In addition, an employee's use of FMLA leave cannot result in the loss of any employment benefit that the employee earned or was entitled to before using (but not necessarily during) FMLA leave.

"Key" Employee Exception

Under limited circumstances where restoration to employment will cause "substantial and grievous economic injury" to its operations, ECRCHS may refuse to reinstate certain highly-paid, salaried "key" employees. In order to do so, ECRCHS must notify the employee in writing of his or her status as a "key" employee (as defined by FMLA), the reasons for denying job restoration, and provide the employee with a reasonable opportunity to return to work after so notifying the employee.

6.6 Military Family Leave

The military family leave provisions of the Family and Medical Leave Act (FMLA) entitle eligible employees of covered employers to take FMLA leave for any "qualifying exigency" arising from the foreign deployment of the employee's spouse, son, daughter, or parent with the Armed Forces, or to care for a service member with a serious injury or illness if the employee is the service member's spouse, son, daughter, parent, or next of kin.

Qualifying Exigency Leave

A covered employer must grant an eligible employee up to 12 workweeks of unpaid, job-protected leave during any 12-month period for qualifying exigencies that arise when the employee's spouse, son, daughter, or parent is on covered active duty or has been notified of an impending call or order to covered active duty.

Covered active duty means:

- For members of the Regular Armed Forces, duty during deployment of the member with the Armed Forces to a foreign country; or
- For members of the Reserve components of the Armed Forces (members of the National Guard and Reserves), duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in support of a contingency operation.

Deployment to a foreign country includes deployment to international waters. Qualifying exigencies for which an employee may take FMLA leave include making alternative child care arrangements for a child of the deployed military member, attending certain military ceremonies and briefings, or making financial or legal arrangements to address the military member's absence.

Military Caregiver Leave

A covered employer must grant an eligible employee up to a total of 26 workweeks of unpaid, job-protected leave during a "single 12-month period" to care for a covered service member with a serious injury or illness. The employee must be the spouse, son, daughter, parent, or next of kin of the covered service member. A covered service member is either:

- a current member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on the temporary disability retired list, for a serious injury or illness, or

- a veteran of the Armed Forces (including the National Guard or Reserves) discharged within the five-year period before the family member first takes military caregiver leave to care for the veteran and who is undergoing medical treatment, recuperation, or therapy for a qualifying serious injury or illness. A veteran who was dishonorably discharged does not meet the FMLA definition of a covered service member.

For a current service member, a serious injury or illness is one that may render the service member medically unfit to perform his or her military duties. For a veteran, a serious injury or illness is one that rendered the veteran medically unfit to perform his or her military duties, or an injury or illness that qualifies the veteran for certain benefits from the Department of Veterans Affairs or substantially impairs the veteran's ability to work. For veterans, it includes injuries or illnesses that were incurred or aggravated during military service but that did not manifest until after the veteran left active duty.

6.7 State Family and Medical Leave

Under California state law, employees may have additional family and medical leave rights. The information provided here is meant to give you a general description of your rights.

The California Paid Family Leave insurance program provides up to six weeks of paid leave to care for a seriously ill child, spouse, parent, or registered domestic partner, or to bond with a new child. Employees may also receive benefits for up to 52 weeks to care for their own disability. The benefit amount is approximately 55% of an employee's weekly wage.

The California Family Rights Act (CFRA) also provides employees with rights in addition to those provided under the FMLA. ECRCHS will provide employees with all information regarding the CFRA, as required by law. Please contact the Business Office should you have any questions or concerns regarding family or medical leave.

6.8 Pregnancy Disability Leave

This policy is in compliance with the Fair Employment and Housing Act (FEHA) and the CFRA. As such, ECRCHS provides information about pregnancy leave rights to employees and posts this information in a conspicuous place where employees tend to gather.

In addition to family and medical leave required under state and federal law, California law entitles employees to up to four months of pregnancy disability leave (PDL) to women who are disabled due to pregnancy, childbirth, or a related medical condition. If ECRCHS provides greater than four months' leave for other types of temporary disability, then you will receive the same amount of PDL. PDL may be used before or after birth any time you are physically unable to work because of your pregnancy or a condition related to your pregnancy. Employees are required to request PDL at least 30 days prior to taking the leave and to notify ECRCHS of the estimated duration of the PDL. If 30 days' notice is not possible because of a change in circumstances or a medical emergency, you must give notice as soon as is reasonably practical.

To use PDL you must provide a medical certification of disability. You must also provide a medical certification of fitness prior to returning to work. Failure to provide required medical certifications might result in a delay or denial of your requests. The Business Office will provide you with the required medical certification forms.

After using PDL, ECRCHS guarantees that you may return to the same position, and you may request this guarantee in writing. Employees on PDL that decide to end their PDL early will be reinstated within two business days of the notice to return. In the event that your former position is no longer available, such as due to a layoff or facility closure, ECRCHS must offer you a position that is comparable in terms of pay, location, job content, and promotional opportunities, unless ECRCHS can prove that no comparable position exists.

PDL is only available when a woman is actually disabled, including time off for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth, recovery from childbirth, or any related medical condition. You will receive reasonable accommodation in the event that you are disabled as a result of a condition related to pregnancy, childbirth, or associated medical conditions and request for accommodations upon the advice of your healthcare provider. For instance, upon the advice of your physician, you may request transfer to a less strenuous or hazardous position for the duration of your pregnancy.

You are entitled to take PDL in addition to any leave you may be entitled to through CFRA. For example, you could take four months' pregnancy disability leave for a disability, and 12 weeks' CFRA leave to bond with your baby; to bond with an adopted child; or to care for a parent, spouse, or child with a serious health condition. Note that CFRA leave may also be taken for your own serious health condition. The first 12 weeks of PDL will be counted against leave required under the federal FMLA for eligible employees.

For more information, see DFEH-188 "California Family Rights Act" or consult the Business Office.

6.9 Military Leave

ECRCHS strives to provide job security and prevent discrimination against employees engaged in military service. Eligible employees that are members of the Uniformed Services of the United States are entitled to military leave to participate in active or inactive duty, training, or fitness examinations, including but not limited to those in the Armed Forces, the Army National Guard, the Air Force National Guard, state militias, or reservists. Military leave is granted according to state and federal law for employees that satisfy the pertinent legal requirements. You may be entitled to continued health insurance or paid or unpaid leave for a period of time during leave. You must provide your supervisor with as much advance notice as possible before taking military leave and return to work within the timeframe prescribed by law after your service ends.

In accordance with state and federal law, it is against ECRCHS policy to discriminate against an employee or applicant for employment on the basis of that person's membership or other service to the Uniformed Services of the United States, including denying such person employment, reemployment, promotion, compensation, or other benefit. No such person may be retaliated against for exercising his or her rights as a military service member under law or ECRCHS policy. Contact a Supervisor immediately if you believe you have been the subject of discrimination, retaliation, or harassment on the basis of your military membership. Also, contact the Business Office to request detailed information regarding your eligibility for military leave or for other related inquiries.

6.10 Worker's Compensation

If you are unable to work due to a work-related injury or illness, you may be eligible for worker's compensation leave and benefits in accordance with state law. Your worker's compensation leave may run concurrently with the first 12 weeks of your FMLA leave. Contact the Business Office to request detailed information regarding your eligibility for worker's compensation leave or for other related inquiries or concerns.

6.11 Bereavement Leave

Eligible employees are entitled to up to 3 days' paid leave to attend the funeral or otherwise deal with the death of an immediate family member. "Immediate family members" include an employee's spouse, civil partner, child (biological, adopted, foster, stepchild, or otherwise), parent, sibling, grandparent, grandchild, same-sex domestic partner, or same-sex domestic partner's parent or child. Additionally, eligible employees are entitled to up to 1 day paid leave to attend the funeral or otherwise deal with the death of a relative who is not an immediate member, including an aunt, uncle, nephew, niece, brother-in-law, sister-in-law, or parent-in-law. Bereavement leave will be paid at an employee's base pay rate multiplied by the number of hours that the employee would have worked if not absent. You should notify your supervisor immediately if you wish to take bereavement leave. Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. An employee may, with his or her supervisor's approval, use any available vacation for additional time off as necessary. ECRCHS may request verification of the facts surrounding the requested leave.

6.12 Jury Duty

Employees are obligated to perform jury service at the request of local courts. If you receive a questionnaire or summons for jury duty, discuss it with your supervisor to determine what arrangements can be made to avoid excessive work disruptions. Full-pay is allowed while on jury service if you are a regular employee. You must repay ECRCHS an amount equal to the compensation you received as a juror, exclusive of mileage, for any dates that you received pay as an employee. Jury duty time off will be paid at an employee's base pay rate multiplied by the number of hours the employee would have worked if not absent. If an employee receives health insurance benefits, such benefit will normally be maintained during jury duty.

Employees must present their jury summons notice as soon as possible so that ECRCHS may make arrangements to cover their shift. Employees must promptly report to work whenever their jury duty schedule does not conflict with their work schedule. ECRCHS may allow employees called for jury duty to use accrued PTO or other leave upon request. Time off for jury duty should be reported and appropriately logged in each employee's time records. Notify your supervisor that you have been selected for jury duty as soon as possible.

Under California state law, employees are entitled to unpaid time off for jury duty. Employees must provide a reasonable amount of advance notice that they will need to take time off for jury duty. Employees may use any vacation leave, personal leave, or compensatory leave, if any, while serving. Employers that terminate or penalize employees for jury duty are liable for a misdemeanor.

6.13 Voting Leave

ECRCHS encourages employees to fulfill their civic duty to vote in elections. If possible, employees must vote outside of work hours either before or after their scheduled shifts. When this is not possible due to scheduling conflicts, employees will receive up to 2 hours of paid leave to vote. Voting leave will be paid at an employee's base pay rate multiplied by the number of hours the employee would have worked if not absent. Unless the time off to vote occurs at the end of the work shift, employees must return to work promptly after voting. Time off to vote should be reported and appropriately logged in each employee's time records.

6.14 Parental Leave for School Functions

Under California state law, eligible employee-parents are entitled to up to 40 hours per year, but no more than 8 hours per month, of unpaid leave to participate in their children's school or licensed daycare functions upon proper notice and request. Employees may use any accrued vacation, personal, or other paid or unpaid time off

they may have. You are required to promptly return to work upon the completion of the school function. ECRCHS may require documented proof of the activity. We respectfully request that you give at least 3 days' notice of your intention to take parental leave for specific school functions.

EMPLOYEE ACKNOWLEDGMENTS

I, the undersigned employee, understand and acknowledge the following:

That I have received a copy of this Employee Handbook and that it is my responsibility to read and be aware of, and comply with, ALL policies contained in it and any official notices that supersede it, including, but not limited to, policies on confidentiality, health, safety, anti-harassment, discrimination, and drugs and alcohol.

That this Employee Handbook contains important ECRCHS policies that directly affect many aspects of my employment. It is essential that I have a full understanding of these policies, and I will consult the Business Office if I do not have a full understanding of any policy herein or if I have any questions or concerns related to these policies.

That, unless expressly stated to the contrary in a written employment agreement between myself and ECRCHS, **this is an at-will employment relationship, and as such, both myself and ECRCHS may terminate this agreement at any time, with or without cause or notice, as permitted by law.** Nothing in this Employee Handbook is intended to modify me at-will employment relationship with ECRCHS.

That this is not a contract of employment or a guarantee of a continued employment relationship for any period of time.

That this Employee Handbook and the policies contained herein modifies, supersedes, and revokes any and all prior policies, procedures, practices, and oral or written representations to the contrary or that are otherwise inconsistent with its terms.

That ECRCHS reserves the right to change, remove, or add to the policies herein at any time by providing official notices to me or posted in a conspicuous place in my work setting designated for such purposes. Any such official notices will modify, supersede, and revoke any existing notices that are inconsistent with them. Furthermore, ECRCHS reserves the right to change its implementation, interpretation, or application of the policies and procedures herein at any time.

That in the event that any of the terms or provisions of this Employee Handbook, including this Employee Acknowledgment, are declared invalid or unenforceable by any court of competent jurisdiction or any federal or state entity having proper jurisdiction over the subject matter herein, the remaining terms and provisions that are not effected thereby shall remain in full force and effect and employees will be afforded all rights required by law. Furthermore, in such event, ECRCHS will provide employees with substitute terms and provisions for those declared invalid once it becomes aware of their invalidity.

I sign in acknowledgment of, and agreement with, the above provisions.

Employee Signature: _____ Date: _____

Printed Name: _____

TO BE PLACED IN EMPLOYEE FILE

Cover Sheet

Review and Vote Film Stipend

Section: V. School and Policies
Item: E. Review and Vote Film Stipend
Purpose: Vote
Submitted by:
Related Material: Film Stipend Requirements.pdf

Film Program Stipend Requirements

Category A (At least 5 activities)

- Production of at least 6 films a year, 6-20 min. in length
- Chaperone students at local, state, and regional film festivals
 - Includes handling film submissions, communication with film selection committees, furnishing requested materials to festival administrators (i.e. filmmakers' bios, photos, film summaries), travel to festivals, and managing festival logistics.

Category B (At least 3 different ongoing activities)

- Technical Responsibilities
 - Researching, ordering, managing, and maintaining all camera, lighting, sound, and editing equipment
 - Maintaining equipment checkout and returns for all shoots
- Production of annual film showcase
- Fundraising activities
- Sponsor of Film Club
- Coordinating trips for students attending film festivals when teacher cannot be present
- Assisting other departments with filming needs

Category C (at least 3 activities)

- Coordinating and supervising film shoots after school and on weekends
- Supervising editing sessions after school and on weekends
- Finding and securing shooting locations
- Recruiting actors and supervising casting sessions
- Organizing and facilitating afterschool technical workshops by industry professionals
- Hosting visiting educators
- Leading workshops for visiting educators

Cover Sheet

Review and Vote Parent-Student Handbook

Section: V. School and Policies
Item: F. Review and Vote Parent-Student Handbook
Purpose: Vote
Submitted by:
Related Material: 2016-2017 Parent-Student Handbook.pdf

El Camino Real Charter High School

Parent-Student Handbook

2016-2017



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

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Dear Parents and Guardians,

Welcome to the 2016-2017 school year and welcome graduating class of 2020. 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,

Dave Fehte
Executive Director

MISSION/VISION/BELIEFS/ESLRS

Mission Statement

The mission of El Camino Real Charter High School is to educate our diverse student body by developing students' talents and skills so they will succeed in a changing world, value and respect themselves and others, and make a positive contribution to our global society.

Vision Statement

Our vision is that El Camino Real Charter High School students will be:

- Self-directed/Self-reliant
- Collaborative
- Complex/Critical Thinkers
- Ethical
- Lifelong Learners
- Technologically Literate
- Personally Accountable and Responsible

Statement of Beliefs

At El Camino Real Charter High School we believe:

- All students can learn.
- Students must be prepared to successfully transition from school to post-secondary education, career preparation, and employment.
- Student success is a team effort shared by students, parents, teachers, administrators, and classified staff.
- Students are valued members of the school community.
- The school community has the responsibility for establishing and maintaining a safe, clean environment conducive to learning.

Expected School-Wide Learning Results (ESLRs)

In order to succeed in a changing global community, all ECRCHS students will demonstrate:

- Literacy, Numeracy, and Appropriate/Effective Communication Skills
- Critical Thinking and Problem-Solving Skills
- Perseverance to Explore and Achieve Career, Education and Individual Goals
- Academic, Personal, and Social Responsibility
- Respect for the Environment, Themselves, and Others
- Effective, Appropriate, and Ethical Use of Technology to Support ESLRs

COMMUNICATIONS

GENERAL INFORMATION

El Camino Real Charter High School 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. The school opened in February, 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. 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 2016:

08/15: First Day of Instruction: (Monday)
**08/23: Early Dismissal @1:44PM
(Tuesday)**

SEPTEMBER:

09/02: No school – Admissions Day
(Friday)
09/05: No School – Labor Day (Monday)
**09/06: Early Dismissal @ 1:44PM
(Tuesday)**
09/15: Back to School Night 6:00pm -
8:00pm
**09/16: Shortened Day Dismissal @
2:09PM**
**09/20: Early Dismissal @ 1:44PM
(Tuesday)**

OCTOBER:

10/03: No school - Rosh Hashanah
(Monday)
**10/04: Early Dismissal @ 1:44PM
(Tuesday)**
10/12: No School – Yom Kippur
(Wednesday)
**10/18: Early Dismissal @ 1:44PM
(Tuesday)**
**10/24: No school – Pupil Free Day
(Monday)**

NOVEMBER:

**11/01: Early Dismissal @ 1:44PM
(Tuesday)**
11/11: No school - Veterans' Day (Friday)
11/21 -11/25: No school - Thanksgiving
Holiday
**11/29: Early Dismissal @ 1:44PM
(Tuesday)**

DECEMBER:

12/14: Final Exams, Dismissal @ 12:30pm
(Wednesday)
12/15: Final Exams, Dismissal @ 12:30pm
(Thursday)
12/16: Final Exams, Dismissal @ 12:30pm
(Friday)
12/19 – 1/6: No school - Winter Break

JANUARY 2017:

1/1 – 1/6: No school - Winter Break (con't.)
1/9: SECOND SEMESTER STARTS
(Monday)
1/16: No school - Martin Luther King Day
(Monday)
**1/24: Early Dismissal @1:44PM
(Tuesday)**

FEBRUARY:

**2/07: Early Dismissal @ 1:44PM
(Tuesday)**
2/20: No school - Presidents' Day
(Monday)
**2/21: Early Dismissal @ 1:44PM
(Tuesday)**

MARCH:

**3/07: Early Dismissal @ 1:44PM
(Tuesday)**
**3/28: Early Dismissal @ 1:44PM
(Tuesday)**
3/31: No school – Pupil Free Day &
Cesar Chavez Day (Friday)

APRIL:

4/10 – 4/14: No school - Spring Break
**4/18: Early Dismissal @ 1:44PM
(Tuesday)**

MAY:

**5/16: Early Dismissal @ 1:44PM
(Tuesday)**
5/29: No school - Memorial Day (Monday)

JUNE:

6/5: Final Exams, Dismissal @ 12:30
(Monday)
6/6 : Final Exams, Dismissal @ 12:30
(Tuesday)
6/7: Final Exams, Dismissal @ 12:30
(Wednesday)
6/8: Minimum Day, Dismissal @12:30
(Thursday)
6/9: Last Day of Instruction (Friday),
Minimum Day, Dismissal @ 12:30
6/9: Graduation @ 6pm (Friday)

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

<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

Professional Development Day Schedule

<u>Period</u>	<u>From</u>	<u>To</u>	<u>Minutes</u>
0	7:12	7:54	42
1	8:01	8:44	43
2	8:51	9:33	42
Nutrition	9:33	9:49	16
3	9:56	10:38	42
4	10:45	11:27	42
5	11:34	12:16	42
Lunch	12:16	12:55	39
6	1:02	1:44	42
Staff Development	1:44	3:14	90

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

Member

John Wasser, President
Jackie Keene, Treasurer
Odus Caldwell
Alex Placencio
Larry Rubin
Scott Silverstein
Denny Thompson

E-Mail

j.wasser@ecrchs.net
j.keene@ecrchs.net
o.caldwell@ecrchs.net
a.placencio@ecrchs.net
l.rubin@ecrchs.net
s.silverstein@ecrchs.net
d.thompson@ecrchs.net

The Board meets once per month in the Library or Theater . Meeting dates, times, agendas, and minutes are posted on the school website.

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 filing 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

El Camino Real Charter High School (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 are: (A) obscene, (B) contain child pornography, or (C) that 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 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 Facebook, LinkedIn, YouTube, Twitter, MySpace, 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 wellbeing 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 students' 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 ten (10) days after the student returns to school in order to prevent absences from being converted to trancies.

Excused Absences

California E.C. 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 principal or designee. Absences that fall into this category include, but are not limited to:
 - Appearance in court
 - Attendance at a funeral service
 - 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®"

Upon receiving appropriate 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.

Students with excessive absences and/or tardies will be referred to the Attendance Coordinator.

GRADUATION REQUIREMENTS

To earn a diploma, students must satisfactorily complete the required course of study, earn at least 230 credits, meet the Service Learning and Career Pathway requirements, and pass the California High School Exit Exam (CAHSEE). In addition, all graduation and senior attendance policy requirements must be met in order to participate in the graduation ceremony.

Required Courses (Grades 9-12)

English (40 credits)

- 9th grade: English 9AB
- 10th grade: English 10AB
- 11th grade: 1 year of American Literature/Contemporary Composition or
1 year of A.P. English Language AB
- 12th 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)

- 10th grade: World History AB
- 11th grade: U.S. History AB
- 12th 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 9th and 10th grades.

Students must pass the State Fitness Exam or they will be enrolled in PE in the 11th and 12th grade or until they pass the exam.

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)

ACADEMIES

The school has several themed small learning academies. For more information on the academies, please contact your child's counselor.

AVID

The AVID program is a four year program that offers students academic and motivational support while preparing them for college eligibility. Through the AVID elective course, students learn the writing, language, and collaborative problem solving skills needed to maximize their educational opportunities.

Humanitas

Humanitas is an academically enriched program at El Camino for students who are interested in global events, as well as the social, political, and environmental issues that define societies past and present. Students at each grade level share Humanitas teachers in the core subject areas who work together to illuminate the connections between the concepts students are learning. The ECRCHS Humanitas award-winning curriculum, projects, and special events connect students to their high school

experience and build academic and personal skills for success in high school, college, and life beyond.

Careers in Entertainment Academy

The Careers in Entertainment Academy (CEA) is a comprehensive, hands-on media program that prepares students for the media major in college and/or a career in the entertainment industry. Students take beginning, intermediate, and advanced film production, film history, and broadcast journalism classes during their 9-12 grade years. All classes satisfy graduation and A-G university admission requirements.

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.

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 six core academic subject areas: English Language Arts, history/social sciences, mathematics, the natural sciences, and visual and performing arts.

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.

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. All of the courses will be offered online as well as in person from our NCLB 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. ECRCHS will adhere to California Department of Education regulations and requirements for Independent Study programs at charter school sites and California Education Code 47612.5.

TESTING

California English Language Development Test (CELDT)

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 CELDT 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 English Learners must also be administered the CELDT annually to determine annual English language development progress until the EL student has been reclassified.

The CELDT is administered to students who are already identified as English Learners in the fall semester between July 1 and October 31. For new enrollees who have a home language other than English, the CELDT must be administered within 30 days of enrollment in a California public school.

To find more information about the CELDT, please contact your child's teachers or contact the school office. Additional information is posted on the internet at: <http://www.cde.ca.gov/ta/tg/el/>

California High School Exit Examination (CAHSEE)

Administration of the CAHSEE has been suspended for students in the classes of 2016, 2017, and 2018. The following is from the California Department of Education website:

"Beginning with the class of 2006, students in California public schools were required to pass the California High School Exit Examination (CAHSEE) to demonstrate competency in grade-level skills in reading, writing, and mathematics to earn a high

school diploma. The content of the CAHSEE was based on content standards in English-language arts and mathematics that were adopted by the State Board of Education (SBE) in 2003. In 2010, the SBE adopted the Common Core State Standards in English-language arts and mathematics.

Due to the change in academic standards, Senate Bill 172 (Liu) was signed by the Governor to suspend the administration of the CAHSEE and the requirement that students pass the CAHSEE to receive a high school diploma for the 2015-16, 2016-17, and 2017-18 school years.”

We anticipate that the state will offer a new version of the CAHSEE for the class of 2019 and beyond. We will keep you updated as we find out additional information.

California Assessment of Student Performance and Progress (CAASPP) System

The CAASPP system of assessments includes the Smarter Balanced Assessments and the California Science Assessments (i.e. Life Science CST). The Smarter Balanced Assessments are administered in grades 9 through 11 in English-language arts and mathematics and typically occur in April. Students take these tests on a computer or tablet. The California Science Assessments are administered in grade 10 and are traditional fill-in-the-bubble tests.

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.

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

1. aerobic capacity
2. body composition
3. muscular strength, endurance and 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 and March.

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 CSU-EAP is a program for grade 11 students who are interested in an early evaluation of their readiness for college-level work in English Language Arts and Mathematics. Scores from the EAP may be used by both the California State Universities and the California Community Colleges to determine placement in English and mathematics classes.

Additional information is posted on the internet at: <http://www.cde.ca.gov/ta/tg/sr/>

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, 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 summer pre-registration and the program adjustment days in the first week of each semester, it may be possible to make class changes as class size and space allows. Requests to change teachers will not be honored.

GRADE CHANGE REQUEST PROCESS

Under Education Code section 49066, parents have a right to request a change of a pupil'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 pupil 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 Principal. 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 California 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 DSO 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.

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, Boys and Girls Volleyball, Boys and Girls Water Polo, 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.
(ECR has added a "Only 1 U in 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 classes 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 ECR approved forms. The coaches will have copies of them available.
- All questions must be answered and doctor's must stamp and sign the forms.
- Copies, faxes, or any duplicates will not be accepted.
- New for 2011: All students participating in tryouts must now 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;
- You can request 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
- Acknowledgement of Risk
- Student Code of Conduct
- Acknowledgement of Rules and Consequences for ECR Athletics
- Steroid Prohibition Form
- 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 El Camino. 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 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.

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 80 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.

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. Qualified families receive free or reduced-price meals, as well as reduced testing rates for AP exams and SAT and ACT tests. To check your family's eligibility, fill out the application online at 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 El Camino, 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 have 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. Illegally parked cars will be towed at owner's expense.

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, which is locked during the school day, 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.

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, 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 Mrs. Treuhaft, Mr. Bennett, and Mr. Dhillon.

SUSPENSION AND EXPULSION

California 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. California Education Code Section 48925 (b) defines expulsion as "the removal of a pupil from (1) the immediate supervision and control, or (2) the general supervision, of school personnel...."

A. Jurisdiction to issue suspensions or expulsions extends to misconduct related to school activity or attendance that occurs at any time, including, but not limited to:

- While on school grounds.
- While going to or coming from school.
- During the lunch period, whether on or off the campus.
- During, or while going to, or coming from, a school-sponsored event.

B. Limitations on Imposing Suspension

Suspension, including supervised suspension as described in E.C. Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. Other means of correction used should be documented and kept in the student's discipline file, available to access pursuant to E.C. Section 49069. However, a student, including an individual with exceptional needs, may be suspended for any of the reasons enumerated in E.C. Section 48900 upon a first offense, if the principal determines that the student violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the student's presence causes a danger to others.

C. Grounds for Suspension/Expulsion

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a)(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a 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) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.

- (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 Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities (school-wide activities; issued only by an administrator)
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm.
- (n) Committed or attempted to commit a sexual assault or committed a sexual battery.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed specifically toward a pupil or school personnel.
- (s) Aided or abetted the infliction or attempted infliction of physical injury to another person (suspension only).

48900.2 Committed sexual harassment.

48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

48900.4 Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils.

48900.7 Made terroristic threats against school officials or school property, or both.

D. Behavior Intervention for Students with Disabilities

Students with disabilities whose behavior impedes learning require a Behavior Support Plan (BSP) developed through the Individualized Education Program (IEP) process and implemented throughout the timeframe of the IEP.

In the case of a student who receives special education services and who is experiencing “serious” behavior challenges as defined in the Education Code (EC sections 56520 et seq.) a Functional Analysis Assessment (FAA) and Behavior Intervention Plan (BIP) may also be required.

E. Suspension and Expulsion of Students with Disabilities

For students with disabilities, the law requires additional procedures and considerations:

- Suspension:
Special Education: When a student who receives special education services is suspended, school staff must determine if an IEP meeting is needed to create a

BSP or to review and modify an existing BSP to organize more targeted behavioral instruction and intervention to prevent the recurrence of the misconduct. Continued misconduct resulting in suspension will require an IEP team meeting to determine if additional instructional and/or behavioral supports are needed and examine the appropriateness of current placement and services. The student cannot be suspended for more than 10 days in a school year. If the suspensions reach 10 days, an IEP team conducts a manifestation determination.

Section 504: A student who has a Section 504 plan is considered as a general education student and can be suspended for the same number of days as a general education student, but at 10 days of suspension there must be an analysis in a "Section 504 Link Determination Meeting."

- **Expulsion:**
Special Education: Before a student who receives special education services can be recommended for expulsion, an IEP team must hold a pre-expulsion IEP and conduct a manifestation determination. If a student with disabilities is expelled, he or she is entitled to receive the services specified in his or her IEP during the term of expulsion. The student is also entitled to post-expulsion services (see Rehabilitation and Reinstatement from Expulsion below) during the term of expulsion. If the student is not expelled, he or she will be placed in the most appropriate setting as determined in the student's IEP.

Section 504: An expulsion of a student being served under Section 504 is considered a change of placement and can only be issued if the school's Section 504 team conducts a link determination.

For more information, please refer to *A Parent's Guide to Special Education Services* (Including Procedural Rights and Safeguards).

OPPORTUNITY TRANSFERS

Opportunity Transfers (OTs) are carefully planned transfers between schools. The underlying intent of this policy is to provide intervention and guidance to the student that will result in the student's improved behavior. OTs also serve as an alternative means of correction for addressing student misconduct. OTs are issued to help create a school climate that is conducive to learning while reducing disciplinary behaviors that interrupt the academic process.

APPEALS PROCESS FOR SUSPENSIONS, OTs, AND EXPULSIONS

Challenges or objections to suspensions and opportunity transfers may first be addressed with the appropriate Assistant Principal. If the Assistant Principal upholds the OT or suspension, an appeal may be made to the Principal.

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 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 the Charter School's Board, which will make the final determination.

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 FERPA)

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. 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, plus a penalty equal to the test or assignment value (a "double fail"). 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. Later on, this may jeopardize college recommendation letters.

DRESS CODE

All students shall be required to show proper attention to personal cleanliness, health, neatness, safety and suitability of clothing and appearance for school activities. In every case the dress and grooming of the student shall be clean and shall not:

- Cause actual distraction from or disturbance in any school activity or actually interfere with the participation of a student in any school activity
- Create a hazard to the safety of him/herself or others
- Create a health hazard

Items which have graphics or words that are obscene, vulgar, sexually suggestive, inflammatory in nature, or drug/alcohol related, are prohibited.

Hats and other headgear may be worn on campus but should not be worn in classrooms. Hoods on “hoodies” (sweatshirts) should not be worn over the head in classrooms or the main building. Religious headgear is exempt from this policy

Items incorporating symbols or colors that can reasonably be interpreted as gang-affiliated are not to be worn at school. These include tattoos, scarves, jewelry, belts, or other items with gang-related symbols or designs.

Chains, accessories, or clothing that could create a safety or health hazard are prohibited.

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. Random use of metal detectors is appropriate only if:

- The method of selection of students to be searched is genuinely random.
- Students selected to participate in random metal detector searches are selected without regard to personally identifiable characteristics such as race, gender, surname, group affiliation, or past history of misconduct (i.e., selection is random).
- The searches are minimally intrusive.
- School officials provide parents and students with advanced and detailed notice of the random metal detector search procedures (e.g. this notice).

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 above guidelines for reasonable suspicion searches.

STUDENTS' PERSONAL PROPERTY

Personal items of value (cell phones, iPods, cameras, electronic games, radios, CD players and computers, 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).

SENIOR ATTENDANCE POLICY

ECRCHS has adopted a senior attendance policy to help improve attendance and student achievement and prevent "senioritis". Seniors 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.

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.

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) by students on campus or at school-sponsored activities. Students violating this policy will face disciplinary action on a case by case basis. These actions may include suspension, expulsion, citation, and 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.

An excuse (less than 10 weeks) from a physical education class may be granted to a student who is unable to participate in regular or modified curriculum for a temporary period of time due to illness or injury. A parent's written request for an excuse will be accepted for up to 5 days; thereafter, a written request is needed from the student's health care provider.

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 California 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. In addition, all students entering or advancing to 7th grade must show evidence that they have received a pertussis-containing vaccine (e.g., Tdap) on or after their 7th birthday. 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 doctor may exempt your child from some or all immunizations (for example, due to a medical condition). You may exempt your child because of your personal or religious beliefs. Ask your school or childcare provider for details.

Medication Administration/Assistance

California 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.

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 HIV/AIDS 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:
 - That the written and audiovisual education materials used in comprehensive sexual health education and HIV/AIDS prevention education are available for inspection.
 - 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.

- 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.
 - 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 or 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:
 - 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.
 - 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.
 - 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.
 - Instruction and materials must be appropriate for use with students of all races, genders, sexual orientations, ethnic and cultural background, and students with disabilities.
 - Instruction and materials must be appropriate for students with disabilities through modified curriculum, materials, instructional format, auxiliary aids, and other means.
 - Instruction and materials must encourage students to talk with their parents or guardians about human sexuality.
 - Instruction and materials must teach respect for marriage and committed relationships.
 - 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.
 - 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.
 - 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.

- Starting in Grade 7, instruction and materials must provide students with skills for making and carrying out responsible decisions about sexuality.
- 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 epidemic 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 El Camino Real Charter High School 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. El Camino Real Charter High School 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, El Camino Real Charter High School 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 submit a written letter to the school nurse at any time.

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 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 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 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. 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 California 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 principal 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. 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.

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 schools rules, and to be informed of the procedures for visiting the schools and observing the classroom.

PARENTS' RIGHT TO KNOW

The *No Child Left Behind Act (NCLB)* requires that, upon request, parents be notified of the professional qualifications of their child's teacher in core academic subjects. This information includes:

- The type of credential the teacher holds.
- The teacher's college degree(s) and major(s).

A parent may also request information regarding the professional qualifications of a teacher assistant who provides services to his/her child. Additionally, schools must provide timely notice to the parents of a child who has been assigned to, or has been taught in, a core academic subject for four or more consecutive weeks by a teacher who does not meet the *NCLB* teacher requirements.

PARENTAL INVOLVMENT

El Camino Real Charter High 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 El Camino such as band, drama, robotics, athletics, journalism, and academic decathlon. Please refer to Appendix C to see our formal Parental Involvement Policy.

NONDISCRIMINATION STATEMENT

El Camino Real Charter High School is committed to providing a working and learning environment free from discrimination, harassment, intimidation and bullying. The school prohibits discrimination, harassment, intimidation and bullying based on actual or perceived sex, sexual orientation, gender, gender identity, gender expression, race or

ethnicity, ethnic group identification, ancestry, nationality, national origin, religion, color, mental or physical disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

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

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 California 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 (Mrs. Treuhaft, Mr. Bennett, Mr. Dhillon) 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.

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 (Mrs. Treuhaft, Mr. Bennett, Mr. Dhillon), 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.

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 stakeholders 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 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 the Charter School 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, principal)
- Or send by U.S. Mail to:
Charter Schools Division
333 S. Beaudry Ave, 20th 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 E.

FEDERAL AND STATE LAWS AFFECTING FAMILY EDUCATIONAL RIGHTS AND PRIVACY

The privacy of school records is protected by federal and state laws which cover nearly every type of pupil record maintained by local schools or school district central offices. Such records might include information about attendance, health, grades, behavior, athletic ability, or activities in class. The law generally prohibits the release of pupil records information without written consent of the parent, or adult student (18 years or older). Records or information maintained by any school official exclusively for personal reference or use are not considered pupil records and are not subject to Federal and

State privacy laws. Unless otherwise prohibited by law, any natural parent, adopted parent, or legal guardian may have access to and review the pupil records of their child. Also, students who are 16 years and older (or have completed the 10th grade) have the right to access their records.

School and District employees and officials who have a legitimate educational interest have a right to access pupil record information without the consent of the parent or student. A "legitimate educational interest" is defined as a need for the employee/official to access pupil record information in order to perform his/her job duties. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. In general, other individuals or agencies may be authorized to access, review and/or obtain pupil records by court order, natural parent, adopted parent or legal guardian consent, or by statute.

Directory information is routine information maintained by school districts about students. It is this special category of pupil record information that does not require the same level of confidential treatment as pupil record information. Under the law, a school district may identify certain categories of information as directory information and may provide directory information to certain individuals, officials and organizations identified by the district as those who have a legitimate need to know. Parents and/or adult students have the right to limit or deny the release of any portion of directory information. Additionally, parents and/or adult students may deny the release of directory information to any designated recipient.

Any and all of the following items of directory information relating to a pupil may be released to a designated recipient unless a request is on file to withhold its release as indicated in the Authorizations and Prohibitions section of Aeries submitted to the school.

- Name
- Address
- Telephone
- Date of birth
- Dates of attendance
- Previous school(s) attended

SCHOOL CLIMATE BILL OF RIGHTS

El Camino Real Charter High School, ECRCHS, 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 under California Education Code 48915(c). See page two 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
- Working with
- 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

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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
- Referral to our new after-school Anger Management Counseling

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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
- 80+ 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.

CHALLENGES TO PUPIL RECORD INFORMATION

- A. 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. For all pupil records (other than grades), California Education Code Section 49070 provides that a parent (or former student) may challenge the content of such pupil records by filing a written request to remove or correct any recorded information that is:
1. Inaccurate
 2. An unsubstantiated personal conclusion or inference
 3. A conclusion or inference outside of the observer's area of competence
 4. Not based on the personal observation of a named person with the time and place of the observation noted
 5. Misleading
 6. In violation of the privacy or other rights of the student

The parent may challenge the content of such records by first meeting with the Assistant Principal in charge of counseling. If the Assistant Principal sustains the parent's challenge, the record will be corrected or removed. If the Assistant Principal does not sustain the parent's challenge, the parent may appeal. Appeals from Assistant Principal's adverse decision may be made to the Principal. If the Principal sustains the parent's challenge, the record will be corrected or removed. If the Principal does not sustain the parent's challenge, the parent may appeal to the Board. The Board may choose to convene an impartial panel to conduct an inquiry into the subject of the challenge. If the panel sustains the challenge, the correction, removal or destruction of material challenged will be made. If the parent's challenge is ultimately denied, the parent has a right to provide a written statement of his or her objection to the information. This statement becomes a part of the student's school record unless and until such time as the information objected to is changed or removed.

- B. With regard to the challenge of grades, California Education Code section 49066 provides that, in the absence of clerical or mechanical mistake, fraud, bad faith or incompetence, the grade given to each pupil in a course by a teacher shall be final. Challenges to grades will be conducted in accordance with California law and with school policy. Please see the "Grade Change Request Process" section in the handbook for more information.
- C. Records or information maintained by any school official exclusively for personal reference or use and which are not available to any other person,

except his or her substitute, are not pupil records available for inspection, review, or challenge by the parent or adult pupil.

- D. Upon the written request by a school in which the student seeks or intends to enroll, education records of the student will be forwarded to that school.

Parents have the right to file complaints regarding school procedures affecting rights of privacy with California State Department of Education and/or the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, D.C. 20201.

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, in accordance with EC 49408, 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.

A homeless student is defined as a person between the ages of six to eighteen who lacks a fixed, regular, and adequate nighttime residence and includes:

- Children and youths who 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; are abandoned in hospitals; or are awaiting foster care placement
- Children and youths who 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
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Migratory children who qualify as homeless because the children are living in conditions as described above

Families self-identify their current living situation on the Student Residency Questionnaire (SRQ) that is included in every enrollment packet. Once identified, the school's Homeless Liaison will work with the student and family to connect them to the resources they qualify for.

A homeless student has the right to attend either the school that the student was last enrolled or the school of residence. The school shall ensure that transportation is provided as appropriate, at the request of the parent/guardian/unaccompanied homeless youth, to and from the school of origin, if feasible.

The law requires the immediate enrollment of homeless students. Schools cannot delay or prevent the enrollment of a student due to the lack of school or immunization records. It is the responsibility of the school to request all necessary documents from the previous school, and refer parents to all programs and services for which the student is eligible. Referrals may include, but are not limited to: free nutrition, special education services, tutoring, preschool, before and after school services and any other services needed. Unaccompanied youth have these same rights.

If a dispute arises over school selection or enrollment, the parent/guardian has the right to dispute the school's decision.

RESTITUTION/PARENT LIABILITY

Civil Code 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 \$25,000.

California 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 \$25,000.

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 principal/designee. Children who are not enrolled at the school are not to be on the campus unless prior approval of the principal has been obtained. Visitors may not interfere with, disrupt or cause substantial disorder in any classroom or school activity. Parents wishing to visit their child's classroom should 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.

Appendix

Appendix A

Acceptable Use Policy

El Camino Real Charter High School (ECR)

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 purposes related to research, instruction, and school-sanctioned activities.

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 anytime 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, 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 or service interruptions.

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. ECR makes no warranty of any kind, either express or implied, regarding the quality, accuracy, or service interruptions.

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 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 ECR 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 ECR computer to pursue "hacking", internal or external to ECRCHS, or attempting to access information protected by privacy laws; or
 5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
- **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); or
 3. Disclosing anyone's password to others or allowing them to use another's account(s).

Unacceptable Uses of the Internet Include, But Are Not Limited To:

- Forwarding personal communication without the author's prior consent.
 - 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 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.

- Using the Internet for commercial purposes, financial gain, personal business, produce advertisement, business service endorsement, or religious or political lobbying is prohibited.

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.**

Appendix B

Senior Attendance Policy

EL CAMINO REAL CHARTER HIGH SCHOOL

TO: Class of 2017 **DATE:** July 2016

FROM: Administration

SUBJECT: SENIOR ATTENDANCE POLICY

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 "senioritis" (excessive absences/tardies by seniors).

2. Policy

Seniors who exceed 15 full day absences during the attendance period beginning August 15, 2016 and ending April 15, 2017 will be denied the privilege of participation in the Senior Prom. Students have 10 days after the absence to bring in a note. After 10 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.
- c. Regularly scheduled medical appointments - verified by doctor's note, including time and date of each appointment. ***The note must be on file when student returns from the absence.*** Explain why this has to be done during school hours.
- d. Special circumstances - attach statement explaining circumstances and necessary documentation.

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.

Appendix C

Parental Involvement Policy

EL CAMINO REAL CHARTER HIGH SCHOOL

A California Distinguished School

5440 Valley Circle Blvd, Woodland Hills, CA 91367

TELEPHONE: (818) 595-7500 FAX: (818) 710-9023

JONATHAN WASSER

Board President

DAVID FEHTE

Executive Director

**School Parental Involvement Policy
2016-2017 School Year**

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 –

- Convene annual Title I meetings to inform parents of the program. Inform parents of all meetings for the School Site Council and ELAC. Encourage and invite all parents to attend.
- 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.
- 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.
- The school will:
 - i. 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.
 - ii. If requested by parents, provide opportunities for regular meetings where parents may offer suggestions and ask questions regarding Title I policies and programs.
- 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 –

- The school and parents will build and develop a partnership to promote and sustain student academic achievement.
- With regard to the school’s responsibility to provide high quality curriculum and instruction, the school will:
 - i. Employ a wealth of rich, research-based teaching strategies to deliver a challenging, standards-based curriculum, combining A-G academic requirements.
- With regard to the school’s responsibilities to provide a supportive and effective learning environment including communications with parents, the school will:
 - i. Teach grade level skills and concepts satisfying A-G requirements

- ii. Provide high quality curriculum and instruction utilizing research-based teaching strategies to deliver a challenging, standards-based curriculum
 - iii. Strive to address the individual needs of students.
 - iv. 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.
 - v. Continue to communicate to parents in through Aeries regarding their students attendance, tardies, and missing homework and class work.
 - vi. 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.
 - vii. Provide a safe, positive and healthy learning environment for all students.
- 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:
 - i. Motivate and encourage students to complete homework.
 - ii. Motivate and encourage students to engage in reading activities for at least 20 – 30 minutes every day.
 - iii. Review all school communications, respond if needed by telephone, e-mail, in writing, or in person and promptly return all necessary documents.
 - iv. Attend Back-to-School events and other school events.
 - v. Sign and return all school documents.
 - vi. Provide a quiet place/time for student to do homework.
 - vii. Make sure student gets adequate sleep and has a healthy diet.
 - viii. Support the school’s/district homework, discipline and attendance policies.
 - With regard to the parent’s responsibility to monitor the student’s homework, the parent shall:
 - i. 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.
 - ii. Review all school communications.
 - With regard to the shared student responsibilities in their own academic success, the student shall:
 - i. Attend class on time every day
 - ii. Inform parent or guardian assignments and homework
 - iii. Return completed homework on time
 - iv. Return all signed school documents including progress reports
 - v. Be responsible for own behavior
 - vi. Be a cooperative learner
 - vii. Ask for help when needed
 - 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:
 - i. A phone message detailing events at our school.

- ii. Mandated information literature mailed home, through our web page and phone message system will be utilized more frequently.
 - iii. Faculty/Staff voice mail to insure communication between parents and staff.
 - iv. ECR's website offers a wealth of features, including access to grades, teacher created websites, and updated school information.
- In regard to frequent reports to parents on their child's progress, the school will:
 - i. Make student data available from CELDT, along with state summative data.
 - ii. Encourage parents to access the Internet to see if their child is in school and in class via Aeries, a web-based program.
 - 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 –

- 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.
- 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:
 - i. Informational meetings sponsored by our Bilingual, Title I, and School Site Councils.
 - ii. 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.
 - iii. 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.
- 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.
- With regard to the coordination of parent involvement activities:
 - i. 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.
 - ii. 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.
- El Camino Real Charter High School ensures that meetings are interpreted, to the best of the school's ability.

D. Accessibility –

- 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.
- 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.
- 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

Los Angeles Unified School District

Approved Pesticide Product List

PESTICIDE NAME	ACTIVE INGREDIENT (1)	PHYSICAL FORM	APPLICATION METHOD	TARGET PEST	USEPA TOXICITY CATEGORY	LABEL DESIGNATION (2)	COMMENTS	EPA REG. NO. or CA. REG. NO.
Advance Granular Ant Bait	abamectin B1 0.011%	Granule	Indoor cracks, crevices and voids Outdoors per	Ants	3	Caution	Bait attractant Applicator refer to product label for	499-370
Alpine Cockroach Gel Bait	Dinotefuran	Gel	Indoor cracks, crevices and voids.	Cockroaches	3	Caution	Bait attractant Applicator refer to product label for appropriate PPE	499-507
Avert Dry Flowable Cockroach Bait (Formula 1)	abamectin B1 0.05%	Dust	Crack & crevice bait dust	Cockroaches	3	Caution	Bait attractant Applicator refer to product label for appropriate PPE	499-294
Bora-Care Termiticide, Insecticide and Fungicide Concentrate	disodium octaborate tetrahydrate 40%	Liquid suspension	Spray used for wood boring insects	Termites	3	Caution	Applicator refer to product label for appropriate PPE	64405-1
Confrac Blox	bromadiolone 0.005%	Solid Bait Block	Rodent bait Used in bait stations only	Rodents	3	Caution	Used infrequently in bait stations Applicator refer to product label for appropriate PPE	12455-79
Demize EC	Linalool 37% Piperonyl butoxide 40%	Liquid	Spray application	Fleas	1	Danger	Pest Supv. to approve each use. To be used in unoccupied facilities only. IPM Team to be notified at following Team meeting. Applicator refer to product label for appropriate PPE	2724-769-57076
Distance IGR	Pyriproxyfen 0.5%	Granule	Local or broadcast	Fire ants	3	Caution	Applicator refer to product label for appropriate PPE	1021-1728-59639
Drax Ant Kil Gel	orthoboric acid 5%	Gel	Interior and exterior crack and crevice sugar based bait	Ants	3	Caution	Applicator refer to product label for appropriate PPE	9444-131
Generation Mini-Block	difethialone 0.0025%	Solid Bait Block	Bait used in stations only	Rodents	3	Caution	To be used in tamper proof bait stations. Applicator refer to product label for appropriate PPE	7173-218
Gentrol IGR Concentrate	hydroprene 9%	Liquid	Crack & crevice spray	Cockroach, fleas, storage pests	2	Warning	Structural use only. Insect growth regulator Applicator refer to product label for appropriate PPE	2724-351
M-Pede	potassium salts of fatty acids 49%	Liquid	Direct spray to pest	Africanized honey bees, thrip, and white fly	2	Warning	Applicator refer to product label for appropriate PPE	53219-6

Los Angeles Unified School District

Approved Pesticide Product List

MotherEarth 2% PY	Pyrethrin 2% (a botanical insecticide)	Aerosol	Use according to label.	2015	3	Caution	Follow food handling precautions when using this product. Applicator refer to product label for appropriate PPE	499-520
MotherEarth Exempt	Geraniol 6% Lemongrass Oil 0.5	Aerosol	Use according to label.	Various insects	3	Caution	Follow food handling precautions when using this product. Applicator refer to product label for appropriate PPE	Exempt
MotherEarth D	Diatomaceous Earth 100%	Dust	Use according to label.	Various insects	3	Caution	Applicator refer to product label for appropriate PPE	499-509
Niban Granular Bait and Niban-FG	Orthoboric Acid-5%	Granules and Fine Granules	Interior and exterior bait	Various insects	3	Caution	Applicator refer to product label for appropriate PPE	64405-2
NiBor-D	Disodium Octaborate Tetrahydrate-98%	Dust	Applied wet or dry	Various insects	3	Caution	Applicator refer to product label for appropriate PPE	64405-8
PT 565 Plus XLO Formula 2	pyrethrins-0.5% piperonyl butoxide -1% n-octyl bicycloheptene dicarboximide 1%	Aerosol	Use according to label.	Fleas, gnats, mosquitos, bees, bird mites	3	Caution	Restrict re-entry to occupied areas for 24 hours after application. Follow food handling precautions when using this product. Applicator refer to product label for appropriate PPE	499-290
PT Wasp Freeze	phenothrin 0.12% d-trans allethrin 0.129%	Aerosol	Outdoor aerosol spray directly to wasps and bees	Wasps, hornets, & bees	3	Caution	Obtain supervisor approval prior to each use. Applicator refer to product label for appropriate PPE	499-362
Recruit IV AG (Sentricon)	Noviflumuron 0.5%	Solid	Bait used in station only	Subterranean Termites	3	Caution	Applicator refer to product label for appropriate PPE	62719-454
Recruit IV (Sentricon)	Noviflumuron 0.5%	Solid	Bait used in station only	Subterranean Termites	3	Caution	Applicator refer to product label for appropriate PPE	62719-453
Rozol Pocket Gopher Bait	Chlorphacinone.....0.005%	Grain bait	Place in gopher burrows only	Gophers	3	Caution	Application to fields and landscape areas when students are not in immediate area. Applicator refer to product label for appropriate PPE	7173-184

Los Angeles Unified School District

Approved Pesticide Product List

Suspend SC	deltamethrin 4.75%	Liquid	Spray	Fleas, ticks, fire ants,	3	Caution	Use for exterior only on fleas, ticks, and fire ants. Restrict re-entry of area for 24 hours after application. Applicator refer to product label for appropriate PPE	432-763
Tim-Bor Professional	disodium octaborate tetrahydrate 98%	Powder	Applied wet or dry	Wood destroying organisms and fungus	3	Caution	Applicator refer to product label for appropriate PPE	64405-8
Wilco Ground Squirrel Bait	Diphacinone 0.005 %	Grain bait	Placed in bait stations only.	Ground Squirrels	3	Caution	Do not use when rain is eminent. Obtain supervisor approval before each use. Applicator refer to product label for appropriate PPE	36029-20
ProFoam Platinum	Sodium Decyl Sulfate, Sodium Lauroampho Acetate, Sodium Lauryl Sulfate.....60%	Foam	Foaming agent; non pesticide	Various uses	3	Caution	Applicator refer to product label for appropriate PPE	Ca. Reg. 1051148-50001-AA
Summit Bti Briquets	Bacillus thuringiensis subspecies israelensis solids, spores and insecticidal toxins-10%	Solid briquet	Floating larvicide	Mosquito larvicide	3	Caution	Applicator refer to product label for appropriate PPE	6218-47
Mosquito Larvicide GB 1111	Aliphatic Petroleum Hydrocarbons-98.7%	Liquid	Apply to surface of water	Mosquito larvicide	3	Caution	Any application of this product is subject to caution tape or barricade use in the application area and use of warning signs. All uses shall be reported to the IPM Team at the following Team meeting. Inventory management measures shall be used. Applicator refer to product label for appropriate PPE	8329-72
Altosid Briquets	S-Methoprene- 8.62%	Briquet	Floating larvicide	Mosquito larvicide	3	Caution	This product is not to be used in flowing water in areas such as storm drains and catch basins and any other areas where it is reasonable to assume that there will be flowing water. Applicator refer to product label for appropriate PPE	2724-375

Appendix E

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 complaint 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, disability, ethnic group identification, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, 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, 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.

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:

David Hussey
Lead Assistant Principal
5440 Valley Circle Blvd.
Woodland Hills, CA 91367
(818) 595-7500

The Assistant Principal 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 Assistant Principal.

Should a complaint be filed against the Assistant Principal, the compliance officer for that case shall be the Chair of the El Camino Real Alliance Board of Directors.

Notifications

The Assistant Principal 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 Assistant Principal 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 Assistant Principal 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:

- | | | |
|---|--|--|
| <input type="checkbox"/> Adult Education | <input type="checkbox"/> Consolidated Categorical Programs | <input type="checkbox"/> Nutrition Services |
| <input type="checkbox"/> Career/Technical Education | <input type="checkbox"/> Migrant and Indian Education | <input type="checkbox"/> Special Education |
| <input type="checkbox"/> Child Development Programs | <input type="checkbox"/> Pupil Fees | <input type="checkbox"/> Local Control Funding Formula |

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:

- | | | |
|--|---|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Gender / Gender Expression / Gender Identity | <input type="checkbox"/> Sex (Actual or Perceived) |
| <input type="checkbox"/> Ancestry | <input type="checkbox"/> Genetic Information | <input type="checkbox"/> Sexual Orientation (Actual or Perceived) |
| <input type="checkbox"/> Color | <input type="checkbox"/> National Origin | <input type="checkbox"/> Based on association with a person or group with one or more of these actual or perceived characteristics |
| <input type="checkbox"/> Disability (Mental or Physical) | <input type="checkbox"/> Race or Ethnicity | |
| <input type="checkbox"/> Ethnic Group Identification | <input type="checkbox"/> Religion | |

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.

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?

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:

David Hussey
Lead Assistant Principal
5440 Valley Circle Blvd.
Woodland Hills, CA 91367
(818) 595-7500

Cover Sheet

Review and Vote International Student Agreement and Forms

Section: V. School and Policies
Item: G. Review and Vote International Student Agreement and Forms
Purpose: Vote
Submitted by:

Related Material:

International Students - Host Family Agreement.pdf
International Students - MOU for El Camino Visiting Student Policy.pdf
International Students - Visiting Student Consent and Indemnification Agreement.pdf
International Students - Visting International Student Policy.pdf

Host Family Agreement

A person or family (the “Host”) wishing to host a visiting international student (“Visiting Student”) must carefully read and sign this agreement with El Camino Real Charter High School (“El Camino”) before the Host may be permitted to host the Visiting Student.

In consideration for the opportunity to host a Visiting Student, the Host hereby agrees to the rules detailed below.

1. Orientation. The Host shall participate in all required Host orientations.
2. Requirements and Responsibilities. The Host shall comply with all the requirements in this agreement and any agreements, instructions, guidelines, or handbooks provided by El Camino.
3. Exposure to Culture. During the Visiting Student’s free time from the scheduled program activities, the Host shall show the Visiting Student around the Los Angeles area in order to expose the Student to Los Angeles and American cultures. The Host shall be responsible for the costs of these activities.
4. No Monetary Compensation from El Camino. The Host understands and agrees that El Camino will not provide the Host with any monetary support.
5. Basic Home Requirements. The Host shall provide a safe and nurturing home environment for the Visiting Student. This includes regarding the Visiting Student as the Host’s own child and taking on the responsibilities for the Visiting Student that you would provide for your own child.
6. Insurance. The Host is solely responsible for arranging adequate insurance to cover potential liabilities related to the Visiting Student living at the Host’s home.
7. Changes in Circumstances, Problems, Emergencies. Should any changes in the Host’s circumstances, problems with the Visiting Student, or emergencies arise, the Host shall immediately contact (a) El Camino and (b) the organization that arranged for placement of the Visiting Student with the Host.
8. Indemnification and Release. The Host understands and agrees that El Camino will not be responsible for any losses or damages that the Host may incur in connection with or related to hosting the Visiting Student. To the fullest extent permitted by law, the Host hereby releases and agrees to release, defend, hold harmless, and indemnify El Camino, and its directors, officers, employees, agents and volunteers, and each of them (“Indemnified Parties”) from any or all liability for any loss, property damage, personal injury, or death, including any such liability that may arise out of any negligent act or omission, excepting the sole negligence of willful misconduct, of any such Indemnified Parties, which may be suffered or claimed by the Host or any other person or entity as a result of the Visiting Student living in the Host’s home or otherwise hosting the Visiting

Student. This release, indemnification, hold harmless and defense obligations shall survive the expiration or termination of this agreement.

I am aware that in hosting a Visiting Student, I am accepting responsibility for that Visiting Student. I am aware if I fail to properly supervise or protect the Visiting Student, I could be legally responsible.

Visiting Student's Name (please print) _____

Host Parent's Name (please print) _____

Signature _____ **Date** _____

Phone Number _____ **Email** _____

Host Parent's Name (please print) _____

Signature _____ **Date** _____

Phone Number _____ **Email** _____

**MEMORANDUM OF UNDERSTANDING
BETWEEN EL CAMINO REAL CHARTER HIGH SCHOOL AND**

This Memorandum of Understanding (“MOU”) is entered into as of _____, 2015 and is by and between El Camino Real Charter High School (“El Camino”), a California non-profit public benefit corporation, and _____ (“Placement Organization”), collectively referred to as the “Parties” and individually referred to as a “Party,” with respect to the following facts:

RECITALS

WHEREAS, El Camino operates a California public charter high school located in Woodland Hills, California; and

WHEREAS, the mission of El Camino is to educate its diverse student body by developing students’ talents and skills so they will succeed in a changing world, value and respect themselves and others, and make a positive contribution to our global society; and

WHEREAS, El Camino has adopted a Visiting International Student Policy (the “Policy”) because it recognizes that personal contact between students of different countries and cultures promotes global awareness and a more balanced understanding of the world; and

WHEREAS, Placement Organization arranges the placement of international student exchange visitors for the purpose of providing students with the opportunity to attend a high school in the United States; and

WHEREAS, Placement Organization desires to place students (“Visiting Students”) at El Camino and El Camino is willing to accept the students into the El Camino classrooms;

NOW, THEREFORE, in consideration of the mutual promises, obligations and covenants set forth herein, the Parties set forth the following MOU:

1. Placement Organization Responsibilities.
 - a. Placement Organization shall ensure that it and its officers, directors, employees, and agents comply with all requirements and responsibilities outlined in the Policy, and any applicable state, federal and international laws, rules and regulations.
 - b. Placement Organization shall be solely responsible to ensure that all Visiting Students take all the necessary steps to enter into the United States legally for the purposes of Placement Organization’s program, including but not limited to obtaining any necessary immigration documents such as visas, and securing all travel arrangements.

- c. Placement Organization must determine if it is required to register with the California Attorney General's Registry of International Student Exchange Visitor Placement Organizations and, if required, take the necessary steps to register. (See Gov. Code §§ 12623, 12626.) Placement Organization must also fulfill all requirements under the Attorney General Regulations pursuant to the California Uniform Supervision of International Student Exchange Visitor Placement Organizations Act and its implementing regulations(see Cal. Code Regs., title 11, § 350 *et seq.*). Placement Organizations are also required to comply with applicable federal law and regulations, including any necessary international exchange program designation from the United States Department of State.
- d. Placement Organization is required to ensure that every Visiting Student has the health and accident insurance detailed in the "Health and Accident Insurance" section of the Policy.
- e. Placement Organization is solely responsible for screening, selecting, matching, and providing necessary information to host families and Visiting Students, in compliance with state and federal law and regulations. Placement Organization understands that all Host Families will be required to sign El Camino's Host Family Agreement.
- f. Placement Organization shall provide and maintain the following insurance coverage from insurance companies with a current A.M. Best's rating of no less than A:VII, until obligations under this MOU are satisfied:
 - i. Worker's Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of its employees engaged in the performance of the responsibilities outlined in this MOU, and Employers' Liability insurance with a minimum limit of one million dollars (\$1,000,000). Evidence of qualified self-insured statutes will also suffice of this section.
 - ii. Commercial general liability insurance (occurrence form CG 0001) with a minimum combined single limit of one million dollars (\$1,000,000) for each occurrence, and specifically covering loss from liability imposed by law or assumed under contract.
 - iii. Comprehensive automobile liability insurance (form number CA 0001, covering code 1 (any auto), if transporting Visiting Students, with a combined single limit of liability of one million dollars (\$1,000,000) each occurrence.
 - iv. El Camino and its directors, officers, employees, volunteers and agents (collectively, "Insured Parties") shall be named as additional insureds under the general liability and auto liability policies, and such

insurance shall be primary insurance as respects Insured Parties. Any insurance, self-insurance or other coverage maintained by the Insured Parties shall be excess of Placement Organization's insurance and shall not contribute to it.

- v. El Camino shall be given a minimum of thirty (30) days prior written notice of any cancellation or material modification of the insurance policies required by this MOU.
- vi. Placement Organization shall provide to El Camino certificates of insurance and additional insured endorsements at the commencement of this MOU and as may be periodically requested by El Camino, provided that failure to do so shall not waive the Providing Organization's obligation to provide such documents. Providing Organization shall, upon request of El Camino at any time, provide complete, certified copies of the required insurance policies, including endorsements.
- g. Placement Organization shall treat the methods and materials of El Camino as proprietary and confidential.
- h. Placement Organization shall also perform the following functions pursuant to this MOU: promote and advertise El Camino; provide completed Visiting Student applications to El Camino in a timely fashion; provide the required yearly or semester tuition for each Visiting Student scheduled to attend El Camino prior to the Visiting Student receiving an I-20 form from El Camino or attending the school; and communicate and respond to El Camino in a professional, courteous and timely manner. El Camino, in its sole discretion, shall, in its sole discretion, determine which Visiting Student applications to accept and the amount of required yearly or semester tuition for each Visiting Student. Placement Organization understands that Visiting Students shall be required to sign El Camino's Visiting Student Consent and Indemnification Agreement.
- i. Placement Organization is required to share with El Camino all applicable information and forms submitted by the Visiting Students pertinent to El Camino in a timely fashion. Such information includes, but is not limited to the Visiting Students' allergies, major and minor physical, psychological, and emotional medical issues that El Camino should be aware of, dietary restrictions, travel arrangements, and proof of health and accident insurance. Furthermore, the Placement Organization shall share with El Camino any other documentation requested to prove the Placement Organization and Visiting Students' compliance with the Policy and any applicable laws, rules and/or regulations.

j. Placement Organization's Representative shall be:

- i. Name: _____
- ii. Address: _____

- iii. Phone: _____

2. Term and Termination.

- a. This MOU will terminate one (1) year after this MOU is fully executed, unless extended in writing by both Parties or terminated earlier in accordance with this MOU.
- b. This MOU may be terminated by either Party for any reason, with or without cause, upon thirty (30) days written notice; provided the MOU may not be terminated while one or more Visiting Students are visiting El Camino including any related travel.

3. Release, Indemnification, Hold Harmless and Defense.

To the maximum extent allowable by law, the Placement Organization agrees to release, indemnify, defend and hold El Camino and its trustees, officers, employees, agents and volunteers, and each of them ("Indemnified Parties") harmless and free from all claims, actions, proceedings, loss, audits, losses, liabilities or expenses, and damages of every kind and description, including attorney fees and litigation expenses, arising from, pertaining to or related to or in any way connected with a Visiting Student's participation in El Camino's visiting international student program, related homestay, and/or the performance of this MOU whether claimed by Placement Organization or any other person or entity. Placement Organization's obligation under this section shall apply regardless of any negligence of Indemnified Parties, provided however that it shall not extend to any liability caused by the sole negligence or willful misconduct of Indemnified Parties. This indemnification, harmless and defense obligation shall survive the termination or expiration of this MOU.

4. Other Considerations.

- a. This MOU governs the relationship between El Camino and the Placement Organization.
- b. The Visiting Student/Study Abroad Coordinator will act as the liaison between El Camino and the Placement Organization.
- c. The El Camino assigned representative and the Placement Organization shall discuss and agree in writing to the terms of the Visiting Students' visits to El Camino and budget required for such visits. El Camino shall not be

responsible for any costs or expenses of Placement Organization or any Visiting Student.

- d. The number of Visiting Students in one trip will be limited to not more than 5% of the total enrollment Visiting Students eligible to enroll in grades 9 and 12 with a preference for upper grade students (e.g. grades 11 and 12). The Placement Organization and Visiting Student/Study Abroad Coordinator will separately negotiate the exact number of Visiting Students permitted on each trip. The exact number of Visiting Students will be decided upon no later than a month prior to the scheduled date for the visit.
- e. This MOU supersedes any and all other agreements, either oral or in writing, between the Parties with respect to the subject matter herein. Any modification of this MOU will be effective only if it is in writing and signed by both Parties.
- f. This MOU will be governed by, construed, and enforced in accordance with the laws of the State of California.
- g. The proper jurisdiction, forum and venue for any action or other proceeding arising from, related to or pertaining to, including a proceeding to interpret this MOU, will be located in the State of California, County of Los Angeles. The Parties agree not to bring any action or proceeding arising out of or relating to this MOU in any other jurisdiction, forum or venue. The Parties hereby submit to personal jurisdiction in the State of California for the enforcement of this MOU and hereby waive any and all personal rights under the law of any state or country to object to jurisdiction within the State of California for purposes of any legal action or proceeding to enforce this MOU, whether on grounds of lack of personal jurisdiction or inconvenient forum, or otherwise.

5. Signature Authority.

The persons executing this MOU on behalf of their respective parties represent and warrant that they have authority to do so under law and from their respective parties.

(Continued on the following page)

6. Counterparts.

This MOU may be signed in counterpart such that the signatures may appear on the separate signature pages. Facsimile or photocopy signatures will have the same force and effect as original signatures. Each counterpart will be deemed an original instrument as against any party who has signed it.

IN WITNESS WHEREOF, the Parties hereto have caused this MOU to be executed as of the day and year in the first line of this MOU.

Placement Organization
Printed Name: _____
Title: _____

Date

El Camino Real Charter High School
Printed Name: _____
Title: _____

Date

Visiting Student Consent and Indemnification Agreement

Each student (“Visiting Student”) wishing to visit El Camino Real Charter High School (“El Camino”) utilizing an F-1 student visa as part of El Camino’s visiting international student program (“Program”) and his/her parent(s) or legal guardian(s) must carefully read and sign this agreement with El Camino before the Visiting Student may participate in the Program.

The Visiting Student and the Visiting Student’s parent(s) or legal guardian(s) understand and agree to the following:

1. Medical Treatment.

a. In case of a medical emergency arising during the Visiting Student’s participation in the Program, El Camino and the Visiting Student’s host family are each authorized to take the Visiting Student to the doctor or hospital for treatment. El Camino will contact the organization that arranged for the placement of the Visiting Student at El Camino (“Placement Organization”) and make every effort possible to contact the Visiting Student’s parents or legal guardian should any problems arise.

b. Except provide in the space below, El Camino has permission to dispense over-the-counter medication to the Visiting Student as needed.

c. Identify any allergies of Visiting Student below.

2. Student Conduct. As a condition of participation in the Program, the Visiting Student shall comply with El Camino’s Student Code of Conduct and School Policies, in addition to applicable laws, at all times while on the El Camino campus or participating in El Camino events. Visiting Student shall also be responsible for complying with all applicable laws related to the Visiting Student’s F-1 visa.

Visiting Student and Parent(s)/Legal Guardian(s) understand that the Visiting Student shall be subject to the authorities and teachers of El Camino, and that the Visiting Student shall have to follow the rules given by the Visiting Student’s host family. Visiting Student and Parent(s)/Legal Guardian(s) also understand that El Camino reserves the right to terminate the participation of any Visiting Student whose conduct may be considered detrimental or incompatible with the interests and security of El Camino and Program. Visiting Student and Parent(s)/Legal Guardian(s) understand that the Visiting Student’s tuition may be non-refundable.

3. Tuition. As a further condition of participating in the Program, the Visiting Student and the Visiting Student's parent(s)/legal guardian(s) shall be responsible for the full cost of tuition of attending El Camino as stated on the Visiting Student's I-20 form.
4. Required Course Load. Visiting Student shall be required to maintain a full course load in order to continue participating in El Camino's Program, including class attendance for not less than the minimum number of hours a week prescribed by El Camino for the normal progress toward graduation.
5. Indemnification and Release. In consideration of the participation of the Visiting Student in the Program, the undersigned parent(s)/legal guardian(s) of the Visiting Student, and the Visiting Student, to the full extent permitted by law, hereby release and agree to defend, hold harmless, and indemnify all host parents and members of their families and El Camino and its directors, officers, employees, agents, and volunteers, and each of them ("Indemnified Parties") from any and all liability for any loss, property damage, personal injury, or death, including any such liability that may arise out of, relate to, pertain to or is any in any way connected with the negligence of Indemnified Parties except the sole negligence or willful misconduct of Indemnified Parties, which may be suffered or claimed by such Visiting Student, parent, or legal guardian or any person or entity during, or as a result of, the Visiting Student's enrollment in the Program, including travel to and from the host city and country.
6. Limited El Camino Responsibility. El Camino is not responsible for assisting the Visiting Student with obtaining the appropriate visa or other United States entry requirements, placement with host families, making travel arrangements, or providing the Visiting Student with travel costs, health or accident insurance, or any other monetary funds. Should questions or needs regarding these matters arise, the Visiting Student or his or her parent(s) or legal guardian(s) should contact the Placement Organization.

[Continued On Following Page]

7. Translation. Upon request from Visiting Student and/or Visiting Student's parent(s) or legal guardian(s), this Agreement shall be translated into any requested language, so that it can be understood and agreed upon by the Visiting Student and/or Visiting Student's parent(s) or legal guardian(s). The expense of any requested translation shall be borne by Visiting Student and/or Visiting Student's parent(s) or legal guardian(s).

Visiting Student's Name (please print) _____

Signature _____ **Date** _____

Parent's/Legal Guardian's Name (please print) _____

Signature _____ **Date** _____

Phone _____ **Email** _____

Parent's/Legal Guardian's Name (please print) _____

Signature _____ **Date** _____

Phone _____ **Email** _____

EL CAMINO REAL CHARTER HIGH SCHOOL

VISITING INTERNATIONAL STUDENTS POLICY

PURPOSE AND SCOPE

The mission of El Camino Real Charter High School (“El Camino”) is to educate its diverse student body by developing students’ talents and skills so they will succeed in a changing world, value and respect themselves and others, and make a positive contribution to our global society. El Camino recognizes that personal contact between students of different countries and cultures promotes global awareness and a more balanced understanding of the world. Moreover, the opportunity to study at El Camino may provide Visiting Students (defined below) with worthwhile learning and travel experiences through active participation in El Camino’s school and community life and living with a host family. Furthermore, having Visiting Students will improve El Camino students’ knowledge of other cultures and languages.

The purpose of this policy is to establish procedures and set guidelines for international students to visit El Camino (the “Program”). Placement Organizations must comply with this policy and all applicable state and federal laws and regulations. This policy is intended to be consistent with all applicable state and federal laws and regulations but does not contain an exhaustive list of all such requirements. In the event of any inconsistencies, the applicable state or federal law shall prevail.

El Camino may host students from other countries. The exact dates, length of visit and originating location of the Visiting Students will vary from year to year. During their stay, Visiting Students will travel from their hometown to Los Angeles, stay with qualified host families, attend classes at El Camino, and participate in sightseeing activities.

DEFINITIONS

“*Visiting Student*” is an international visiting student who has obtained an appropriate non-immigrant student visa.

“*Placement Organization*” is person, partnership, corporation or other entity that places Visiting Students at El Camino as part of the Program.

“*Placement Organization Representative*” is the California resident designated by the Placement Organization who is authorized to act on the Placement Organization's behalf in both routine and emergency matters arising from the Visiting Student's participation in the Program.

PRINCIPAL

The Principal will be responsible, with input from the Visiting Student Coordinator, for approving the Program schedule and any planned Visiting Student activities.

VISITING STUDENT COORDINATOR

The Principal may designate an El Camino staff member to serve as the Visiting Student Coordinator.

The Visiting Student Coordinator will be responsible for organizing and administering the Program and obtain any necessary approvals from the Principal.

EL CAMINO'S ACCEPTANCE OF STUDENTS

Prior to placement at El Camino, each Visiting Student must first be accepted in writing by the Principal or his designee. Visiting Students may be accepted for a maximum of one academic year. Visiting Students shall be required to pay the full, unsubsidized per capita cost of education, as approved by the Principal.

NO VISITING STUDENT EMPLOYMENT

No Visiting Student is permitted to undertake regular employment, including household domestic work for compensation by the host family, while participating in a Program at El Camino.

HEALTH AND ACCIDENT INSURANCE

Every Visiting Student shall obtain health and accident insurance the covers the time of the departure from home to the time the Visiting Student returns home. Health and accident insurance coverage may be provided by either the Visiting Student or the Placement Organization. Minimum acceptable insurance includes: (a) medical and accident coverage of \$50,000.00 per illness or accident; and (b) in the event of the Visiting Student's death a minimum of \$5,000 in coverage for the preparation and transportation of remains to the Visiting Student's home. The Placement Organization shall provide each Visiting Student, each Visiting Student's immediate family, and host family with a detailed printed information regarding the terms and limits of coverage and the procedures for filing a claim. The Placement Organization shall also maintain proof of the health and accident insurance.

MEMORANDUM OF UNDERSTANDING

Prior to placing any Visiting Students at El Camino, Placement Organizations shall enter into a Memorandum of Understanding ("MOU") with El Camino. Pursuant to the MOU, the Placement Organization shall agree to comply with this policy and all applicable laws, rules, and regulations.

PLACEMENT ORGANIZATION APPROVAL

The El Camino Board of Directors shall approve any MOUs with Placement Organizations.

El Camino reserves the right to work with Placement Organizations that have proven their commitment and responsiveness. Placement Organizations who do not comply with all required laws and the terms of the MOU may lose the privilege of placing students at El Camino.

PLACEMENT ORGANIZATION AND PLACEMENT ORGANIZATION
REPRESENTATIVE RESPONSIBILITIES

The Placement Organization and Placement Organization Representative shall ensure that all the following responsibilities are completed in a timely manner, in addition to all other applicable state and federal legal requirements.

1. California and Federal Registration. Prior to arranging the placement of any Visiting Students, the Placement Organization may be required to register with the California Attorney General's Registry of International Student Exchange Visitor Placement Organizations on the registration form prescribed by the Attorney General and pay any applicable fees, and/or obtain the appropriate international exchange program designation from the United States Department of State. It is the sole responsibility of the Placement Organization to determine if such registration and designation is necessary and, if so, do everything required by law to register.
2. Visiting Student Selection. The Placement Organization is fully responsible for selecting suitable Visiting Students, provided that El Camino shall not be obligated to accept any Visiting Students regardless of selection by the Placement Organization. Acceptance of any Visiting Students remains at El Camino's sole discretion. Visiting Students must have a sufficient enough command of the English language to allow them to function well in an English speaking academic and community environment. The Placement Organization must screen all Visiting Students for eligibility under state and federal laws, demonstrated maturity, good character, and the ability to derive the maximum benefit from the Program.
3. Visiting Student Entrance Requirements. The Placement Organization shall ensure that all Visiting Students that it places at El Camino take all the necessary steps to enter into the United States legally for such purposes.
4. Information Document. The Placement Organization shall provide any informational document, in English, to each Visiting Student, host family, and the Visiting Student Coordinator. This document must contain:
 - (a) an explanation of services to be performed by the Participating Student for the Visiting Student, host family, and El Camino;
 - (b) a summary of the requirements and regulations of the Uniform Supervision of International Student Exchange Visitor Placement Organizations Act of 1994 (the "Act") (see Cal. Gov. Code, §12620 *et seq.*), if applicable;
 - (c) telephone numbers for the United States Information Agency, the California Attorney General, the Placement Organization's Representative, the Placement Organization's national headquarters, if applicable, and any other telephone numbers that the Placement Organization determines are important;

(d) disclose all monies paid to the Placement Organization which are to be paid to the host family, Visiting Students, or for special or additional activities during the Program;

(e) the timing and method of payment;

(f) the amount to be charged to the Visiting Student;

(g) Age and language appropriate information on how to identify and report sexual abuse or exploitation; and

(g) all other information required by state or federal laws and regulations.

5. International Student Orientation. The Participating Organization shall provide an orientation to each Visiting Student and their families prior to the Visiting Students' departure from their home to acquaint everyone with the customs of California and the United States, El Camino, details of the program the Visiting Students will be participating in, and information relating to each Visiting Student's host family.
6. Health and Accident Insurance. The Participating Organization is required to ensure that every Visiting Student has the health and accident insurance detailed in the "Health and Accident Insurance" section of this policy. The Placement Organization shall provide each Visiting Student, each Visiting Student's immediate family, and host family with a detailed printed information regarding the terms and limits of coverage and the procedures for filing a claim. The Placement Organization shall also maintain proof of the health and accident insurance.
7. Selection of Host Family. The Participating Organization is responsible for making all arrangements for the placement of Visiting Students with suitable host families in accordance with applicable state and federal law and regulations. The Placement Organization Representative shall physically visit the home of each host family prior to the Visiting Students arrival to ensure that the home is sanitary and in good repair and will provide the student with his or her own bed, in a bedroom not shared by anyone of the opposite sex, and containing no more than the maximum number of persons allowed under state and federal law and regulations. The Organization Representative shall interview the host family to ensure that the host family and student are compatible. The Placement Organization shall also obtain written acceptance from the host family before a placement is made. The Placement Organization shall make the placements no less than three weeks prior to the Visiting Student's arrival and the host family, student, and student's family, must be advised in writing of the requisite information. Each Visiting Student must be placed with a host family whose home is located in place convenient to El Camino. All host families must sign a Host Family Agreement prior to participating in the Program. El Camino retains discretion to disqualify a potential host family if such family is not selected and/or does not comply with this policy, in which case El Camino will notify the Placement Organization and Placement Organization shall be responsible for selecting a different Host family. A representative of the Placement Organization, other than the representative who recruited and screened and selected the host family

shall visit the host family within the first or second month following the Visiting Student's placement in the home.

8. Host Family Orientation. The Placement Organization Representative shall meet with each host family in advance of the Visiting Student's arrival to inform them on the academic program the Visiting Student is participating in and the family, school, and culture of the Visiting Student's hometown or native country.
9. Supervision. The Placement Organization Representative shall maintain regular personal contact with each student, host family, and El Camino.
10. Maintaining Records. The Placement Organization is responsible for maintain records showing compliance with all their requirements.
11. Employment Limitations. The Placement Organization shall advise students and host families on the limitations of employment set detailed in the "Visiting Student Employment" section of this policy.
12. Travel Arrangements. Visiting Students or their Placement Organization can make travel arrangements for the Visiting Students travel to and from their homes and El Camino by purchasing a roundtrip ticket. Such arrangements shall be the sole responsibility, and at the sole expense of, Visiting Students and/or their Placement Organization. The Placement Organization shall maintain records of these prepaid travel arrangements and provide a copy of the prepaid roundtrip ticket to each Visiting Student's host family prior to the Visiting Student's departure.
13. Placement Organization Representative. It is the responsibility of the Placement Organization to select its Placement Organization Representative. The Placement Organization must ensure that its Placement Organization Representative resides in California and has a listing of all placements of students, knowledge of emergency procedures, twenty-four-hours a day contact with the Placement Organization in case of emergencies, and the knowledge and the capability to assist and advise students.
14. Agreements with El Camino. The Placement Organization shall ensure that the host families and Visiting Students timely enter into their respective agreements with El Camino.
15. Sharing of Information with El Camino. The Placement Organization shall share with El Camino all applicable information and forms submitted by the Visiting Students pertinent to El Camino. Such information includes, but is not limited to, the Visiting Students' allergies, major and minor physical, psychological, and emotional medical issues that El Camino should be aware of, dietary restrictions, travel arrangements, and proof of health and accident insurance. Furthermore, the Placement Organization shall share with El Camino any other documentation requested to prove the Placement Organization's and Visiting Students' compliance with this policy and any applicable state or federal law.

16. Tuition for Visiting Students on F-1 Visa. The Placement Organization shall ensure that each Visiting Student with an F-1 visa has paid the full, unsubsidized per capita cost of education to El Camino prior to traveling to the United States.

REQUIRED AGREEMENTS

Each Visiting Student and his or her parent(s) or legal guardian(s) must read and sign the Visiting Student Consent and Indemnification Agreement.

Each host family must read and sign a Host Family Agreement.