



Encore JR/SR High School

Regular Encore Board of Directors Meeting - October 23, 2023

Published on October 20, 2023 at 4:40 PM PDT

Amended on October 20, 2023 at 4:48 PM PDT

Date and Time

Monday October 23, 2023 at 6:30 PM PDT

Location

Encore High School
16955 Lemon Street
Hesperia CA 92345

All public comment, both on agenda items and non-agenda items within the jurisdiction of the Board, should be provided during the agenda item titled, "Public Comment." Members of the public who wish to comment during the Board meeting may fill out a public comment card. Individual comments will be limited to three (3) minutes per agenda item and one three (3) minute period to address an item not on the agenda. If an interpreter is needed for comments, they will be translated to English and the time limit shall be six (6) minutes per person per agenda item. The Board limits the total time for public comment to thirty minutes, and may extend this time at its sole discretion. The Board reserves the right to mute or remove a participant from the meeting if the participant unreasonably disrupts the Board meeting after being warned by the Board Chair or designee that they are disrupting the meeting.

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:30 PM
A. Call the Meeting to Order		Chandale Sutton	
B. Record Attendance		Chandale Sutton	1 m
C. Public Comment		Chandale Sutton	1 m
D. Approval of the Agenda	Vote	Chandale Sutton	1 m
E. Board Member Comments	Discuss	Chandale Sutton	6 m
II. Adjourn to Closed Session			6:39 PM
<p>Pursuant to Government Code Section 54957, the Board may adjourn to closed session as agendaed during the meeting to discuss staff/student personnel matters, negotiations, litigation, and/or acquisition of land or facilities as authorized under law. The Board will adjourn to closed session in a private area for discussion and may take action on the following closed session items.</p>			
A. CONFIDENTIAL STUDENT DISCIPLINE MATTER—CONSIDERATION OF POTENTIAL EXPULSION			
One Case. Case No.:100423-01			
B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – Significant exposure / Initiation of litigation pursuant to subdivision (c) of Section 54956.9: One Case.			
A. Reconvene from closed session	Discuss	Chandale Sutton	2 m
<p>After the closed session is complete, the Board will reconvene and report any action taken during closed session to the extent required by law.</p>			
III. Consent Items			6:41 PM
<p>It is recommended that the board considers approving a number of agenda items as a consent list. These items can be enacted in one motion without further discussion. Consent items may be called up by any member at the meeting for clarification, discussion, or change.</p>			
A. Approval of Board Meeting Minutes	Approve Minutes	Chandale Sutton	1 m
IV. Items Pulled From Consent Calendar			6:42 PM

	Purpose	Presenter	Time
A. Items Pulled From Consent Calendar	Discuss	Chandale Sutton	3 m
V. Staff Reports			6:45 PM
A. Executive Director's Report	Discuss	Sabrina Bow	2 m
B. Principal's Report	Discuss	St. Claire Adriaan	3 m
C. Staff Liaison Report	Discuss	Sandi Del Sole	3 m
VI. Curriculum and Instruction			6:53 PM
A. Approval of Student Learning Outcomes	Vote	St. Claire Adriaan	5 m
VII. Governance			6:58 PM
A. Approval of Parent/Student Handbook- Revised	Vote	Sabrina Bow	3 m
B. Approval of 5000 Series Policies - Students	Vote	Sabrina Bow	2 m
C. First Reading of 1000 Series Policies - Visitor and Complaint	Discuss	Sabrina Bow	2 m
D. First Reading of 3000 Series Policies - Transportation and Meals	FYI	Sabrina Bow	2 m
E. First Reading of 6000 Series Policies - Instruction	FYI	Sabrina Bow	2 m
VIII. Business and Finance			7:09 PM
A. Approval of August and September Financial Reports	Vote	John Ardnt, ICON School Management	5 m
B. Approval of Fiscal Policies and Procedures	Vote	Patricia Alaimalo	3 m
IX. Closing Items			7:17 PM
A. Adjourn Meeting	Vote	Chandale Sutton	2 m

A copy of the agenda will be posted at least 72 hours before such meeting. A copy of the written materials which will be submitted to the Board of Encore Junior and Senior High School for the Arts is available along with this

agenda following the posting of the agenda by emailing Sabrina Bow at sbow@encorehighschool.com. Any public records relating to an agenda item for an open session of the Board shall be available for inspection at 16955 Lemon Street, Hesperia CA 92345.

Requests for disability-related modifications or accommodations to participate in this public meeting shall be made 24 hours prior to the meeting by calling (760) 956-2632 or emailing Joseph Thibodeaux at jthibodeaux@encorehighschool.com. All efforts will be made for reasonable accommodations consistent with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The agenda and public documents can be modified upon request as required by Section 202 of the Americans with Disabilities Act.

Coversheet

Approval of Board Meeting Minutes

Section: III. Consent Items
Item: A. Approval of Board Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: 2023_09_25_board_meeting_minutes DRAFT (1).pdf

DRAFT



Encore JR/SR High School

Minutes

Regular Encore Board of Directors Meeting - September 25, 2023

Date and Time

Monday September 25, 2023 at 6:30 PM

Location

Encore High School
16955 Lemon Street
Hesperia CA 92345

All public comment, both on agenda items and non-agenda items within the jurisdiction of the Board, should be provided during the agenda item titled, "Public Comment." Members of the public who wish to comment during the Board meeting may fill out a public comment card. Individual comments will be limited to three (3) minutes per agenda item and one three (3) minute period to address an item not on the agenda. If an interpreter is needed for comments, they will be translated to English and the time limit shall be six (6) minutes per person per agenda item. The Board limits the total time for public comment to thirty minutes, and may extend this time at its sole discretion. The Board reserves the right to mute or remove a participant from the meeting if the participant unreasonably disrupts the Board meeting after being warned by the Board Chair or designee that they are disrupting the meeting.

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

Directors Present

C. Sutton, I. Rapier, K. Lutz, R. Magana

Directors Absent

R. Hunt

Guests Present

J. Schwarck, J. Simmons (remote), J. Thibodeaux, P. Alaimalo, S. Adriaan, S. Bow (remote)

I. Opening Items

A. Call the Meeting to Order

C. Sutton called a meeting of the board of directors of Encore JR/SR High School to order on Monday Sep 25, 2023 at 6:51 PM.

B. Record Attendance

C. Public Comment

No public comment.

D. Approval of the Agenda

I. Rapier made a motion to Approve.

R. Magana seconded the motion.

Would like to reorder the agenda. Would like to move closed session to the beginning of the agenda, after the consent items.

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

Roll Call

K. Lutz Aye

C. Sutton Aye

I. Rapier Aye

R. Hunt Absent

R. Magana Aye

E. Board Member Comments

Mr. Rapier wanted to discuss Fiscal Policies when they are presented.

II. Consent Items

A. Approval of Board Meeting Minutes

K. Lutz made a motion to approve the minutes from Regular Encore Board of Directors Meeting- September 11, 2023 on 09-11-23.

R. Magana seconded the motion.

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

Roll Call

K. Lutz Aye

Roll Call

C. Sutton Aye
I. Rapier Aye
R. Hunt Absent
R. Magana Aye

III. Items Pulled From Consent Calendar

A. Items Pulled From Consent Calendar

No items pulled.

IV. Adjourn to Closed Session

A. Reconvene from closed session

Reconvened at 8:13pm.
The board has voted not to proceed with expulsion based on specific contingencies.
Unanimous vote- 4 aye. 0 no.

V. Curriculum and Instruction

A. NWEA MAP Fall 2023 Benchmark Results

S. Claire Adriaan presented the NWEA Benchmark Results.

VI. Business and Finance

A. Approval of Fiscal Policies and Procedures

R. Magana made a motion to Approve to postpone item to the next board meeting.
K. Lutz seconded the motion.
Patricia Alaimalo presented the changes in the Fiscal Policies and Procedures. Ian Rapier expressed his concern for not having the ability to thoroughly review the document in a timely manner prior to the board meeting. Sabrina Bow offered an option that this item can be that the board take no action, and can be moved to a vote in the next meeting, allowing the board additional time to review the document. The board requested this item be moved as a vote to the next board meeting. The vote to approve the policy was rescinded by Reyna Magana and Kenneth Lutz. A new motion was made to approve to postpone the item to the next meeting.
The board **VOTED** to approve the motion.

Roll Call

R. Hunt Absent
K. Lutz Aye
R. Magana Aye
I. Rapier Aye
C. Sutton Aye

VII. Governance

A. Brown Act and Conflict of Interest Training

Board members participated in the Brown Act and Conflict of Interest Training.

VIII. 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 9:44 PM.

Respectfully Submitted,
C. Sutton

Documents used during the meeting

- 2023_09_11_board_meeting_minutes DRAFT.pdf
- Fall 2023 NWEA MAP report.pdf
- ENCORE Fiscal Policies and Procedures 2023-09-25 FOR BOARD APPROVAL BLACKLINE.pdf
- Brown Act, COI and Board Governance Workshop September 2023 (4888-2848-2690.v1).pptx

A copy of the agenda will be posted at least 72 hours before such meeting. A copy of the written materials which will be submitted to the Board of Encore Junior and Senior High School for the Arts is available along with this agenda following the posting of the agenda by emailing Sabrina Bow at sbow@encorehighschool.com. Any public records relating to an agenda item for an open session of the Board shall be available for inspection at 16955 Lemon Street, Hesperia CA 92345.

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Coversheet

Executive Director's Report

Section: V. Staff Reports
Item: A. Executive Director's Report
Purpose: Discuss
Submitted by:
Related Material: Executive Director Board Report 2023-10-20.pdf



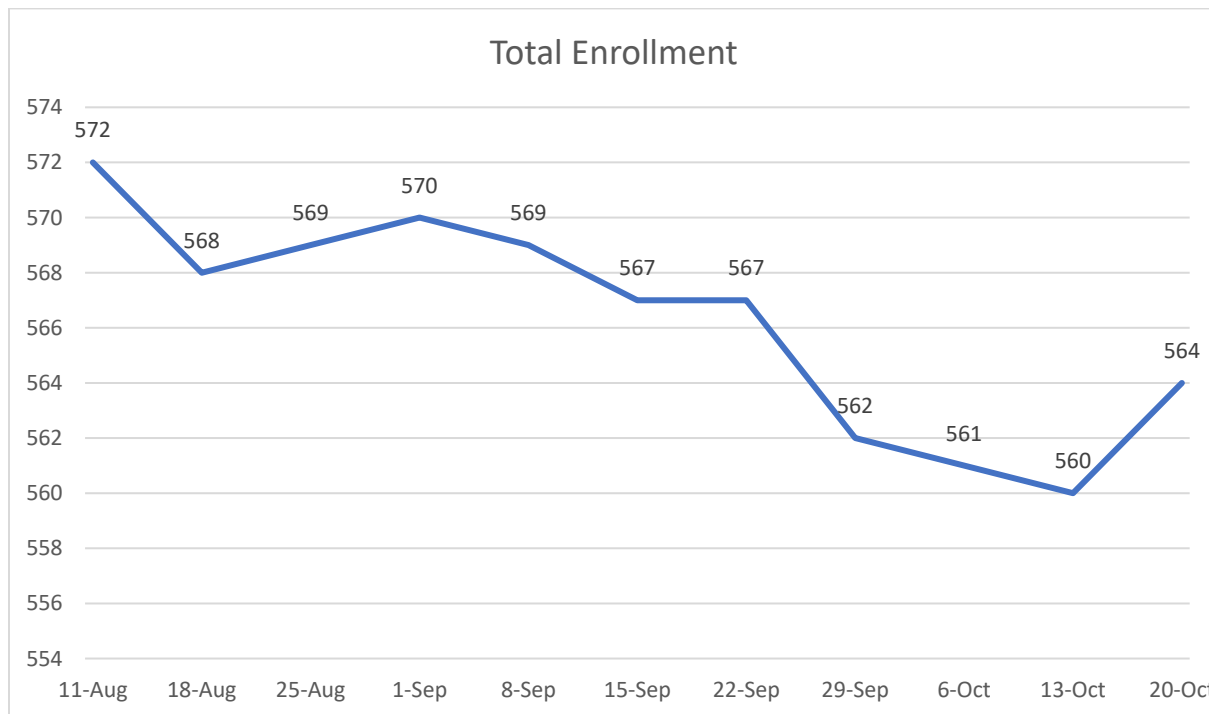
MEMORANDUM

DATE: October 20, 2023
TO: Board of Directors
FROM: Sabrina Bow, Executive Director
SUBJECT: Executive Director Report, October 2023

This month’s report provides an update in the areas of enrollment, marketing, operations, and community events.

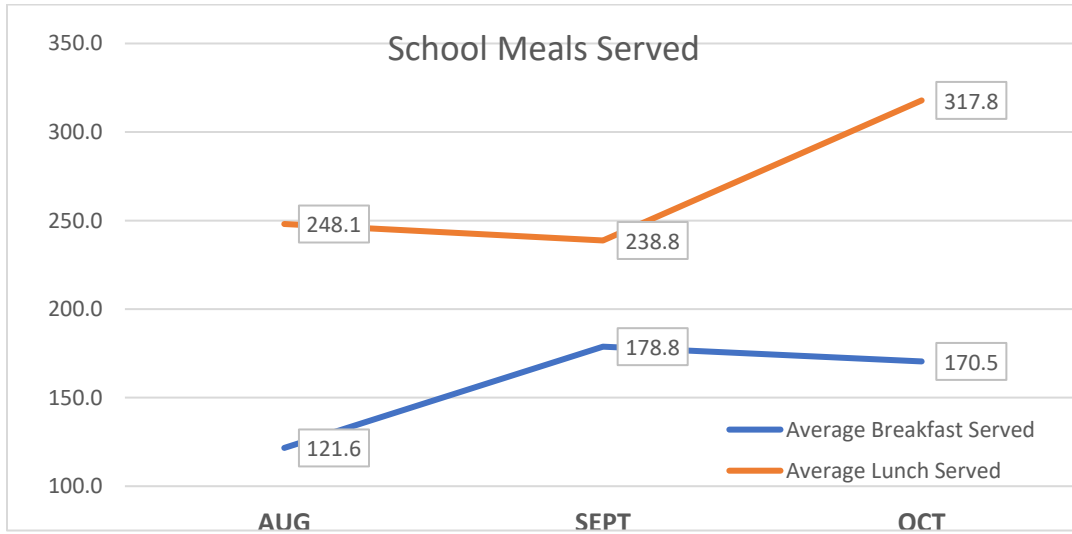
Enrollment

Student enrollment has remained fairly steady since the start of the school year, with an overall decrease of approximately 2%. Six students enrolled in the last week—three of whom were students who disenrolled earlier in the year and have now returned and with the other three students coming from both charter and district schools.



Operations

Our scratch cooking school meal program launched in September for breakfast, and now includes both lunch and breakfast as of October 1. This has resulted in a noticeable increase in meal participation, with average breakfast increasing by approximately 50 meals daily and average lunch increasing by approximately 80 meals daily. Our school meal program is staffed by 4.5 FTE—one chef and 3.5 kitchen staff.

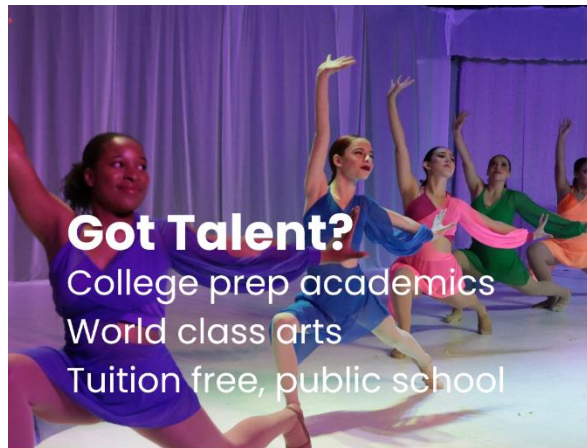


Marketing

We continue our enrollment marketing efforts through a combination of community events and social media. The following are examples of the school’s social media posts, which are amplified using social media mirroring through our advertising partner, El Dorado Broadcasters.



Enroll NOW



SCHEDULE A TOUR TODAY





**ENROLL
TODAY**

ENCORE
Junior & Senior High School for the Arts
Public Charter School Serving Grades 7-12



Community and Events

Our annual Carnival event was held on Saturday October 14. This year, in partnership with El Dorado Broadcasting, radio personalities Mia Mocha and V. Gomez served as emcees on the main stage. We were grateful to have their energy to promote performances and give a boost to our community visibility.

Although attendance was lower than last year, gross ticket sales were comparable to last year. Carnival is an annual showcase of our visual and performing arts programs, plus a family friendly event that provides a safe trick or-treat space for the community. All proceeds benefit student activities and clubs.

Year	Attendance	Entrance Ticket Sales	Overall Booth Ticket Sales	Gross Ticket Sales
2023	648	\$1,296.00	\$12,628.10	\$13,924.10
2022	1160	\$2,320.00	\$13,390.00	\$15,710.00

Coversheet

Principal's Report

Section:	V. Staff Reports
Item:	B. Principal's Report
Purpose:	Discuss
Submitted by:	
Related Material:	MATHStrategic Plan.pdf

Improve Student Proficiency in Mathematics and Maintain Improvement in English Language Arts Proficiency (Strategic Plan)

Encore High School for the Visual and Performing Arts

Prepared by: St.Claire Adriaan for Encore Board of Directors

October 23, 2023

Introduction:

The strategic goal focuses primarily on improving mathematics proficiency, as measured on the CAASPP

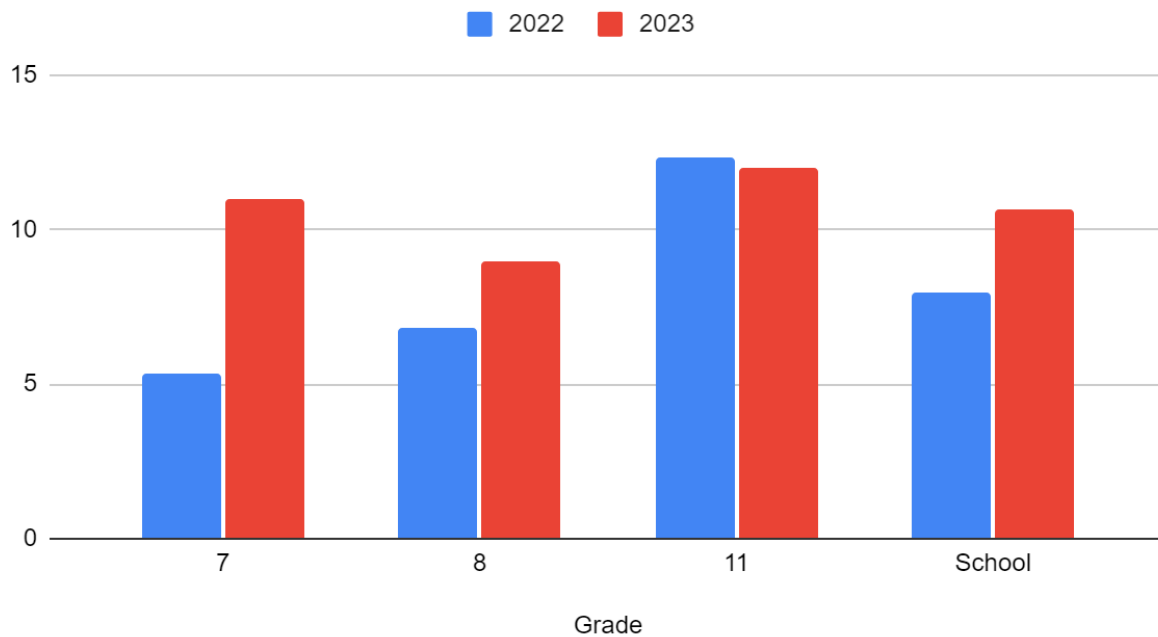
To improve mathematics proficiency, improvement strategies will be implemented in 2023-2024 to address student performance:

A math intervention program (Efficient Math) was scheduled into the school day, with support from all Math teachers 7-9 and the SPED department during their strategies class.


Efficient Math is an adaptive computer-based program.

We also adopted a brand new blended curriculum for Math in all grades and levels.

2022 and 2023 MATH



MATH		
Grade	2022	2023
7	5.32	11
8	6.82	9
11	12.36	12
School	7.94	10.67



Student Growth Summary Report

Aggregate by School

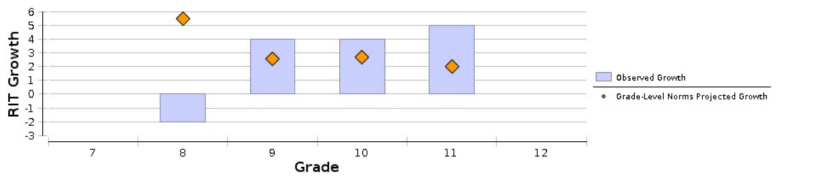
Term: Fall 2023-2024
District: Encore High School

Norms Reference Data: 2020 Norms
Growth Comparison Period: Fall 2022 - Fall 2023
Weeks of Instruction: Start - 4 (Fall 2022)
End - 4 (Fall 2023)
Grouping: None
Small Group Display: No

Encore Jr/Sr High School for the Arts
Math: Math K-12

Grade (Fall 2023)	Total Number of Growth Events ¹	Comparison Periods			Growth			Growth Evaluated Against								
		Fall 2022		Fall 2023	Observed Growth	Observed Growth SE	Projected School Growth	School Conditional Growth Index	School Conditional Growth Percentile	Number of Students With Growth Projection	Number of Students Who Met Their Growth Projection	Percentage of Students Who Met Growth Projection	Student Median Conditional Growth Percentile			
7	6	**	**	**	**	**	**	**	**	**	**	**	**			
8	59	211.4	14.7	15	209.7	14.8	6	-2	1.2	5.4	-4.7	1	59	12	20	7
9	61	212.4	15.4	10	216.1	14.0	15	4	1.2	2.6	0.60	73	61	36	59	57
10	52	210.8	17.8	6	214.6	18.4	8	4	1.5	2.7	0.85	74	52	28	54	54
11	62	217.9	16.1	12	222.9	17.9	16	5	1.1	2.0	1.00	96	62	47	76	71
12	6	**	**	**	**	**	**	**	**	**	**	**	**	**	**	**


Math: Math K-12



Explanatory Notes
¹ Summaries for groups of fewer than 10 students are not shown, as the sample size may be too small for acceptable statistical reliability.
^{**} Calculations not provided because students have no MAP results in at least one of the terms. The Growth Count is zero.
³ Growth Count provided reflects students with MAP results in both the Start and End terms. Observed Growth calculation is based on that student data.

Generated by: Sr Chare Adrian
10/17/23, 2:00:15 PM

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Mathematics Intervention

Math Intervention: Tutoring and Saturday School
 Test Prep Focused and Corrective Instruction
 Tutoring offered before and after school. ESSER funds will be used to remunerate teachers.
 Saturday School - Test Prep Focused/ Grade Recovery and Tutoring

- In the second half of the year, the intervention will focus on the skills students need most and to be successful on the State Test
- Remedial level math - supported by Afficient Math
- Mid-level math (Coach Test Prep Books)

Mathematics Curriculum

The new math curriculum will be implemented this academic year. It is a blended program with textbooks and teachers attended staff development to familiarize them with the new textbook and digital program.

HMH - “Our math programs are created by researchers who have influenced the fields of mathematics, mindset and motivation, professional development, and more. Innovative digital tools and skills-practice resources provide a multimodal approach to ensure every learner can achieve math success. As students build mathematical fluency and proficiency, they can envision themselves excelling in math throughout their lives.”

<https://www.hmhco.com/classroom-solutions/math>

The curriculum has been reorganized to standardize all courses to the California Grade Level Expectations (GLEs) and align with the Common Core. The professional development will identify resources that will be used to deliver and assess the curriculum

and will build a timeline for implementation.

“The goal is to have one set of objectives for each course that will be followed by staff teaching the course.

Mathematics Resources

The reform plan for improving mathematics included implementing a math diagnostics assessment tool (Afficient Math/HMH).

Test Prep Material - Coach Test prep/Buckle Down

https://www.textbookbeyond.com/index.php?main_page=index&manufacturers_id=563

Implementation of IA's and IAB's (CAASPP provided test prep interims and exams)

NWEA MAP Bench Mark Testing

- The Fall Benchmark is also used as a diagnostic. Teachers analyzed the data and collaborated around the results, identifying areas of strength, growth, and strands to re-teach. Teachers also identified students who will benefit from extra help. Benchmark 1 results facilitated goal setting for the rest of the year. **(Exhibit A)**
- Comparative data analysis will be done post Winter (Benchmark 2) to determine student growth and teacher impact.
- There are 3 Benchmark tests per academic year, with the last one administered in Spring.

Tutoring and Saturday School (Corrective Instruction/Test Preparation and Grade Recovery)


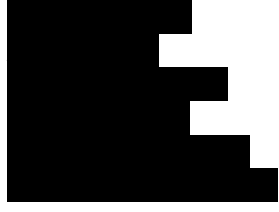
- **More time on task**
- **Extra instruction, remediation, and test preparation**
- **Outside of school hours**

EXHIBIT A



Grade Level: 10

Staff Members: Watkins, Pedersen Quigg, Warren Swingle Rios, Carlyle JBarkdull

Math	ELA
<p>Did the grade level meet or exceed the norm RIT? <u>NO</u></p> <p>What % of students scored at or above the Grade Level Mean RIT? <u>24%</u></p>	<p>Did the grade level meet or exceed the norm RIT? <u>No</u></p> <p>What % of students scored at or above the Grade Level Mean RIT? <u>45%</u></p>
<p>CA Next Generation Standards: Source: Grade Report</p> <p>1. What Instructional Area did most students score HiAng/Hi <u>Real and Complex Numbers</u></p> <p>2. In what Instructional Area did most students score Low? <u>Statistics and Probability</u></p> <p>Does any of this surprise you? Why? Why not? <u>No Statistics has not been taught in our curriculum yet.</u></p>	<p>CA Next Generation Standards: Source: Grade Report</p> <p>3. What Instructional Area did most students score HiAng/Hi <u>VOCABULARY</u></p> <p>4. In what Instructional Area did most students score Low? <u>LITERARY TEXT</u></p> <p>Does any of this surprise you? Why? Why not? <u>No. Most students do not read outside of class. Few students read for assigned work.</u></p>
<p>What is the Grade Level Mean RIT for Winter Testing? How far are we away? Source: Norm RiT 231.21/15.31</p>	<p>What is the Grade Level Mean RIT for Winter Testing? How far are we away? Source: Norm RiT 222.91/8.31</p>
<p>Based on the data, list 5-6 students per class that will benefit most from “At Promise” services (6 week intervention periods) Source: Class Breakdown by RIT Report</p>	<p>Based on the data, list 5-6 students per class that will benefit most from “At Promise” services (6 week intervention periods) Source: Class Breakdown by RIT Report</p>

	
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Language	Science
<p>Did the grade level meet or exceed the norm RIT?</p> <p>No</p> <p>What % of students scored at or above the Grade Level Mean RIT?</p> <p><u>36%</u></p>	<p>Did the grade level meet or exceed the norm RIT?</p> <p>No</p> <p>_____</p> <p>What % of students scored at or above the Grade Level Mean RIT?</p> <p>44%</p> <p>_____</p>
<p>11CA Next Generation Standards: Source: Grade Report 5. What Instructional Area did most students score HiAng/Hi</p> <p><u>Understanding editing for mechanics.</u></p> <p>6. What Instructional Area Did Most</p>	<p>CA Next Generation Standards: Source: Grade Report 7. What Instructional Area did most students score HiAng/Hi</p> <p><u>Life Science</u></p> <p>_____</p>

<p>students score Low?</p> <p><u>Writing revising text for purpose and audience.</u></p> <p>Does any of this surprise you? Why? Why not? <u>They do not revise, there is no rewriting.</u></p>	<p>8. What Instructional Area did most students score Low?</p> <p>Physical Science</p> <hr/> <p>Does any of this surprise you? Why? Why not?</p> <p>No Students did not have a Science Teacher for most of the year</p>
<p>What is the Grade Level Mean RIT for Winter Testing? How far are we away? Source: Norm RiT</p> <p>220.19/8.19</p>	<p>What is the Grade Level Mean RIT for Winter Testing? How far are we away? Source: Norm RiT</p> <p>214.95/7.95</p>
<p>Based on the data, list 5-6 students per class that will benefit most from “At Promise” services (6-week intervention periods)</p> <p>Source: Class Breakdown by RIT Report</p> 	<p>Based on the data, list 5-6 students per class that will benefit most from “At Promise” services (6 week intervention periods)</p> <p>Source: Class Breakdown by RIT Report</p> 

Student Learning Outcomes (SLOs): SAIL

- **S - Self-awareness:** Self sets the course while self-care ensures we reach our destination.
- **A - Advocacy:** Advocate for our own learning and employ effective strategies to reach our goals.
- **I - Integrity:** Integrity will be the foundation for personal, work, and social choices.
- **L- Leadership:** Lead, learn, and listen as we navigate the course toward graduation and beyond.

Coversheet

Staff Liaison Report

Section: V. Staff Reports
Item: C. Staff Liaison Report
Purpose: Discuss
Submitted by:
Related Material: Staff Liaison Report for 10-23-2023.pdf

memorandum

date: 10/23/2023
to: Board of Directors
from: Sandi Del Sole
subject: Staff Liaison Report

Our staff has been busy recently working to put together another successful Carnival. All staff members worked hard to put together booths, work the event, and keep our guests safe. Under the leadership of Kelsey Funkhouser with assistance by Lexi Cherry every detail of the carnival was planned out so that the event went smoothly from start to finish. The night was filled with student performances where each discipline was able to show the parents what skills they have been developing in the performing arts classes. Our visual art classes set up an art gallery to display their talents. Clubs, teams, and classes set up and worked booths to earn money towards their club funds. Our amazing staff came together to create an wonderful event for our families and our community.

Clue: On Stage finished its show run in mid-October and thanks to the hard work and dedication of our show team, cast, and crew it was a wonderful success. We had a special student showing where we had each member of our teaching staff nominate 3 students to receive a free show ticket based on positive Encore traits such as behavior, grade, effort, etc. The response from the children was overwhelmingly positive and we were pleased to be able to offer our students a reward that promotes school pride and involvement. Our final showing of Clue :On Stage was done as a thank you to our hardworking staff. Administration invited all staff and family and provided us with a delicious array of desserts as we watched. It was a fun evening and a great way to share our school activities with the staff.

Now that we have our chef in place our kitchen and our Administration teamed up to create a wonderful appreciation luncheon during one of our staff professional development meetings. Our amazing kitchen staff lead by Chef Munoz created a lunch that was not only completely delicious, but also presented as if we were at a formal affair. The Encore staff felt spoiled by both our chef and our administration as we ate like VIP's. It was a wonderful treat and much appreciated.

Coversheet

Approval of Student Learning Outcomes

Section: VI. Curriculum and Instruction
Item: A. Approval of Student Learning Outcomes
Purpose: Vote
Submitted by:
Related Material: Student Learning Outcomes (SLOs).pdf



Student Learning Outcomes (SLOs): **SAIL**

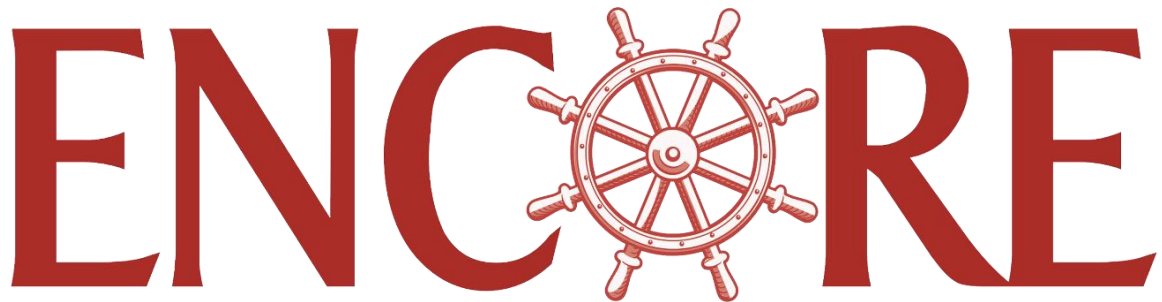
- **S - Self-awareness:** Self sets the course while self-care ensures we reach our destination.
- **A - Advocacy:** Advocate for our own learning and employ effective strategies to reach our goals.
- **I - Integrity:** Integrity will be the foundation for personal, work, and social choices.
- **L- Leadership:** Lead, learn, and listen as we navigate the course toward graduation and beyond.

Presented for Board Approval October 23, 2023

Coversheet

Approval of Parent/Student Handbook- Revised

Section: VII. Governance
Item: A. Approval of Parent/Student Handbook- Revised
Purpose: Vote
Submitted by:
Related Material: Encore Student Handbook 23-24 for board approval 10-23-2023.pdf



**Junior & Senior High School for the Arts
Free Public Charter School Grades 7-12**

PARENT – STUDENT HANDBOOK

2023-2024

Presented for Board Approval October 23, 2023

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GENERAL INFORMATION

Encore's Board Governance

As a nonprofit corporation, Encore Education Corporation has a board to oversee the operations of the organization. Board members are volunteers and work on two-year terms. Generally, the board members meet monthly, for a public meeting. Anyone that has questions, comments, or concerns that they would like addressed to the board, should submit a formal letter, or send an email.

Letters should be mailed to:

Encore Board of Directors
16955 Lemon St.
Hesperia, Ca92345

You can also contact the board clerk, by calling 760-949-2036 or email board@encorehighschool.com for the quickest response.

Encore Board of Directors

Mr. Chandale Sutton, Chair
csutton@encorehighschool.com

Mr. Ian Rapier, Board Member
irapier@encorehighschool.com

Ms. Randi Hunt, Board Member
rhunt@encorehighschool.com

Ms. Reyna Magana, Board Member
rmagana@encorehighschool.com

Capt. Kenneth Lutz, Board Member
klutz@encorehighschool.com

Independent Study

If a student will be absent for five (5) or more days but no more than fourteen (14) days in one school year, due to extended illness or other circumstances, a parent may request the student be put on short term independent study. Whenever possible, this must be done at least two (2) days before the student leaves. A parent/guardian and the student will need to sign a Short-Term Independent Study Agreement acknowledging that their student will complete the assigned work. Assigned work will be available through the student's email from the Independent Study Coordinator prior to leaving. Upon their return to school, the student is to turn in the completed assigned work to the Independent Study Coordinator for processing and attendance purposes. Attendance will be determined based on the completed assignments turned in to the Independent Study Coordinator upon the student's return to school.

Attendance Eligibility

PARTICIPATION IN AFTER-SCHOOL ACTIVITIES

Students cannot miss the school day and then participate in any after-school activities on that school day. This includes:

- Rehearsals
- Shows
- Dances
- Field trips
- Clubs
- Teams
- Grade-level based activities e.g. "Class of 2024"
- Any other school activity that takes place outside of school hours.

It is crucial for the success of a student at Encore both academically and in the arts departments to attend school every day. Students cannot participate in any event on a day that they are absent.

Students with more than a 10% unexcused absence rate are not eligible to participate in productions, clubs, teams, dances, extracurricular field trips, or competitions.

Student Drivers

Student Parking Pass

As the students become licensed drivers, students will be required to obtain a “Student Parking Pass” in the “G” building office. You must have the following:

1. Valid Driver’s License
2. Proof of Insurance
3. Valid vehicle registration
4. License Plate Number
5. Make of vehicle
6. Model of vehicle
7. Color of vehicle

The vehicle must always have valid registration tags, or the parking permit can be revoked.

Students will have a designated set of parking spaces in the upper parking lot in front of the “G” building. The last two (2) rows closest to the field will be the designated parking area for student parking. Any vehicle that is not authorized to park in the parking lot will be subject to ticketing and possible removal of the vehicle by tow. Student vehicles are subject to if there is reasonable suspicion the student is harboring contraband or other prohibited items on campus.

Student Drivers Leaving Campus Early

Minors

If the student driver is under the age of eighteen (18) there will be circumstances that will require a student to leave the campus before the end of their school day. To ensure the safety of Encore's student drivers, it is imperative that all parents recognize the policy for students leaving early without a parent/guardian present. Every time the student (or their minor sibling the student is driving) needs to leave early a verified phone call to a parent/guardian must be completed before the student can leave the campus.

- The front office is required to have the student come to the front office, sign out, and wait for the receptionist to get a hold of a parent/guardian prior to releasing the student.
- If a student has a scheduled appointment that happens on the same days every week (like a counseling appointment), parents can write a letter stating that they are aware that the student will be leaving regularly on the scheduled days. The receptionist is still required to obtain permission by phone from the parent/guardian before they allow the student to leave.
- Parents may call the school prior to the appointment to approve their student's early release.

Adult (student eighteen (18) or older)

- The student is required to come to the front office and sign out.

Early Out and Late Arrival

Early Out

Early Out is a privilege for a **senior** student who is on track for graduation with no need for credit recovery. Early out allows the student to leave campus before the end of a regular school day, at the end of period 3/7. Please refer to the current school year calendar for the alternating Friday schedule and the bell schedule for the correct times. To begin the process of requesting Early Out you must contact your school counselor for an appointment to discuss eligibility.

- Must be a Senior.
- Must be on track for graduation.
- May not have any credit recovery needs.
- Must have reliable transportation from school as the student cannot remain on campus

without a scheduled class.

- If eligible the student will be provided with an Early Out Agreement that must be signed by the student and parent/guardian if the student is a minor. If the student is an adult, only the student signature is required.
- The student will need to return the signed agreement to the counselor for processing.
- If the student is a minor the counselor will make a courtesy phone call home confirming the parent/guardian permission to update the student's schedule to reflect Early Out.
- The student's schedule will not reflect/take effect until the above steps are completed.
- Once the schedule change has been completed it will be effective the following school day.
- The student is required to come to the "A" building front office and sign out with their student ID at the reception desk each day the student has Early Out.
- Eligibility will be reviewed each semester.

Late Arrival

Late Arrival is a privilege for a **senior** student who is on track for graduation with no need for credit recovery. Late Arrival allows the student to arrive to campus after the beginning of a regular school day, at the end of period 1/5. Please refer to the current school year calendar for the alternating Friday schedule and the bell schedule for the correct times.

To begin the process of requesting Late Arrival you must contact your school counselor for an appointment to discuss eligibility.

- Must be a Senior.
- Must be on track for graduation.
- May not have any credit recovery needs.
- Must have reliable transportation to school as the student cannot ride the bus and be on campus without a scheduled class.
- If eligible the student will be provided with a Late Arrival Agreement that must be signed by the student and parent/guardian if the student is a minor. If the student is an adult, only the student signature is required.
- The student will need to return the signed agreement to the counselor for processing.
- If the student is a minor the counselor will make a courtesy phone call home confirming the parent/guardian's permission to update the student's schedule to reflect Late Arrival.
- The student's schedule will not reflect/take effect until the above steps are completed.
- Once the schedule change has been completed it will be effective the following school day.
- The student is required to come to the "A" building front office and sign in with their

student ID at the reception desk each day the student has Late Arrival.

- Eligibility will be reviewed each semester.

Siblings Of Students with Early Out or Late Arrival

Only a senior student that has Early Out or Late Arrival on their current schedule is allowed to arrive late or leave campus early. This privilege is not extended to the siblings of the approved senior student. Siblings must follow their current class schedule. Please refer to the **Attendance** section of this handbook for information on tardies, absences and for more information on leaving early with a sibling please refer to the **Siblings of Student Drivers** section.

Student Pick Up During Classes

If you need to pick up your student from school, please do not call your student's cell phone and ask them to meet you.

The following procedure needs to be followed.

- If the student calls home and requests to be picked up because they feel unwell, please instruct your student to go to the health office immediately, to ensure the health and safety of your student and others.
- The legal parent/guardian or emergency contact must come to the main office and show a valid ID to have a student picked up.
- For security reasons, parents cannot call ahead to have a student removed from class without verification of parent/guardian or emergency contacts identity.
- Additional verification of authenticity may be requested. This may come in the form of a phone call to the parent/guardian requesting verbal or digital verification.

Bathroom/Hall Passes

A student must, in all circumstances, have their student ID and a valid pass in their possession when outside of their classroom during class periods. Staff must provide an Encore approved pass to the student prior to exiting the classroom.

Students leaving class without a pass may face disciplinary consequences for non-compliance.

- No student will be allowed outside of their classroom without a proper hall pass and

their student ID.

- Passes cannot be issued to students during the first 10 minutes or last 10 minutes of a class period.
- Only one student per gender is allowed to have a bathroom pass per classroom at any given time.
- Students may be asked to return to their classrooms if they are not wearing their student ID.

Forms Of Encore Communication

Phone Communication

To help keep everyone within the Encore community properly updated, there is a weekly “ALL CALL” message that is sent home to parents, generally every Monday or Tuesday at 6 pm.

This phone message is sent to whatever phone numbers are provided by the family and does not exceed two minutes in length. This message covers a lot of important information and is essential for every parent to listen to.

The “ALL CALL” system is also used to notify parents of important news and information and be used in the event of a schoolwide emergency. The primary parent/guardian will have the ability to change the contact details in Aeries throughout the school year on their Aeries Parent Portal. Or you may contact the school to have your contact details updated in Aeries.

It is very important that parents DO NOT opt out of our “ALL CALLS” as this is not only the weekly update but is the primary method of communication in case of emergencies. It is recommended that parents also add their personal cell phone numbers and their student’s cell phone numbers to Aeries.

Email Communication

Encore Administration and Teachers use email communications often. Please ensure that you have a valid and up-to-date email address in Aeries.

Teachers/Counselors will send out “Email Blasts” containing:

- o Missing Assignments
- o Current Progress
- o Grades
- o Credit Recovery/Graduation Requirement Updates

- o Scholarships
- o Financial Aid
- o College/Career Resources and many more
- ASB will send out emails containing:
 - o Upcoming Events/Activities/Productions
 - o Donation Lists
 - o Weekly/Monthly Updates
- Administration will send out emails containing:
 - o Surveys
 - o State Testing Information
 - o Reminders
 - o Fines/Fees
 - o Progress Report/Report Card Notifications
 - o Calendar/Bell Schedules
 - o Any other schoolwide information

Social Media

Encore will have important and fun updates posted on all our social media. See below for the links to our official sites. If you have any questions or concerns, it is best to email Encore at info@encorehighschool.com rather than “Direct Messages” (DM’s) on our social media. You may also call the school directly at 760.956.2632 ext. 0.

- Facebook - @encorehighschools
- Instagram - @encorehighschools
- Twitter - @encorehs
- Encore Website: www.encorehighschool.com

Encore’s official website is www.encorehighschool.com. You may find all staff contact information under “Faculty & Staff”. Updates will be made often. If you have any questions or concerns about current information please contact helpdesk@encorehighschool.com or info@encorehighschool.com.

USPS Mail

Please make sure that your Aeries Parent Portal has all your current contact information. If you cannot update your Aeries Parent Portal on your own, please contact the office at 760-956-2632 and have your information updated.

Communication With Your Student During a School Day

Students are not authorized to use their personal cell phones during class time. Please see the Encore **Cell Phone Policy** for more information. Parents/Guardians may contact the school to request a message to be delivered to their student during the school day. Students may request to use designated phones located in both Administrative Offices (“A” & “G”).

Visitors During the School Day

- Visitors must go to the “A” Building main office and sign in with a valid ID to receive a visitor’s pass.
- Minors that attend school elsewhere are not allowed on campus during the regular school day without prior authorization from the principal for security reasons.
- Visitors should return their pass and check out through the same office they signed in at upon leaving.
- Parents/Guardians may not “sit in” on classrooms without prior discussion and proper consent from Encore’s administration and the classroom teacher.
- Parent Volunteers will need to be approved prior to the visit by the administration and the parent will need to check in at the “A” building front office with a valid ID.
- Parent Volunteers are not on campus to meet with staff or teachers regarding personal issues with their student(s). Any parent that is impeding the process of instruction on campus may be removed from the campus and not be allowed back on campus during the regular school day.
- To gain access to the campus, parents/guardians must always adhere to all Encore Dress Code Guidelines and Rules of Conduct.
- All visitors are asked to comply with current mandated and recommended health and safety protocols. Visitors (including volunteers) who demonstrate signs of a contagious disease (e.g., fever, coughing) may be denied access. When recommended or requested by the Department of Public Health, visitors will be required to wear personal protective equipment, such as masks, and practice social distancing. Encore reserves the right to implement additional measures for the protection of its school community, such as requiring forehead temperature checks before entry to the same extent being utilized for students and employees.
- If the visitor is a government officer/official (including but not limited to local

law enforcement officers, immigration enforcement officers, social workers, district attorneys, or U.S. attorneys) the officer/official will be asked to provide a business ID.

- Encore shall make reasonable efforts to notify parents or guardians prior to permitting a student to be interviewed or searched, consistent with the law and/or any court order, warrant or instructions from the officer/official. A copy of the documentation provided by the officer and notes from the encounter may be maintained by Encore, consistent with the law. The Encore Board of Directors and Bureau of Children’s Justice in the California Department of Justice, at BCJ@doj.ca.gov, will be timely informed regarding any attempt by a law-enforcement officer to access a school site or a student for immigration-enforcement purposes, as recommended by the Attorney General.

Parent and Family Engagement Policy

Encore aims to provide all students in our school significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps while abiding by guidelines within the Elementary and Secondary Education Act (“ESEA”). Encore staff recognizes a partnership with families is essential to meet this goal. Our Parent and Family Engagement Policy leverages and promotes active involvement of all families as partners with schools to ensure student success. A copy of Encore’s complete Policy is available upon request in the main office.

Encore recognizes that parents/guardians are their children’s first and most influential teachers. Sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment. Encore Leadership will work with staff and parents/guardians to develop meaningful opportunities for parents/guardians to be involved in school activities, advisory, decision-making and advocacy roles, and activities to support learning at home. In Alternative Education settings, planning for parent involvement and engagement is a critical element of the Local Control Accountability Plan (LCAP). Parents/guardians are encouraged to participate in School Site Council, and English Language Advisory committees at the school level.

Volunteers

The wealth of experience available in the community is a resource that should be used in appropriate ways to enrich the educational program and strengthen relationships with homes, businesses, public agencies, and private institutions. By their presence, volunteers also can make school environments safer and more closely supervised. Encore encourages parents/guardians and other members of the community to share their time, knowledge, and abilities. Volunteers shall be approved by Encore through the Principal’s office. Like employees and students, volunteers shall act in accordance with the Encore’s policies and procedures. Volunteers shall work with students under the immediate supervision of Encore staff. All persons who wish to

perform more than ten (10) days of volunteer service per school year (volunteering for any portion of a day constitutes one day) with or around students, shall submit evidence that they are free from active tuberculosis and have been fingerprinted (Live Scan) for criminal record clearance. This policy does not apply to activities sponsored by school-connected organizations.

School administrators and teachers have the right to determine the length of volunteer service as appropriate to the program's needs. To provide adequate support to more intensive need students, there may be programs which do not utilize volunteers. management.

School Site Council (SSC)

The School Site Council consists of parents, students (at the high school level), teachers, classified employees, and the principal who work collaboratively to develop, annually review, and update the School Plan for Student Achievement (SPSA). The SPSA addresses how funds will be used to meet the school goals for improving student academic achievement and performance. School goals are aligned to the Encore Local Control and Accountability Plan (LCAP). Members of the site council are elected by their peers. For example, parents elect parent representatives and teachers elect teacher representatives.

Birthday Celebrations

Encore is so happy that students want to celebrate their birthdays on campus.

- Celebrations of birthdays will need to take place only during the students' lunchtime.
- If you want to celebrate, bring cookies, cupcakes, pizza, or other treats to the "A" building reception.
- Food items must be pre-packaged food, store bought and nut free.
- Students are responsible for cleaning the celebration area.
- Siblings of birthday students with a different lunchtime must obtain permission from the Principal.

Thank you and Happy Birthday!

Busing

Encore provides limited home to school transportation via school bus. Seating is limited. Routes and bus schedules are subject to change. Encore will make every effort to notify families of any changes in schedules or routes as soon as possible.

Bus fee is \$30 per month per student. (10-month school year. \$300 divided by 181 school days =\$1.67 per school day.)

All students who are transported in a school bus or school student activity bus shall receive instruction in school bus emergency procedures and passenger safety. A copy of the complete Policy is available upon request at the main office.

- Encore will do everything to ensure a seat is available for all students wishing to ride the bus. However, parents/guardians are encouraged to apply at their earliest convenience because seats on the bus are limited.
- No student with a disability which is determined by an IEP team to require transportation shall be denied transportation.
- Any person wishing to ride the bus must turn in a completed bus application form each school year.
- Students riding the bus are held to the same behavior and dress code standards as on campus. All school policies will be in effect during bus rides.
- Riding the bus is a privilege, not a right. Failure to follow school bus rules may result in suspended or revoked busing privileges.

Bus Citation

Bus drivers may issue citations to students for unsatisfactory conduct. Citation is provided here for your reference.

THIS IS NOTICE THAT THE CONDUCT OF YOUR STUDENT HAS BEEN UNSATISFACTORY:

- Failure to follow the driver's instructions and/or being disrespectful to the driver.
- Creating unnecessary noise or commotion (A serious safety hazard).
- Tampering with the bus and/or the bus equipment.
- Damage or vandalism to the bus
- Leaving the bus without written permission at other than the student's assigned bus stop.
- Using profane language or obscene gestures.
- Littering or throwing objects on or out of the bus.
- Not loading or unloading in a safe manner.
- Not remaining seated, facing forward, sitting safe, head or arms out of the window.
- Having unsafe and unauthorized objects.
- Refusal to sit in assigned seats (Drivers have the authority to set seating chart).
- No Student ID/Bus Pass (Using someone else's Student ID/Bus Pass or allowing someone else to use Student's ID/Bus Pass is prohibited).

- No aerosol spray products (some students may have allergies to this product)
- OTHER

(STUDENTS SUSPENDED FROM BUS PRIVILEGES SHALL NOT BE ALLOWED TO RIDE ANY ENCORE BUS)

ENCORE BUS DISCIPLINE POLICY IS AS FOLLOWS:

- **FIRST OFFENCE – STUDENT IS GIVEN A VERBAL WARNING**
- **SECOND OFFENCE - STUDENT IS GIVEN BUS CITATION**
- **SECOND BUS CITATION – STUDENT’S BUS PRIVILEGES WILL BE SUSPENDED FOR THREE (3) DAYS**
- **THIRD BUS CITATION - STUDENT’S BUS PRIVILEGES WILL BE SUSPENDED FOR FIVE (5) DAYS**
- **FOURTH BUS CITATION - STUDENT’S BUS PRIVILEGES WILL BE REVOKED**

VIOLATIONS THAT WILL MERIT IMMEDIATE PERMANENT REVOCATION OF BUS PRIVILEGES ARE AS FOLLOWS:

- **FIGHTING**
- **ASSAULTING ANOTHER STUDENT OR DRIVER**
- **USE OF DRUGS OR ALCOHOL**
- **VERBAL ABUSE TOWARDS THE DRIVER**

Student Identification Cards and Lanyards

At the beginning of the school year, students will be issued an Encore ID card for the current school year.

- a. This identification card must be worn at **ALL** times.
- b. It includes the student’s photo, name, student ID number, bar code, and grade level.
- c. Students will be issued different colored lanyards to distinguish between high school and junior high school students.
- d. The student permanent identification number monitors and records payments and debits.
- e. Students must present ID cards to staff upon request.
- f. Refusal by the student to identify themselves when a reasonable request to do so is made is a disciplinary offense.
- g. This is also a way for students to identify themselves in public prior to receiving their California Driver’s License or state issued ID card.
- h. If a student does not wear their appropriate ID card, they will be sent to the discipline

office.

- i. The Encore ID cards cannot be altered in any way.
- j. The student identification card also bears critical phone numbers for Suicide Hotlines if a student needs confidential support.
- k. A \$5.00 replacement fee will be charged for any damaged or lost ID cards.

Forgotten Items

It happens to all of us at some time. Your student calls you because they forgot their lunch, ballet shoes, homework, etc. Items to be left for a student should be dropped off at the administration office in the A building at the front desk. Your student can retrieve the items during school breaks. The office is not responsible for items that may be lost in transition as several items are left daily.

Lost And Found

CLOTHING – The lost and found bin for clothing is located in the F building next to the cafeteria exit. Check there for clothing items that you may have lost. This box is emptied and donated to charity at the end of each month.

What To Do If You Lose Something

- Check the front desk in the A building. Clothing items are not monitored so check the lost and found bin. We have had everything from shoes to dresses turned into this bin. Other items are turned in to the front desk in the A building.
- If your item has not been found, fill out an incident report. The front desk will have a record of you reporting something lost in case it comes in. Be specific when describing your item.
- Personal property such as cell phones, tablets, skateboards, bicycles are not required at Encore. Encore is not responsible for lost, damaged, or stolen property.

What if I find something?

If a student finds an item in the classroom, they are to turn it into the teacher. If the item is found outside of the classroom, they are to turn it into the front desk in the A building immediately.

Backpacks, Jewelry, Electronics

These items are turned in to the reception desk in the A building. At the end of each semester, these items are donated to charity.

Theft Disclaimer

Encore is not responsible for stolen, lost, or damaged items. The individual student is responsible

for their personal property and for school items checked out to them. Encore makes every attempt to secure property but is not responsible for any personal belongings including but not limited to clothing, backpacks, cell phone, money, and other equipment.

BE RESPONSIBLE

Literally hundreds of items are left unattended for fifteen minutes or more daily. From backpacks to cell phones plugged in at the closest electrical outlet. Please do not bring any items that are not fit to be at school.

Parents, please talk to your students to let them know to leave valuable things at home and NEVER leave personal items unattended and unsecure at school.

Lost or Damaged School Property

If a student willfully damages Encore's property or the personal property of a Charter School employee, or fails to return a textbook, library book, computer/tablet or other Charter School property that has been loaned to the student, the student's parents/guardians are liable for all damages caused by the student's misconduct not to exceed ten thousand dollars (\$10,000), adjusted annually for inflation. After notifying the student's parent or guardian in writing of the student's alleged misconduct and affording the student due process, Charter School may withhold the student's grades, transcripts, and diploma until the damages have been paid. If the student and the student's parent/guardian are unable to pay for the damages or to return the property, Charter School will provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Upon completion of the voluntary work, the student's grades and diploma will be released.

Student Freedom of Expression

ONLY APPROVED POSTERS MAY BE POSTED

Approvals

Permission to post flyers and posters may be obtained from the Principal or ASB Director.

Instructional time

Flyers and posters may not be posted during instructional time. Unless it is a part of their curriculum (ASB).

Posters

May be posted in designated areas and adhered with blue painter's tape at all four corners.

Leaflets, pictorial and other printed matter to be posted shall be submitted to Encore Principal or designee at least one (1) school day prior to posting. Encore Principal or designee shall review material submitted in a reasonable amount of time and shall allow the approved material to be posted according to the time and manner established by Encore's Student of Expression Policy. Any student may appeal the decision of Encore Principal or designee to the EHS School Board

who shall render a decision within a reasonable period of time after receipt of the appeal. The appeal by the student must be made within five (5) school days from the time the unsatisfactory decision was rendered.

Please see the school's Student Freedom of Expression Policy for more information. This policy is available for review in the main office.

REFUND POLICY

District Refunds

District refunds are all refunds that are not connected to ASB funds (Teams, clubs, grade level accounts, etc.) Although Encore offers free public education, there are several things that come up that will require payments. In general, Encore will not give a refund for funds paid for any event. In most cases, immediately after funds are received, they are used to pay for the item that the funds were intended for. As a result, no refund will be issued for items that were purchased whether or not the student takes part in the event, or the item purchased. If the student is prohibited from participating in an event that they have already paid for due to discipline, no refund will be issued. If any refund is requested, a Refund Request Form needs to be completed, signed, and turned in at the front desk in the A building for processing.

ASB (Associated Student Body) Refunds

ASB refunds are directly related to Teams, Clubs, grade level accounts. Each of these are run by an advisor and the funds are fundraised by the student body.

If a student is requesting a refund for an event that has not yet happened, the ASB advisor will assess whether the money has already been spent on the event. If any refund is requested, an ASB Refund Request Form needs to be completed, signed, and turned in at the front desk in the A building for processing. All refunds are subject to determination based on the Fiscal Crisis & Management Assistance Team (FCMAT) ASB Accounting Manual, fraud prevention guide and desk reference.

Acceptable Use Policy For Internet, Network, And Devices

Encore's Internet Policy

1. Students should always use the Internet, network resources, and online sites in a courteous and respectful manner as outlined in the school's Acceptable Use Policy, towards the school, teachers, administrators, and fellow students. Students should not use technology to bully, cause harm, or violate the rights of others at any time. ANY and ALL social media communications/statements and posts may be used in any investigation conducted by Encore administrative staff. Whether a post or communication is done as a "joke" or not, it will be treated as serious.
2. Encore uses Blocks i as a web filter that monitors student activity including web browsing, student email, search history, and other internet services.
3. Any unauthorized activity will notify the IT department, if the student is found engaging in any unauthorized activity, the student will be issued a warning via email. If the activity continues, the parent/guardian(s) will then be notified.
4. Cyberbullying will not be tolerated and is grounds for expulsion. Harassing, dissing, denigrating, impersonating, outing, tricking, and cyberstalking are all examples of cyberbullying.
5. Do NOT record or post comments with the intent of scaring, hurting, or intimidating someone else- remember "jokes" will be treated as serious statements. Engaging in these behaviors, or any online activities intended to harm or make fun of (physically or emotionally) another person, will result in severe disciplinary action. In some cases, cyberbullying can be a crime.
6. Your activity and usage of school issued devices are constantly monitored, retained, and are subject to retrieval upon disciplinary action.

Prohibited Items

At Encore, the following are not permitted:

Encore prohibits the use of personal devices on campus including, but not limited to:

1. Cell phones, Tablets, Laptops, Notebook computers, Personal Chromebooks, Smartwatches, Gaming Consoles, Personal Hotspots, Apple devices, Apple Watches, iPads, iPhones, iMacs, MacBook Pros, Air Pods, Air Pod Max, Wireless headphones, earbuds, Bluetooth speakers or any other listening devices. (Headphones can be used with an approved IEP/504 plan)
2. Using, reading, sending, or displaying lewd, offensive, or obscene messages, text, or pictures, including, but not limited to, child

pornography. Cyberbullying, harassing, insulting, or attacking others.

3. Damaging computers, computer systems, computer networks, or computer software, whether by vandalism, "hacking" or corruption
4. Attempting to crash network systems (school or other), or willful introduction of computer "viruses/malware" or other disruptive/destructive programs into the school network or into external networks.
5. Using the network for any purpose or activity that is prohibited by federal, state, local laws, rules, or regulations.
6. Using the network for commercial purposes privately purchasing, selling, advertising, or exchanging any goods or services in commerce. Or political purposes for advocating personal, political, philosophical, or religious points of view.
7. Attempting to join or joining unauthorized non-school owned / managed equipment to the school network.
8. Student cell phones need to have the personal hotspot turned off. Any unauthorized access points will result in disciplinary action.
9. Intentionally wasting limited resources such as Chromebooks, chargers, and internet bandwidth.
10. Violating copyright laws (includes, but is not limited to movies, music, photos, books)
11. Allowing another person to use your user ID/password to gain access to any school system, including your own.
12. Trespassing on another's folders, work, files, or e-mail decrypting or attempting to decrypt system or user passwords.
13. Downloading files such as applications, executables (".exe"), macros, and installations without teacher permission
14. Obtaining and/or using anonymous email sites; spamming; spreading viruses
15. Revealing personal information or false information such as addresses, phone numbers, email accounts, or credit card numbers.
16. Asking for or using personal information from any other person.

17. Impersonating a staff member or anyone for the purposes of fraudulently changing grades or school records is grounds for expulsion.
18. Transmitting, receiving, or downloading material that is threatening, disruptive, sexually explicit, abusive; classified by an agency of the federal government; discriminatory and/or disparaging based upon race, ethnicity, disability, age, national origin, gender, sexual orientation, religion.
19. Transmitting, receiving, or downloading any materials promoting the use of drugs, alcohol, or tobacco
20. Playing games on the computer, including, but not limited to, media containing gambling, violent, and explicit content.
21. Participating in online communication for anything other than an instructional purpose
22. Messaging others outside of school approved platforms or utilizing them to violate any aforementioned policies.
23. Selling or purchasing any illegal substance.
24. Causing harm to others or damage to their property, such as:
 - a. Using profane, abusive, or impolite languages, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials.
 - b. Deleting, copying, modifying, or forging other usernames, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email.
 - c. 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.
 - d. Using any Schools computer to pursue "hacking", internal or external to the school, or attempting to access information protected by privacy laws.
 - e. Accessing, transmitting, or downloading large files, including "chain letter" or any type of "pyramid schemes."

Any faculty or staff member may moderate restrictions on student use, such as the amount of time online, sites visited or time frames of permitted use.

Students will be expected to treat school issued devices with respect and care. Students will be expected to ensure the serial number and barcode labels are securely attached to any school issued device. If a student willfully damages or loses a school owned device, restitution will be paid. If restitution is not paid, the student will have technology privileges removed.

Information for Students and Parents Regarding Chromebooks

Recognizing the value of computer technology to enhance student development, the Encore Jr/Sr High School is excited about integrating technology further into the classroom setting. The high school has implemented a 1:1 computing environment using a device in each student's possession. Encore provided devices are not intended to be loaned to others, nor will be used in any way that would violate this "Students Acceptable Use Policy." This agreement relates to students' use of computer equipment supplied by Encore Jr/Sr High School, and personally provided devices, at school and at home.

Chromebooks are a learning resource. There is no opt-out process for receiving a Chromebook because it is an important tool for completing assigned work, conducting research, and accessing learning materials. The California Education Code requires equal access to all learning resources for all students.

Receiving and Returning Your Chromebook

Beginning of the School Year

All parents and students are strongly encouraged to view a Chromebook training video to receive information regarding the proper care and use of the Chromebook.

End of the School Year

At the end of the school year, at the school's discretion, each student will turn in their assigned Chromebook and power adapter.

Failure to turn in the assigned Chromebook may result in the student being charged the full replacement cost of the Chromebook. Failure to turn in the assigned power adapter may also result in additional charges.

**Any devices, technology or property provided by Encore High School is and remains the device, technology, or property of Encore High School. Said property shall be surrendered upon demand in the same condition as issued less any normal wear.*

Care of Your Chromebook

Students are responsible for the general care of the assigned Chromebook. Chromebooks that are broken or are not working properly must be taken to the IT Department immediately so they can be repaired.

1. No food or drink should be allowed near the Chromebook.
2. Heavy objects should never be placed on top of the Chromebook.
3. Never lift the Chromebook by the screen.
4. Only clean the screen with a soft, dry microfiber or anti-static cloth.
5. Do not place anything on the keyboard before closing the lid of the Chromebook.
6. Do not tamper with the barcode label on the Chromebook.
 - a. Students will be charged if they tamper with the barcode label.

Do not attempt to repair, open, or modify a Chromebook, damaged or otherwise. Never allow anyone to perform repairs on damaged Chromebooks without school authorization.

Student Use of the Chromebook at School

1. Students are expected to bring their assigned Chromebook to school every day fully charged with a charger.
2. Students are expected to bring their assigned Chromebook to all classes every day.
3. If a student does not bring his/her Chromebook to school, teachers may loan a classroom Chromebook to the student.
4. If the assigned Chromebook needs repair, the student must take it to the IT Department.
5. A replacement Chromebook will be issued, and the appropriate charges will be recorded on the student's Aeries account.
6. Chromebooks that have a hardware or software malfunction not caused by the student will be replaced at no cost to the student.
7. Inappropriate media may not be used as Chromebook backgrounds and themes. Use of such media will result in disciplinary action.
8. Sound must be muted at all times unless permission is obtained from a teacher.
9. Students will log into their Chromebooks using their Encore issued Gmail account.
10. Students must abide by Google privacy and use policies at all times.
 - a. Failure to do so will result in account suspension by Google and Encore.
11. Students should never share their Encore-issued Gmail account password with other students.

Student Use of the Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi internet connection will be required for the majority of assignments using the Chromebook. Students are

bound by the Encore Acceptable Use Policy whenever they use their Chromebooks whether at school or outside of school.

A limited number of Wi-Fi mobile devices will be available to check out from the IT Department. These devices are not intended to replace regular home internet service, but they will give students without regular home internet service the ability to work online to complete assigned schoolwork.

Estimated Costs (subject to change without notice)

1. Complete Replacement - \$300.00 (non-touch screen Chromebook)
2. Damaged/Cracked Screen - \$40 - \$80
3. Charger - \$20.00

Work Permits

All working minors under 18 years of age must hold a valid work permit. Students should make an appointment to meet with the School Counselor for a work permit. In order to qualify for a work permit, students must be academically eligible and maintain positive attendance. Until students reach the age of 18, working students must observe the following legal restrictions:

- Part time jobs, they may not work more than four hours any day they are required to attend school, unless they are enrolled in a work experience program.
- If students are out of school for the day, they are not permitted to work that night.
- Work permits are issued on a probationary basis.
- A permit may be canceled whenever it becomes apparent that the employment of a minor is impairing the health or education of the minor or that any provision or condition of the permit is being violated.
- A new work permit is required for each employer.

INSTRUCTIONAL PROGRAM

Academic Eligibility

- Students of Encore are required to maintain passing grades in ALL of their classes in order to participate in their conservatory or team events.
- When a student is selected to participate in an event, a grade check is run by the advisor or director to make sure that the student is academically eligible.
- Periodically, the director or advisor will run additional grade checks to make sure that the student remains academically eligible.
- ON THE DAY OF OR THE DAY BEFORE THE EVENT – Advisors and directors are required to run a final grade check.
- If a student has become academically ineligible by this time, they will be removed from the show.
- It is not relevant as to what role is being played by the student. Encore has replaced leading roles and has canceled shows based on academic ineligibility.

ACADEMIC ELIGIBILITY MEANS 2.0 GPA AND NO F'S

Homework Policy

Encore's students have a very busy lifestyle in general. Encore understands how important it is for students to be able to keep up in classes, have the appropriate academic rigor, and be able to succeed in their busy lifestyle.

Encore believes that homework is essential to the academic process. Due to the nature of Encore's program, there are limits that have been set as guidelines for homework that is given to a student on any given day.

- Only core academic courses can assign homework. A core class is considered math, science, English, or History.
- For each core academic course, the teacher can assign up to 30 minutes of homework per class meeting. This means that in general a student will receive about 15 minutes of homework every night from each of their core courses.
- Non-core academic courses may have special projects over the course of the year, generally one per class per year that may

require homework, but class time will generally be used to complete these projects.

- ALL AP AND HONORS courses do not adhere to the same homework limits. In Honors courses, students should expect an hour or more of homework for each class meeting and AP courses do not have time limits on homework.
- When a student is absent from school, they will receive homework in all their classes to make up their missed day including non-core courses.

Encore has an elective study hall that students can elect to take during the school year that will give them a class period in their block to work on homework if they wish to. This helps lower the amount of homework that a student would complete at home and is recommended if a student has a busy after school schedule.

GRADUATION

Rehearsal

The graduation rehearsal takes place the day prior to graduation. All **graduating students** are expected to attend rehearsal unless they are prevented by circumstances outside of their control.

Reminders

Students are expected to arrive for the graduation ceremony at the designated time. Diplomas will be released after all fees and fines have been cleared and all Encore properties are returned. Students wanting to decorate their mortarboard (caps) must obtain permission from the principal prior to graduation rehearsal. Students will be provided with a set number of free tickets. Students may purchase additional tickets depending on availability.

Blackout Rehearsal Policy

Blackout is mandatory and no student can miss their regular school day or a rehearsal during this time without being cut from the show. Encore's shows are elaborate, many times costumes are custom built for the cast, and time is extremely limited. For these reasons, the policy is that if a student misses a blackout rehearsal they are cut from the show.

School Production Policies and Expectations

Academic and Behavior Eligibility:

1. **Academic Expectations** - All show/production participants must be in good standing academically throughout the duration of the audition, rehearsals, and show run. The requirements for academic eligibility states that students can have no more than one D and no F's in their classes as verified by the student Aeries account. Participation will be denied to the student if they become ineligible at any time. The student will be benched or, if the student does not become eligible in a timely manner, they will be cut from the production. Notification of ineligibility or removal from the production will be sent via student email.
2. **Ineligibility Policy** - When benched, the student will be required to attend the regularly scheduled show rehearsals but will be unable to actively participate. Instead, the student cast/crew member will sit and watch the rehearsal, taking note of any stage directions, changes, or notes while also working on assignments to get their grades up and help them to become grade eligible as quickly as possible. Academic eligibility will continue to be monitored every other week early in the rehearsal schedule and as the show date gets closer, it will be checked weekly. Participation will cease if the student does not continue to meet the academic eligibility requirements outlined above.
3. **School Attendance** - Students participating in a production must maintain regular school attendance. Any attendance issues will be reviewed regularly and may result in removal from production. Students attending any rehearsal must attend school on the day of that rehearsal to be eligible to participate on that date in any after school events/activities.
4. **School Behavior** - All participants must be in good standing with Encore's staff, students, and faculty. All students are not only representing themselves, but they are representing and reflect Encore High School. Therefore, no fighting, bullying towards peers, disrespect on campus, disrespect towards staff, vulgar behavior, public displays of affection, or any other signs of drama will be tolerated. You need to show respect to everyone, no exceptions. School discipline – any discipline issues on campus will result in removal from the cast/crew.

Time Commitment

Participation in school productions is a privilege and requires a significant time commitment. We ask all students to carefully consider this time requirement and if they are unable or unwilling to fulfill this time commitment then they should choose not to audition. If availability changes after becoming part of the cast/crew, please let the show director/s know right away so that the student can be replaced immediately, giving another cast member sufficient time to learn the role and all necessary adjustments can be made.

All participants must perform and attend every rehearsal and performance/event otherwise automatic dismissal may occur. We do understand that emergencies and unforeseen circumstances sometimes occur, if a student needs to be absent for a rehearsal, they must contact the production director/s as soon as they become aware they will be absent. Any

dates/times that will be missed must be submitted to the director/s in writing prior to the start of the rehearsal start time.

Blackout and Tech Week

The two weeks prior to the show opening is called “blackout”. Blackout is when the production moves permanently into the theater and encompasses tech week. It is vitally important that you do not miss any of the rehearsals during blackout as this is where changes are happening rapidly, costumes, lights, tech, and sound are added.

Blackout rehearsals will generally be Monday - Friday from 4pm-8pm nightly although times and days may vary according to the show’s needs. A dinner will be provided for the cast/crew by the school and the menu will be posted in the production Google Classroom prior to blackout beginning.

If you miss any night of blackout, you will be cut from the production unless it is due to an emergency and is approved by the director and production manager or an arrangement may be made with the director and production manager prior to show auditions.

Expectations:

- Student participants need to always be on time, respectful, and work as a team.

STUDENT HEALTH & SAFETY

Encore follows all California State and San Bernardino County Department of Public Health protocols regarding protecting all members of our community against COVID 19 infection. Face masks are not currently required while on campus as of the printing of this handbook. However, safety protocols on our campus are subject to changes as directed by the San Bernardino County Department of Public Health and our policies and protocols will be adjusted accordingly to comply. Hand washing/sanitizing and social distancing are strongly encouraged. Surveillance screening is done to ensure ill individuals do not come on campus. Symptom and contact exposure screenings are done to isolate students or staff with symptoms or identify those that have come in close contact with someone who is sick with the COVID-19.

Release of Liability and Assumption of Risk RE: COVID19 Exposure and Infection

- a. I hereby request that my child continue his/her enrollment and participate in the regular educational program on campus Encore Jr/Sr High School for the Performing and Visual Arts (“School”).
- b. I understand that by coming to campus, my child is at an increased risk of exposure to COVID-19 and/or any mutation or variation thereof.
- c. I understand that COVID-19 is contagious.

- d. I understand that by participating in the regular academic program on campus and utilizing the facilities and/or equipment associated with it, my child may contract COVID-19 and/or knowingly or unknowingly transmit COVID-19 to my family, friends, and/or others with whom my child may come into contact.
- e. I understand that while every attempt is made to minimize the risk these risks, School cannot guarantee that my child will not be exposed to or contract COVID-19 as a result of participating in the regular academic program on campus.
- f. I understand the risk that all students who come to campus may have contact with individuals who have been exposed to and /or have been diagnosed with one or more communicable diseases, including but not limited to COVID-19 or other medical conditions, diseases, or maladies, and I understand it is impossible for Encore to eliminate the risk that student's family members could be exposed to and/or become infected through contact with or close proximity with an individual with a communicable disease.
- g. I understand that Encore will implement a COVID testing program for the 2022-23 school year, and regular COVID testing is mandatory for all students to be on campus, with a negative result. I agree that Encore may facilitate testing for my child.
- h. If a student test positive, they must notify the school immediately and quarantine according to the timelines provided by and San Bernardino County Department of Public Health and California Department of Public Health. A student cannot return to campus without authorization from a physician and a negative COVID-19 test.
- i. As a guardian I give permission for the school to share my insurance information with the testing provider for testing reimbursement.
- j. Do you have medical insurance? If yes, please provide insurance information (including insurer and policy number) when submitting your signature page at the end of this process.
- k. I will do a wellness check of my student prior to attending school.
- l. The student will not attend in-person learning if any of the following apply:
 - m. The student is exhibiting symptom(s) of COVID-19.
 - n. The student has been currently diagnosed with COVID-19, has a suspected diagnosis of COVID-19, or pending COVID test.
 - o. The student is currently under isolation or quarantine orders.

- p. If the student tests positive for COVID-19 or has been identified as being exposed to an individual that has tested positive for COVID-19, I agree to immediately inform Encore and acknowledges that Encore must contact the local department of public health to provide information regarding the confirmed positive test, including Student's name and contact information.
- q. While there is no cure currently for COVID-19, there is a vaccine and not all individuals may be vaccinated at this time. I have acknowledged that even with being vaccinated my family and child can still be exposed to SARS-CoV-2.
- r. If my child has direct exposure to an individual with COVID-19 or tests positive for COVID-19, I agree that I will report this information to Encore and will comply with all California Department of Public Health guidance and school policies for isolation. No information will be shared about individual diagnoses to protect confidentiality.
- s. I agree that my child will comply with all health and safety protocols implemented by Encore to ensure the health and safety of its community for the 2023 - 2024 school year. In addition, I am aware that in-person learning will look different than prior years, including the need for physical distancing and the possibility of the correct and consistent use of face masks. We agree to comply with the direction provided by Encore's staff and acknowledge that the failure to do so may result in the student being refused participation in in-person learning.

Health Screenings and Right to Opt-out

As part of California's child health and wellness requirements, schools do periodic health screenings. In accordance with the screening practices of HUSD and San Bernardino County, Encore will provide screenings for our students.

A parent/guardian or authorized caregiver (via Caregivers Affidavit) of any child enrolled in Encore will receive a notice of the annual health screening with the Health Office of the school in which the child is enrolled. If the parent/guardian does not wish to have their child participate in the annual state mandated health screening, they must complete and sign the Health Screening Consent Form and return it to the Health Office before the designated date. Thereupon the child shall be exempt from any physical examination. Hearing & vision screening for all students in grades 8 and 10 will take place. Scoliosis screening will take place for all 7th grade girls and 8th grade boys. As public health nurses, the school nurses who conduct these screenings are trained to conduct these screenings in accordance with California state standards. Our health technician will assist them with all procedures and send home results as necessary.

If a child fails a screening, a letter will be sent home to the parent/guardian notifying them of the results. These results can then be taken to your health care provider for evaluation. If you do not

have health insurance, we encourage you to contact Encore's health office for a list of low-cost clinics in our area.

If you have specific questions in regard to school health services and we are unable to answer your questions, we will direct you to the county health department.

Sports Physicals

At Encore High School we believe in student health for an Encore performance! Dance & Sports Conservatories can require long hours of practice. It is important to discuss proper nutrition & fluid intake with your child.

Annual physicals (sports or regular) are important because they help discover health problems that may interfere with participation in sports or daily life. Your health care provider will be able to provide consultation on how to handle specific medical issues like asthma attacks or healing of broken bones. They can also provide tips on how to avoid injuries or identify specific risk factors relevant to your child's sport.

Sports Physicals are required to participate in all Dance & Sport Conservatories except for general PE. The "Participation for Sports Exam form" is available to print on the website.

They are also included in our enrollment packs for new students and in the Health Office.

Illness, injury or Accidents at School

When a student feels ill at school, they need to inform the teacher and ask for a pass at the Health Office. Students feeling weak or faint will be accompanied to the office. If a student requires longer than a 15 min. rest, a parent will be contacted and asked to pick up the child so proper care and attention can be given at home. For injuries, Students will complete an accident form for the school's record of the incident. Parents, or their assigned contacts, must be available to pick a child up within 30 minutes of a call from the school. Current information including phone numbers must be updated every year on the "Emergency Card" form which is available to print on the web site.

Whenever there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease, the child shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist.

Every effort is made to provide for the students' safety and comfort at school. If a student is actively vomiting or has a fever greater than 100.4, the student is not permitted to stay at school. A parent or their contact will need to pick up the student within 30 minutes of the call. If a fever goes over 102.0 and the parent or contact is unavailable, 911 will be called. Our school policy is

that the student will need to be “fever free” for 24 hours without fever reducing medication to return to school.

If a student should have an accident or injury at school, first aid will be given immediately to make the student as comfortable as possible. If an injury is more serious than a simple bruise or scrape, a parent will be called. If parents are unavailable the Health Technician or school administrator may make the judgment to call paramedics to evaluate the emergency and render treatment. Encore High School is not liable for any medical treatment costs incurred on or off school property. In all cases, an attempt will be made to notify the parent or guardian as soon as possible. It is absolutely essential to have a properly completed emergency card on file at the school to ensure prompt and effective treatment and parental notification.

All staff members are both CPR and First Aid certified. Several staff are also EpiPen Trained. Coaches and Physical Arts Instructors undergo concussion training.

Following any illness or injury which prevents the student from coming to school and/or participating in regular physical activity for more than 2 days, a note must be obtained from the physician to clear the absence and/or re-instate physical activity. Specifically for injuries, the note must be clearly dated to when the student may participate physically in their classes and/or upcoming performances, games, or competitions.

Seasonal flus generally begin to surface in the schools late October – November. It is important for students to have good hygiene practices to prevent the spread and/or contact of the flu. Students are encouraged to wash their hands with soap & water before meals, as well as use hand sanitizer and tissues during school. If a student becomes ill at school, their symptoms will be evaluated in the Health Office. If fever or persistent cough are present, a parent/guardian will be contacted to pick the student up early.

Administration of Medication

Medical treatment is the responsibility of the parent and the physician.

In order for the Health Office staff to administer medication (prescription or over the counter) to a student, a “Physician Instruction/Parent Request for Medication” form must be completed and signed by the student’s physician and the parent/guardian and turned in to the health office with the medication. This form is available to print on the school’s website or can be requested from the health office.

Any time the medication, the dosage or the time is changed, a new form is required. Each request must clearly specify the name of the medication, as well the dose, time, and frequency for administration. Medication forms must be updated every new school year or more frequently as needed.

It is the parent's responsibility to take these forms to the child's physician to fill them out and return them with the medication to the Health Office during normal business hours. All medication will be kept in the health office unless otherwise instructed by the physician, i.e., for asthma inhalers or EpiPens, etc.

Student Accident Insurance

Disclaimer – Encore does NOT provide medical insurance for your student's accidents while at school or during school activities. This means that you are responsible for the medical bills if your child gets hurt during school activities.

School Safety Plan

Encore has established a Comprehensive School Safety Plan. The Plan is available on the school's web page at www.encorehighschool.com or upon request at the front desk in the A building or main office.

Fire Drills

Encore holds fire drills on a regular basis. As amended by SB575 (Ch. 725, Statutes of 2001), Education Code 32001 states that every person and public officer managing, controlling or in charge of any public, private, or parochial school, other than a two-year community college, shall cause the fire alarm signal to be sounded not less than once every calendar month and shall conduct a fire drill at least once every calendar month at the elementary level and at least four times every school year at the intermediate level. A fire drill shall be held at the secondary level not less than twice every school year. Safety policies adhere to the local school site plan.

When a fire is discovered in any part of the school, the following actions shall be taken (cf. 0450-School Safety Plan; cf. 3516- Emergency and Disaster Preparedness Plan):

- The principal or designee shall sound fire signals unless the school and/or building are equipped with an automatic fire detection and alarm system.
- The principal or designee shall call 911.
- All persons shall be directed to leave the building and shall proceed outside to a designated assembly area.

- Staff shall give students clear direction and supervision and help maintain a calm and orderly response.
- In outside assembly areas, teachers take roll, report missing students and provide assistance to any injured student.
- In outside assembly areas, the principal or designee and/or each department head shall account for their staff, report missing staff and provide assistance to any injured staff.
- If the fire is extensive, students shall be taken to an alternative location for safety until parents/guardians can pick them up or until they can be safely transported to their homes.

Earthquakes (Great California Shake-out)

Earthquake emergency procedures include: a school building disaster plan; drop and cover procedures; dates/times of drop procedure drills held once each quarter in elementary and once each semester in secondary schools; protective measures to be taken before, during and after an earthquake; a program to ensure that pupils, and certificated and classified staff, are aware of and are trained in the earthquake emergency procedure system; and a drop/cover/hold-on procedure in which students and staff members:

- A. DROP to the ground.
- B. Take COVER by getting under a sturdy desk or table.
- C. HOLD-ON to it until the shaking stops

Shelter in Place

One of the instructions that may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This is a precaution aimed at keeping students and staff safe while remaining indoors.

Lockdown

In the event of any emergency that may require a lockdown, the school site administration and law enforcement will work cooperatively and keep one another informed. The school principal or administrative designee and law enforcement make the decision as to the location and method of student release. The evacuation location will be announced through local media and on the SBCSS website.

Campus Search and Seizure

The Charter School recognizes and has determined that the occurrence of incidents which may include the possession of firearms, weapons, alcohol, controlled substances, or other items of contraband prohibited by law or Charter School rules and regulations, jeopardizes the health, safety and welfare of students and Charter School employees.

The California Constitution requires that all students and staff of public schools have the inalienable right to attend campuses which are safe, secure, and peaceful. As such, Charter School has adopted a Policy outlining the reasonable search of students and their property, student use areas, and/or student lockers and the seizure of illegal, unsafe, unauthorized or contraband items and materials through a search based upon reasonable suspicion.

Student lockers, including P.E. lockers, are school property and remain at all times under the control of the Charter School. Students shall assume full responsibility for the security of their lockers. Student lockers may not be used to store illegal, unauthorized, or contraband materials. The acceptance and use of locker facilities on school campus by any student shall constitute consent by the student to the search of such locker facilities by authorized school personnel and/or law enforcement. Inspections of lockers may be conducted by school personnel and/or law enforcement through the use of trained dogs.

A student's personal cell phone, smartphone, or other personal electronic device shall not be searched by school officials without a warrant, the student's consent, or a legitimate emergency, unless the device is lost or abandoned. An emergency is any situation involving danger of death or serious physical injury to any person, that requires access to the information located or reasonably believed to be located on the electronic device. If the Charter School has a good faith belief that the device is lost, stolen, or abandoned, the Charter School may only access electronic device information in order to attempt to identify, verify, or contact the owner of the device.

The Charter School is not prohibited from seizing/confiscating a student's personal electronic device, without searching its contents, if the student's use or possession of the private electronic device is in violation of Charter School rules or regulations.

Use of Contraband Detection Dogs

Encore places a high priority on school safety for students and staff. A part of school safety is keeping schools free from the presence of illegal or unsafe items including illegal drugs, alcoholic beverages, firearms, pyrotechnics, weapons, and tobacco. In an effort to keep schools free of drugs and dangerous contraband, Encore will partner with local authorities K9 unit to use specially trained nonaggressive dogs to sniff out and alert staff to the presence of items or substances prohibited by law or the policies and regulations of Encore.

Student vehicles, desks, and other unattended objects in public areas under the control of Encore

are subject to periodic, random and unannounced inspections by trained detection canines which sniff the exterior surface areas for prohibited items which may be stored within. Any person who parks a vehicle on property under the control of Encore has a diminished expectation of privacy.

STUDENT CONDUCT AND DISCIPLINE

Universal Classroom Rules

BE RESPECTFUL

- a. To feel or show deferential regard for esteem.
- b. Willingness to show consideration or appreciation.

This means listen, do not interrupt, be considerate, and follow directions.

BE PREPARED

- c. To make ready beforehand for a specific purpose, as for an event or occasion
- d. To make things or oneself ready

This means coming to class with finished work, writing utensils, and your book.

BE ON TIME

- e. By the time the bell rings, in your seat, ready to go.

This means being in the classroom and in your place prepared to work.

Student Code Of Conduct

A copy of the Student Code of Conduct must be signed and returned to the school. Students, YOU create the culture at Encore. It is important that students pledge to follow the policies and regulations of Encore. Thank you in advance for your help in making ENCORE the best it can be.

As a student at Encore, I understand that there are certain ways to carry myself at school and at public school events- and HOW I do so directly reflect on Encore High School.

I understand that as a student at Encore that I must always adhere to school, classroom,

and dress code policies.

1. I must fully commit to the arts and academic classes that I have chosen.
2. I understand the safety corridor rules and regulations & will always follow them.
3. I will maintain at least a 2.0 GPA in both my academic & arts classes to avoid probation.
4. I will not cheat on any assignments.
5. I will not cut class.
6. I will always carry myself as a professional.
7. I will treat fellow students, faculty, staff, and visitors with respect at all times.
8. I will not engage in Cyber Bullying, Cyber Terrorism, or Cyber Slander.
9. I will NOT use my cell phone, music player or computer except during designated times.
10. I will not be tardy to class.
11. I will at all times wear my ENCORE Student ID Card lanyard or carry my ID card.
12. I will treat all ENCORE property including textbooks, furniture & buildings with respect.
13. If I have a concern, I will use the formal complaint procedures to help maintain order and give the school an opportunity to work through issues with me.

As educators at Encore, building relationships with our students is key to success. When we have those relationships, we are able to work with our students together to work on replacement behaviors and make better decisions while on campus. Also, having a partnership with our families is key to creating that successful student. Having open lines of communication is one way we are able to work together with families. We encourage our families to also reach out to teachers when they have questions regarding their child's behavioral choices as a way of being proactive.

Our teachers will document all calls and student conferences in the students AERIES account to ensure parents are aware of steps we are taking to assist with the success of their child. We will always follow Encore's code of conduct when we have to deliver a consequence for a poor behavior choice. When a student displays a behavior that does not warrant a referral, per the code of conduct, that will be logged in AERIES as a "minor infraction." The Assistant Dean of Student Services will monitor all minor infractions and determine if an intervention needs to be in place to help the student make better choices.

Disrespect

Disrespect comes in many ugly ways. Among friends, has someone ever said or did something that made you feel like you did not matter, like you were 'less' than them? This is a form of disrespect. Have you or a friend ever treated a teacher or student in a way that you wouldn't want to be treated? This is a form of disrespect. Have your or a friend ever talked back to a teacher or adult? This is a form of disrespect.

It is not disrespectful to disagree with an adult, teacher, or peer. It is the way you deliver your disagreement that can be taken as disrespect. If a teacher asks you to do something and you disagree, rather than screaming, "I am so not going to do that!" The correct response would be to politely ask why they are asking you to do that particular task.

\For example, a student likes sagging their pants below their waist and showing off their boxer shorts. An Encore Campus Aide asks the student to pull their pants up. The student's response is, "they are up." This is a form of disrespect. A proper response would be if the student was confused about the rule would be to ask, "Where are the top of my pants supposed to sit because I do not understand the rule."

Dress Code

The dress code requirements apply equally to all students and are gender neutral and consistent. During the school day and at any school-sponsored events, the following rules apply. Students attending Encore shall dress and groom (personal hygiene) for all school activities with emphasis on neatness, safety, cleanliness, modesty, and decency. Students shall dress in a manner which will not cause a distraction to the learning environment, or in any way compromise the safety, order, and discipline of the campus. Students in violation of the dress code may be required to change into clean dress code loaners, requested to call home and seek clothes to be brought to school, and/or will be subject to administrative discipline.

School Attire

1. Tops (i.e.: shirts, sweaters, sweatshirts, dresses, etc.): No tops may be sheer or expose undergarments. No strapless, racer-back, or off the shoulder tops. No shirts may be worn that expose bare midriff.
2. Bottoms (i.e.: pants, leggings, skirts, shorts, dresses, etc.): Bottoms must be worn above the hip and underwear should not be visible. Belts must be worn with bottoms that are too big to fit securely around the student's waist. All bottoms must be fingertip length or four (4) inches above the knee without leggings or stockings. The following are not permitted: fishnet stockings, sagging pants, or bottoms with extensive rips.

3. Hats/Hoods: No hats, beanies, or hoods are to be worn in the classroom or any building on school grounds. Head coverings worn for religious reasons will be allowed. Hats may be worn outside as sun-protection. Bandanas, curlers, "do-rags," hairnets, or other head coverings are not permitted.
4. Shoes: Appropriate shoes must be worn which include: sandals with a heel strap, tennis shoes, shoes with laces, and slip on shoes. The following shoes are not permitted: high heel or platform shoes, shoes with grind plates, shoes with wheels, slippers, or flip-flop sandals.
5. Accessories: The following are not permitted: wallet chains, facial piercings, or spiked bracelets.
6. Grooming: Hair, sideburns, mustaches, and beards may be worn at any length or style.
7. No clothing, jewelry, accessories, or hairstyles which are, or include, a picture, writing, or insignia which is: (1) gang related; (2) presents a safety hazard to the wearer or others; (3) advertises or symbolizes any type of alcohol, drugs, tobacco, or gambling; (4) includes weapons or acts which are illegal, violent, obscene, or hazardous to one's health; (5) sexually suggestive, crude, vulgar, profane; discriminatory, obscene, contain threats, libelous; or (6) offensive or degrading to students or staff on the basis of gender, cultural, religious or ethnic values.

CHAINS OF ANY KIND ARE NOT PERMITTED.

- o Chains of any type which may be considered a safety hazard or used as a weapon are not permitted. Safety pins and clothing accessories are not allowed.

**THE FOLLOWING ARE SOME EXAMPLES OF INAPPROPRIATE DRESS FOR SCHOOL
(not an exhaustive list):**

- o Half shirts, bare midriffs, open-back, or open-side shirts.
- o See-through, sheer or net shirts, with no undershirt.
- o Tube tops
- o Strapless, backless, and/or low-cut tops or dresses.
- o braless outfits.
- o Bandannas (gang related)
- o Cut off pants or shorts that are revealing.
- o Swastika or anarchy symbols.
- o "69", "13" or other gang related numbers on any clothing or accessories.
- o Torn pants, ragged cuffs, or cut seams on pants.
- o Shorts that cover long or pulled-up socks.
- o Pajama tops, bottoms and/or slippers.
- o Visible undergarments

CLOTHING MUST BE NEAT, CLEAN, PROPERLY FITTING AND IN GOOD SHAPE.

INITIALIZED BELT BUCKLES, UNSAFE JEWELRY AND ACCESSORIES, AND WALLET CHAINS ARE NOT ALLOWED.

SHOES MUST BE WORN AT ALL TIMES IN THE COMMON AREAS AND OUTSIDE OF PHYSICAL ARTS CLASSES.

Gum

Chewing/Blowing Gum is not allowed on campus. Encore is a NO GUM CAMPUS.

Public Display Of Affection

Encore is a friendly campus, however, there is a limit to how much affection is allowed on campus. Inappropriate touching and/or behavior that is disruptive to the school program will not be tolerated and Alternative Learning Center (ALC) may be assigned for Social Emotional Learning (SEL) training.

The following are allowed public displays of affection on the Encore campus and at Encore events:

- Hand holding
- Hugs that do not linger
- Quick kiss on the cheek that does not linger.

Academic Dishonesty

Plagiarism

What is Plagiarism?

Though it is possible to accidentally copy someone else's ideas or work, it can sometimes be purposeful. Intentionally passing someone else's work off as your own is called plagiarism. Plagiarism obviously hurts the person whose work you are copying, but it hurts you too! By taking shortcuts and avoiding the creation of your own work and ideas, you cheat yourself out of learning about the subject you're studying and writing about. Your teacher gave you the assignment for a reason. It is important to learn to research, analyze, come up with your own ideas, and express them in your own words. That's not to mention the disciplinary consequences you could face should your teacher discover that you've plagiarized.

Avoiding Plagiarism

To avoid accidentally plagiarizing, make sure to always be clear about where the information in your assignment came from, whether it was a book, video, or a website. To do that, you need to know the author, title, and publishing date of the source you used. Always include quotation marks around the text pulled directly from another source and ask your teacher about what format they would like you to use when including citations. If you're ever unsure how to best cite a source, or whether you need to cite a source, just ask your teacher and consult a guide on the citation format your teacher has asked you to use. (MLA, Chicago, etc.)

What Happens If I Plagiarize Or Cheat At Encore?

At Encore, we take cheating and plagiarism seriously. At the very least, you will receive a zero on the assignment without the opportunity to make it up, no matter what the assignment is worth (this includes homework, tests, and term papers). If you are caught cheating, your parents or guardian will be notified. It will be marked on the parent portal that you were caught cheating on the assignment. Depending on your offense, you could also face Saturday school, suspension, and a behavior contract. This offense will be placed on your discipline file, and you might be faced with having to explain to potential colleges why you cheated or plagiarized.

Anti Plagiarism Checklist

- When I used sentences just as they were in the source, did I put quotation marks around them?

- When I summarized ideas in my own words, did I give credit to the original source?
- Did I write my own ideas instead of cutting and pasting from the internet?
- When I researched a topic on the internet, did I use a verifiable source? There is a lot of misinformation on the internet.

Cheating

Copying work from a friend might not feel like plagiarism but remember you're still turning in someone else's work as your own. Copying another student's homework, whether it's with their permission or not, is still cheating, and it's still considered plagiarism. When you (and your friend) are caught cheating, you will face disciplinary action.

When students are caught cheating, they will receive an automatic zero on the assignment(s) without opportunity for recovery or to redo the assignment(s). All cheating violations will also face disciplinary action.

Demerits

A demerit is a way for a student to be reprimanded for breaking the rules. Demerits are cumulative. This means that if a student breaks a rule in their science class, during nutrition, and then during lunch – those three demerits will add up toward a detention. Any staff member can give a demerit. A demerit is a two-part document. The first part goes to the student to take home to be signed by parent/guardian, acknowledging the behavior, and returned to the school. The second part goes to the discipline office where they are entered into Aeries. Once a student receives five demerits, they will be placed on structured day schedule, which means that they will be supervised/accompanied by a staff member during all breaks, including lunch. Demerits are cumulative for the school year.

Behavioral Interventions

When a student violates policies that are described in the school discipline policy as major, severe, or other offense that is described as grounds for suspension or expulsion, a conference will be held between administrative staff, the student, and the parents/guardians. The student will be informed of the reason for the disciplinary action and the evidence against the student. At this time, the student will be given the opportunity to present their version and evidence in their defense. A behavior contract will be developed and signed by all parties present in which the student pledges to complete specified tasks and/or uphold specified codes.

If this contract is broken by the student, another conference will be scheduled from which dismissal is a possible outcome.

We encourage ALL education partners to take the time to review Encore's Code of Conduct to

have a better understanding of the discipline process and ask questions for any clarification. We strive to keep academics and discipline separate when we are discussing referrals in AERIES.

Teachers will adhere to the following guidelines pertaining to discipline: (these steps are the minimum to be completed)

- 1st minor infraction: warning and restorative conversation regarding behavior and its effect on the community.
- 2nd minor infraction: Restorative conversation with student as to the reason for a
parent/guardian phone call home (contact must be made)
- 3rd minor infraction: Referral created in Aeries to Assistant Dean of Students
- 4th minor infraction: Schedule a parent/guardian conference
 - Set goals for improved behavior.
 - Agreements on conduct
- 5th minor infraction: Assigned to Structured Day(s) or Alternative Learning Center for SEL training.

**** if the behavior continues a referral to school principal****

We will create data tracking sheets for our students that have an IEP that addresses behavior goals. This will enable us to better track behaviors and address any changes that need to take place on the IEP. All education partners that have interactions with the students will be made aware of their accommodation and work in partnership with our discipline team to make any adjustments necessary.

Minor Behavior Offenses

A minor behavior offense is something that happens within the classroom that is a nuisance only in the classroom, but not a disruption that interrupts the educational process. Examples of these minor behavior offenses include but are not limited to:

- | | |
|--|---|
| ● Breaking classroom rules | ● Having food, drinks, candy, etc. in the classroom |
| ● Use of or bringing personal items from home (toys, roller blades, skateboards, laser pointers) | ● Chewing gum |
| | ● Minor disrespect |

- Throwing objects, littering (objects that do not pose a safety hazard)
- Running in the hallways, classrooms
- Failing to return contracts
- Dress Code
- No ID Card
- Public Display of Affection (PDA)
- Horseplay
- Obscene language, materials, gestures or behavior, racial remarks or comments
- Defiance or disrespectful behavior
- Excessive horseplay
- Disrupting the classroom
- Misbehavior for substitute teacher
- Causing drama that disrupts school activities
- Ditching (on or off campus)
- Deceitful behavior (false accusations, forgery, lying, cheating, plagiarism, etc.)

Based on the nature of the offense and the level of disruption, teachers may handle the discipline within the classroom or refer the student to the discipline office for a citation. Teachers will give demerits to the student for each offense. When a student acquires three (3) of the same or five (5) demerits, they will be assigned to Alternative Learning Center (ALC) for SEL training.

Major Behavioral Offenses

These offenses will require an investigation, incident report, and interviews will take place before any action is taken. Major offenses may result in any of the consequences listed above for Minor Offenses, and also suspension and potentially expulsion pursuant to the school's Suspension and Expulsion Policy. Major offenses include but are not limited to:

- Bullying (threatening, extorting and language of aggressive nature)
- Throwing hazardous objects (rocks, pencils, etc.) or any other activity that poses an extreme safety hazard.
- Unauthorized distribution, selling, or buying of materials or information without prior administration approval.
- Fighting / battery, regardless of who started the fight (employing hostile contact in which at least on party or both individuals have contributed to a situation by verbal action and/or bodily harm or intent of harm)
- Assault (or conspiracy for assault)
- False alarms, unauthorized calls; dialing 911 from any phone.
- Vandalism
- Bomb threats; terrorist threats
- Gang related activities
- Possession, use, being under the influence, sale, or distribution of a controlled substance (this includes look alike items, tobacco, and any version of e-cigarettes)
- Weapon possession (this includes but is not limited to knife, pocketknife, chain, gun, etc.)
- Stealing
- Arson

This is not an all-inclusive list, however, the offenses listed here may result in suspension or expulsion.

APPENDIX A: ANNUAL NOTICES

Animal Dissections

Students at Encore may perform animal dissections as part of the science curriculum. Any student who provides their teacher with a written statement, signed by their parent/guardian, specifying the student's moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof, may be excused from such activities if the teacher believes that an adequate alternative education project is possible. The alternative education project shall require a comparable time and effort investment by the student. It shall not, as a means of penalizing the student, be more arduous than the original education project. The student shall not be discriminated against based upon their moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof.

Availability of Prospectus

Upon request, Encore will make available to any parent or legal guardian a school prospectus, which shall include the curriculum; including titles, descriptions, and instructional aims of every course offered. Please note that, pursuant to law, Encore may charge for the prospectus in an amount not to exceed the cost of duplication.

Cal Grant Program Notice

Encore is required by state law to submit the Grade Point Average ("GPA") of all high school seniors by Oct. 1 of each year, unless the student (if the student is 18 years of age or older) or parent/guardian (for those under 18 years of age) opt-out. Students currently in eleventh (11th) grade will be deemed a Cal Grant applicant, unless the student (or parent/guardian, if the student is under 18 years of age) has opted out by or before February 1.

California Healthy Kids Survey

Encore will administer the California Healthy Kids Survey ("CHKS") to students at grades five, seven, nine, and eleven whose parent or guardian provides written permission. The CHKS is an anonymous, confidential survey of school climate and safety, student wellness, and youth resiliency that enables Encore to collect and analyze data regarding local youth health risks and behaviors, school connectedness, school climate, protective factors, and school violence.

Concussion/Head Injuries

A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. Because Encore has elected to offer an athletic program, we must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until

the athlete is evaluated by, and receives written clearance from, a licensed health care provider. If the licensed health care provider determines the athlete has a concussion or head injury, the athlete shall also complete a graduated return-to-play protocol of no less than 7 days in duration under the supervision of a licensed health care provider. On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the athlete's parent or guardian before the athlete initiates practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course.

Diabetes

Encore will provide an information sheet regarding type 2 diabetes to the parent or guardian of incoming 7th grade students, pursuant to Education Code Section 49452.7. The information sheet shall include, but shall not be limited to, all of the following:

1. A description of type 2 diabetes.
2. A description of the risk factors and warning signs associated with type 2 diabetes.
3. A recommendation that students displaying or possibly suffering from risk factors or warning signs associated with type 2 diabetes should be screened for type 2 diabetes.
4. A description of treatments and prevention of methods of type 2 diabetes.
5. A description of the different types of diabetes screening tests available.

A copy of the information sheet regarding type 2 diabetes is available at:

<https://www.cde.ca.gov/ls/he/hn/type2diabetes.asp>.

Please contact the office if you need a copy of this information sheet or if you have any questions about this information sheet.

Dangers of Synthetic Drugs

The illicit use and abuse of synthetic drugs represents an emerging and ongoing public health threat in California. The fentanyl crisis specifically, has impacted communities across the state, leading to a sharp increase in fentanyl poisonings and deaths in recent years.

This notice aims to address the crisis with a preventative approach ensuring students and families are educated on the deadly consequences of recreational drug use.

A synthetic drug is a drug with properties and effects similar to a known hallucinogen or narcotic but having a slightly altered chemical structure, especially such a drug created in order to evade existing restrictions against illegal substances.

Synthetic drugs include but are not limited to synthetic cannabinoids ("synthetic marijuana," "Spice," "K2"), methamphetamines, bath salts, and fentanyl.

The California Department of Public Health ("CDPH"), has expounded on the extreme danger of drugs laced with fentanyl. Illicit fentanyl can be added to other drugs to make them cheaper, more powerful, and more addictive. Illicit fentanyl has been found in many drugs, including

heroin, methamphetamine, counterfeit pills, and cocaine. Fentanyl mixed with any drug increases the likelihood of a fatal overdose. Furthermore, it is nearly impossible to tell if drugs have been laced with fentanyl without additional testing, because fentanyl cannot be seen, smelled, or tasted when used as a lacing agent.

Additional information regarding fentanyl from the CDPH's Substance and Addiction Prevention Branch [can be found here](#).

Education of Foster and Mobile Youth

Definitions: For the purposes of this annual notice the terms are defined as follows:

- *"Foster youth"* means any of the following:
 1. A child who has been removed from their home pursuant to Section **309** of the Welfare and Institutions Code.
 2. A child who is the subject of a petition filed pursuant to California Welfare and Institutions Code ("WIC") section 300 or 602 (whether or not the child has been removed from the child's home by juvenile court).
 3. A child who is the subject of a petition filed pursuant WIC section 602, has been removed from the child's home by the juvenile court, and is in foster care.
 4. A nonminor under the transition jurisdiction of the juvenile court, as described in WIC section 450, who satisfies all of the following criteria:
 - a. The nonminor has attained 18 years of age while under an order of foster care placement by the juvenile court.
 - b. The nonminor is in foster care under the placement and care responsibility of the county welfare department, county probation department, Indian tribe, consortium of tribes, or tribal organization.
 - c. The nonminor is participating in a transitional independent living case plan.
 5. A dependent child of the court of an Indian tribe, consortium of tribes, or tribal organization who is the subject of a petition filed in the tribal court.¹

¹ The Charter School shall not require an Indian tribe or tribal court representative to certify that any student is a dependent of an Indian tribe, consortium of tribes, or tribal organization.

6. A child who is the subject of a voluntary placement agreement, as defined in WIC section 11400.
 - *“Former juvenile court school student”* means a student who, upon completion of the student’s second year of high school, transfers from a juvenile court school to the Charter School, excluding a school district operated by the Division of Juvenile Justice of the Department of Corrections and Rehabilitation, from a juvenile court school.
 - *“Child of a military family”* refers to a student who resides in the household of an active duty military member.
 - *“Currently Migratory Child”* refers to a child who, within the last 12-months, has moved with a parent, guardian, or other person having custody to Encore from another Local Educational Agency (“LEA”), either within California or from another state, so that the child or a member of the child’s immediate family might secure temporary or seasonal employment in an agricultural or fishing activity, and whose parents or guardians have been informed of the child’s eligibility for migrant education services. This includes a child who, without the parent/guardian, has continued to migrate annually to secure temporary or seasonal employment in an agricultural or fishing activity.
 - *“Student participating in a newcomer program”* means a student who is participating in a program designed to meet the academic and transitional needs of newly arrived immigrant students that has as a primary objective the development of English language proficiency.

Within this notice, foster youth, former juvenile court school students, a child of a military family, a currently migratory child, and a student participating in the newcomer program will be collectively referred to as “Foster and Mobile Youth.” Within this notice, a parent, guardian, or other person holding the educational rights for a Foster and Mobile Youth will be referred to as a “parent/guardian.”

Foster and Mobile Youth Liaison

The principal or designee designates the following staff person as the Liaison for Foster and Mobile Youth:

Esther Haskins, Head Counselor
16955 Lemon Street, Hesperia, CA 92345,

760-956-2632 ext. 1807

ehaskins@encorehighschool.com

The Foster and Mobile Youth Liaison's responsibilities include but are not limited to the following:

1. Ensuring and facilitating the proper educational placement, enrollment in school, and checkout from school of foster children.
2. Assisting foster children when transferring from one school to another school in ensuring proper transfer of credits, records and grades.

School Stability: Encore will work with foster youth and their parent/guardian to ensure that each pupil is placed in the least restrictive educational programs, and has access to the academic resources, services, and extracurricular and enrichment activities that are available to all pupils, including, but not necessarily limited to, interscholastic sports. All decisions regarding a foster youth's education and placement will be based on the best interest of the child and shall consider, among other factors, educational stability and the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress.

Foster youth, currently migratory children and children of military families have the right to remain in their school of origin if it is in their best interest. Encore will immediately enroll a foster youth, currently migratory child or child of a military family seeking reenrollment in the Charter School as the student's school of origin (subject to Encore's capacity and pursuant to the procedures stated in Encore's charter and Board policy). If a dispute arises regarding a foster youth's request to remain in Encore as the school of origin, the foster youth has the right to remain in Encore pending the resolution of the dispute. Encore will also immediately enroll any foster youth, currently migratory child or child of a military family seeking to transfer to Encore (subject to Encore's capacity and pursuant to the procedures stated in Encore's charter and Board policy) regardless of the student's ability to meet normal enrollment documentation or uniform requirements (e.g., producing medical records or academic records from a previous school).

Foster youth, currently migratory children, and children of military families have the right to remain in their school of origin following the termination of the child's status as a foster youth, currently migratory child, or child of a military family, as follows:

1. For students in kindergarten through eighth grade, inclusive, the student will be allowed to continue in the school of origin through the duration of the academic year in which the student's status changed.
2. For students enrolled in high school, the student will be allowed to continue in the school of origin through graduation.

Graduation Requirements: Foster and Mobile Youth who transfer to Encore any time after the

completion of their second year of high school, and pupils participating in a newcomer program who are in their third or fourth year of high school, shall be exempt from any of Encore's graduation requirements that are in excess of the California minimum graduation requirements specified in Education Code section 51225.3 ("additional graduation requirements") unless Encore makes a finding that the student is reasonably able to complete Encore's graduation requirements by the end of the student's fourth year of high school.

To determine whether a Foster and Mobile Youth is in their third or fourth year of high school, either the number of credits the student has earned to the date of transfer or the length of the student's school enrollment may be used, whichever will qualify the student for the exemption. In the case of a pupil participating in a newcomer program, enrollment in grade 11 or 12 based on the average age of students in the third or fourth year of high school may be used to determine whether the student is in their third or fourth year of high school.

Within thirty (30) calendar days of the date that a student who may qualify for exemption under the above requirements transfers into the Charter School, the Charter School shall notify the student, the parent/guardian, and where applicable, the student's social worker or probation officer, of the availability of the exemption and whether the student qualifies for an exemption.

Encore shall notify and consult with students who are exempted from Encore's additional graduation requirements and the student's parent/guardian/educational rights holder. The consultation shall include all of the following:

1. Discussion regarding how any of the requirements that are waived may affect the pupil's postsecondary education or vocation plans, including the ability to gain admission to a postsecondary educational institution.
2. Discussion and information about other options available to the pupil, including, but not limited to, a fifth year of high school, possible credit recovery, and any transfer opportunities available through the California Community Colleges.
3. Consideration of the pupil's academic data and any other information relevant to making an informed decision on whether to accept the exemption.

The Charter School shall not require any student who would otherwise be entitled to remain in attendance at the Charter School to accept the exemption from Encore's additional graduation requirements or deny the student enrollment in, or the ability to complete, courses for which the student is otherwise eligible. Encore shall not revoke an exemption and shall grant an eligible student's request for the exemption at any time if the student qualifies, regardless of whether the student previously declined the exemption.

If a Foster and Mobile Youth who was eligible for an exemption and 1) was not properly notified of the availability of the exemption, or 2) previously declined the exemption pursuant to this

Policy, the Charter School shall exempt the student within thirty (30) days of the exemption request, if an exemption is requested by the youth and the youth at one time qualified for the exemption, even if the pupil is no longer a Foster and Mobile Youth or the court's jurisdiction of the pupil has terminated.

An eligible student's exemption from Encore's additional graduation requirements will continue to apply while the student is enrolled in Encore or if the student transfers to another school even after the court's jurisdiction terminates or the student no longer meets the definition of a child of military family, a currently migratory child or a pupil participating in a newcomer program.

Encore shall not require or request that a student transfer schools in order to qualify the student for the exemption. Nor shall a student, a student's parent/guardian or educational rights holder, or a student's social worker or probation officer request a transfer solely to qualify for an exemption from Encore's additional graduation requirements.

If a student who is exempted from Encore's additional graduation requirements completes the California minimum coursework requirements specified in Education Code section 51225.3 before the end of the student's fourth year of high school and would otherwise be entitled to remain in attendance at Encore, Encore shall not require or request that the student graduate before the end of the student's fourth year of high school.

If Encore determines the student is reasonably able to complete Encore's additional graduation requirements by the end of the student's fifth year of high school, Encore shall do the following:

1. Consult with the student of the student's option to remain at Encore for a fifth year to complete the Charter School's graduation requirements.
2. Consult with the student, and the educational rights holder for the student, about how remaining in school for a fifth year to complete Encore's graduation requirements will affect the student's ability to gain admission to a postsecondary educational institution.
3. Consult with and provide information to the student about transfer opportunities available through the California Community Colleges.
4. Permit the student to stay at Encore for a fifth year to complete Encore's graduation requirements upon agreement with the student, if the student is 18 years of age or older, or, if the student is under 18 years of age, upon agreement with the educational rights holder for the student.

Through January 1, 2028, upon making a finding that a Foster and Mobile Youth **is not reasonably able to complete the Charter School's additional graduation requirements but is reasonably able to complete state coursework requirements specified in Education Code Section 51225.3** within the student's fifth year of high school, the Executive Director or designee shall exempt the pupil from Charter School's graduation requirements and provide pupil the

option of remaining in school for a fifth (5th) year to complete the statewide coursework requirements. Charter School shall consult with the Foster and Mobile Youth and the educational rights holder regarding all of the following:

1. The pupil's option to remain in school for a fifth year to complete the statewide coursework requirements.
2. How waiving the local educational requirements and remaining in school for a fifth year may affect the pupil's postsecondary education or vocation plans, including the ability to gain admission to a institution of higher education.
3. Whether any other options are available to the pupil, including, but not limited to, possible credit recovery, and any transfer opportunities available through the California Community Colleges.
4. The pupil's academic data and any other information relevant to making an informed decision on whether to accept the exemption and option to remain in school for a fifth year to complete the statewide coursework requirements.

If a Foster and Mobile Youth is not eligible for an exemption in the year in which the pupil transfers between schools, because Charter School makes a finding that the pupil is reasonably able to complete Charter School's additional graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high school, then Charter School shall do the following:

- 1) Within the first 30 calendar days of the **following** academic year, Charter School shall reevaluate eligibility;
- 2) Provide written notice to the pupil, the educational rights holder, and the pupil's social worker or probation officer, if applicable, whether the pupil qualifies for an exemption, based on the course completion status of the pupil at the time of reevaluation, to determine if the pupil continues to be reasonably able to complete Charter School's additional graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high school.
- 3) If, given their course completion status at that time the reevaluation is conducted, the pupil is not reasonably able to complete Charter School

additional graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high school, the Charter School shall:

- i. provide the pupil with the option to receive an exemption from all coursework and other requirements adopted by the governing board body of Charter School that are in addition to the statewide coursework requirements specified in Section 51225.3, or
- ii. to stay in school for a fifth year to complete the Charter School's additional graduation requirements.

Charter School shall provide notification of the availability of these options. The pupil (if not a minor) or the educational rights holder shall have sole discretion whether to accept the exemption, based on the pupil's best educational interests.

Acceptance of Course Work Encore will accept any coursework satisfactorily completed at any public school, a juvenile court school, a school in a country other than the United States, and/or a nonpublic, nonsectarian school or agency by a Foster and Mobile Youth.

Encore will provide Foster and Mobile Youth credit for the partial completion of courses taken while attending a public school, a juvenile court school, a school in a country other than the United States, and/or a nonpublic, nonsectarian school or agency. If the student did not complete the entire course, Encore shall not require the student to retake the portion of the course the student completed unless Encore, in consultation with the holder of educational rights for the student, finds that the pupil is reasonably able to complete the requirements in time to graduate from high school. When partial credit is awarded in a particular course, the Foster and Mobile Youth shall be enrolled in the same or equivalent course, if applicable, so that the student may continue and complete the entire course. These students shall not be prevented from taking or retaking a course to meet California State University or the University of California admission eligibility requirements.

Student Records: When Encore receives a transfer request and/or student records request for the educational information and records of a foster youth from a new local educational agency ("LEA"), Encore shall provide these student records within two (2) business days. Encore shall compile the complete educational record of the student, including but not limited to a determination of seat time, full or partial credits earned, current classes and grades, immunization and other records, and, if applicable, a copy of the student's special education records including assessments, IEPs, and/or 504 plans. All requests for student records will be shared with the Foster and Mobile Youth Liaison, who shall be aware of the specific educational record keeping needs of Foster and Mobile Youth.

Encore shall not lower a foster youth's grades as a result of the student's absence due to a verified court appearance, related court ordered activity, or a change in the placement of the student made by a county or placing agency. If a foster youth is absent from school due to a decision to change the placement of the student made by a county or placing agency, the grades and credits of the pupil will be calculated as of the date the student left Encore.

In accordance with Encore's Student Information Policy, under limited circumstances, Encore may disclose student records or personally identifiable information contained in those record to certain requesting parties including but not limited to a foster family agency and state and local authorities within a juvenile justice system, without parent/guardian consent. Students who are 16 years of age or older or have finished 10th grade may access their own school records.

Discipline Determinations: If Encore intends to extend the suspension of any foster/ youth pending a recommendation for expulsion, Encore will invite the student's attorney and an appropriate representative from the relevant county agency to participate in the meeting at which the extension of the suspension will be discussed.

If Encore intends to suspend for more than ten (10) consecutive school days or expel a student with a disability who is also a foster youth due to an act for which the recommendation for expulsion is discretionary, Encore will invite the student's attorney and an appropriate representative from the relevant county agency to participate in the Manifestation Determination Review meeting.

Complaints of Noncompliance: A complaint of noncompliance with any of the requirements outlined above may be filed through Encore's Uniform Complaint Procedures. A copy of the Uniform Complaint Policy and Procedures is available upon request at the front desk in the A building.

Reporting Requirements

Charter School shall report to the California Department of Education ("CDE") annually on the number of pupils who, for the prior school year, graduated with an exemption from the Charter School's graduation requirements that are in addition to the statewide coursework requirements. This data shall be reported for pupils graduating in the fourth year and fifth year cohorts, and shall be disaggregated by cohort, pupil category, race, and disability status. The CDE shall make this data publicly available on an annual basis aligned with other reporting timelines for the California dashboard graduation data. For purposes of this subdivision, "pupil category" means the categories of pupils identified in the "Definitions" section of this Policy, above.

Availability of Complete Policy: For any Foster and Mobile Youth who enrolls at Encore, a copy of Encore’s complete foster youth policy shall be provided at the time of enrollment. A copy of the complete Policy is available upon request at the main office.

Education of Homeless Children and Youth

The term “homeless children and youth” means individuals who lack a fixed, regular and adequate nighttime residence. It includes children and youths who (42 U.S.C. § 11434a):

1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and/or
4. Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition of “homeless.”

Homeless status is determined in cooperation with the parent or guardian. In the case of unaccompanied youth, status is determined by Encore Liaison.

School Liaison: The Principal or designee designates the following staff person as the School Liaison for homeless students (42 U.S.C. § 11432(g)(1)(J)(ii)):

Esther Haskins, Head Counselor
16955 Lemon Street, Hesperia, CA 92345,
760-956-2632 ext. 1807
ehaskins@encorehighschool.com

The Encore Liaison shall ensure that (42 U.S.C. § 11432(g)(6)):

1. Homeless students are identified by school personnel and through outreach and coordination activities with other entities and agencies, and through the annual housing questionnaire administered by the Charter School
2. Homeless students enroll in and have a full and equal opportunity to succeed at Encore.

3. Homeless students and families receive educational services for which they are eligible, including services through Head Start programs (including Early Head Start programs) under the Head Start Act, early intervention services under part C of the Individuals with Disabilities Education Act, any other preschool programs administered by Encore, if any, and referrals to health care services, dental services, mental health services and substance abuse services, housing services, and other appropriate services.
4. Parents/guardians are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children is disseminated at places frequented by parents or guardians of such youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, and in a manner and form understandable to the parents and guardians of homeless youth and unaccompanied youth.
6. Enrollment/admissions disputes are mediated in accordance with law, Encore's charter, and Board policy.
7. Parents/guardians and any unaccompanied youth are fully informed of all transportation services, as applicable.
8. Encore personnel providing services receive professional development and other support.
9. Encore Liaison collaborates with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths.
10. Unaccompanied youth are enrolled in school; have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth; and are informed of their status as independent students under section 480 of the Higher Education Act of 1965 and that the youths may obtain assistance from Encore's Liaison to receive verification of such status for the purposes of the Free Application for Federal Student Aid described in section 483 of the Act.

The California Department of Education publishes a list of the contact information for the Homeless Education Liaisons in the state, which is available at: <https://www.cde.ca.gov/sp/hs/>

Housing Questionnaire: Charter School shall administer a housing questionnaire for purposes of identifying homeless children and youth. Charter School shall ensure that the housing questionnaire is based on the best practices developed by the CDE. Charter School shall annually provide the housing questionnaire to all parents/guardians of students and to all unaccompanied youths at Charter School. The housing questionnaire shall include an explanation of the rights and protections a student has as a homeless child or youth or as an unaccompanied youth. The housing questionnaire shall be available in paper form. The housing questionnaire shall be available in English, and if fifteen (15) percent or more of the students enrolled at Charter School speak a single primary language other than English, it shall also be written in the primary language. The questionnaire shall be translated into other languages upon request of a student's parent/guardian or an unaccompanied youth. Charter School shall collect the completed housing questionnaires and annually report to the CDE the number of homeless children and youths and unaccompanied youths enrolled. (Education Code Section 48851.)

High School Graduation Requirements: Homeless students who transfer to Encore any time after the completion of their second year of high school shall be exempt from any of Encore's graduation requirements that are in excess of the California minimum graduation requirements specified in Education Code section 51225.3 ("additional graduation requirements") unless Encore makes a finding that the student is reasonably able to complete Encore's graduation requirements by the end of the student's fourth year of high school.

To determine whether a homeless student is in their third or fourth year of high school, either the number of credits the student has earned to the date of transfer, or the length of the student's school enrollment may be used, whichever will qualify the student for the exemption.

Within thirty (30) calendar days of the date that a student who may qualify for exemption under the above requirements transfers into Encore, Encore shall notify the student, the student's educational rights holder, and the School Liaison of the availability of the exemption and whether the student qualifies for an exemption.

Encore shall notify students who are exempted from Encore's additional graduation requirements and the student's educational rights holder of how any of the requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and provide information about transfer opportunities available through the California Community Colleges.

The Charter School shall not require any student who would otherwise be entitled to remain in attendance at Encore to accept the exemption from Encore's additional graduation requirements

or deny the student enrollment in, or the ability to complete, courses for which the student is otherwise eligible. Encore shall not revoke an exemption and shall grant an eligible student's request for the exemption at any time if the student qualifies, regardless of whether the student previously declined the exemption. An eligible student's exemption from Encore's additional graduation requirements will continue to apply while the student is enrolled in Encore or if the student transfers to another school even after the student no longer meets the definition of a homeless child.

Encore shall not require or request that a student transfer schools in order to qualify the student for the exemption. Nor shall a student, a student's parent/guardian or educational rights holder, or a student's social worker or probation officer request a transfer solely to qualify for an exemption from Encore's additional graduation requirements.

If a student who is exempted from Encore's additional graduation requirements completes the California minimum coursework requirements specified in Education Code section 51225.3 before the end of the student's fourth year of high school and would otherwise be entitled to remain in attendance at Encore, Encore shall not require or request that the student graduate before the end of the student's fourth year of high school.

If Encore determines the student is reasonably able to complete Encore's graduation requirements by the end of the student's fifth year of high school, Encore shall do the following:

1. Inform the student of the student's option to remain at Encore for a fifth year to complete Encore's graduation requirements.
2. Inform the student, and the educational rights holder for the student, about how remaining in school for a fifth year to complete Encore's graduation requirements will affect the student's ability to gain admission to a postsecondary educational institution.
3. Provide information to the student about transfer opportunities available through the California Community Colleges.
4. Permit the student to stay at Encore for a fifth year to complete Encore's graduation requirements upon agreement with the student, if the student is 18 years of age or older, or, if the student is under 18 years of age, upon agreement with the educational rights holder for the student.

Acceptance of Course Work: Encore will accept any coursework satisfactorily completed at any public school, a juvenile court school, a school in a country other than the United States, and/or a nonpublic, nonsectarian school or agency by a homeless student.

Encore will provide homeless students credit for the partial completion of courses taken while

attending a public school, a juvenile court school, a school in a country other than the United States, and/or a nonpublic, nonsectarian school or agency. If the student did not complete the entire course, Encore shall not require the student to retake the portion of the course the student completed unless Encore, in consultation with the holder of educational rights for the student, finds that the student is reasonably able to complete the requirements in time to graduate from high school. When partial credit is awarded in a particular course, the homeless student shall be enrolled in the same or equivalent course, if applicable, so that the student may continue and complete the entire course. These students shall not be prevented from taking or retaking a course to meet California State University or the University of California admission eligibility requirements.

For any homeless student who enrolls at Encore, a copy of Encore's complete policy shall be provided at the time of enrollment. A copy of the complete Policy is available upon request at the front desk in the A building.

English Learners

Encore is committed to the success of its English Learners and support will be offered both within academic classes and in supplemental settings for students who need additional support for English language learning. Encore will meet all applicable legal requirements for English Learners as they pertain to annual notification to parents, student identification, placement, program options, English Learners and core content instruction, teacher qualifications and training, reclassification to fluent English proficient status, monitoring and evaluating program effectiveness, and standardized testing requirements. Encore will implement policies to assure proper placement, evaluation, and communication regarding English Learners and the rights of students and parents.

Information Regarding Financial Aid

The Charter School shall ensure that each of its students receives information on how to properly complete and submit the 1) Free Application for Federal Student Aid (FAFSA) or 2) the California Dream Act Application as appropriate, at least once before the student enters 12th grade. The Charter School will provide a paper copy of the FAFSA or the California Dream Act Application upon request.

- The FAFSA form and information regarding the FAFSA are available at:
 - <https://studentaid.gov/h/apply-for-aid/fafsa>
- The California Dream Act Application and information regarding the California Dream Act is available at:
 - <https://www.csac.ca.gov/post/resources-california-dream-act-application>

Universal School Meals

Pursuant to California law, commencing with the 2022-23 school year, the Charter School shall provide two (2) nutritionally adequate meals to each student who requests a meal without consideration of the student's eligibility for a federally funded free or reduced-price meal, with a maximum of one (1) free meal per meal service (breakfast and lunch) each school day. This shall apply to all pupils in kindergarten through grade twelve (12).

Applications for school meals are included in the first day packets to all families and can also be obtained on the Charter School website and in the main office. All families are encouraged to complete the application form. Completed application forms can be returned to the main office.

Human Trafficking Prevention

California has the highest number of incidents of human trafficking in the U.S., and all students may be vulnerable. The Charter School believes it is a priority to inform our students about (1) the prevalence, nature of and strategies to reduce the risk of human trafficking, techniques to set healthy boundaries, and how to safely seek assistance, and (2) how social media and mobile device applications are used for human trafficking.

In accordance with the California Healthy Youth Act, the Charter School will provide age-appropriate instruction on the prevention of human trafficking, including sexual abuse, assault, and harassment. You have the right to excuse your child from all or part of the instruction on the prevention of human trafficking. An opt-out form is available on the school's web page at www.encorehighschool.com or request the form at the front desk in the A building for your convenience. Your consent for this instruction is NOT required. If we do not receive a written request to excuse your child, your child will be included in the instruction.

Information and materials for parents/guardians about the curriculum and resources on prevention of human trafficking and abuse, including sexual abuse, assault, and harassment are available on Charter School's website for your review.

Immunizations

Pursuant to the California Health and Safety Code and the California Code of Regulations, children must provide proof of having received required immunizations (shots) before they can attend school unless they meet the requirements for an exemption. Immunization records are required for all incoming students. Verification of immunizations will be completed with written medical records from the child's doctor or immunization clinic. To ensure a safe learning environment for all students, the Charter School follows and abides by the health standards set forth by the state of California. The immunization status of all students will be reviewed periodically. Those students who are not in compliance with the State requirements must be excluded from attendance 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 Encore.

These required immunizations include:

Child's Grade	List of shots required to attend school
TK/K-12 Admission	<p>Diphtheria, Tetanus and Pertussis (DTaP) - Five (5) doses Polio - Four (4) doses Measles, Mumps, and Rubella (MMR) - Two (2) doses Hepatitis B (Hep B) - Three (3) doses Varicella (chickenpox) – Two (2) doses</p> <p>NOTE: Four doses of DTaP are allowed if one was given on or after the fourth birthday. Three doses of DTaP meet the requirement if at least one dose of Tdap, DTaP, or DTP vaccine was given on or after the seventh birthday (also meets the 7th-12th grade Tdap requirement.) One or two doses of Td vaccine given on or after the seventh birthday count towards the requirement for DTaP. Three doses of Polio are allowed if one was given on or after fourth birthday. MMR doses must be given on or after first birthday. Two doses of measles, two doses of mumps, and one dose of rubella vaccine meet the requirement, separately or combined. Combination vaccines (e.g., MMRV) meet the requirements for individual component vaccines.</p>
Entering 7th Grade	<p>Tetanus, reduced Diphtheria, and acellular Pertussis (Tdap) - One (1) dose Varicella (chickenpox) - Two (2) doses</p> <p>NOTE: In order to begin 7th grade, students who had a valid personal belief exemption on file with a public or private elementary or secondary school in California before January 1, 2016 must meet the requirements listed for grades K-12 as well as requirements for 7th grade advancement (i.e., polio, MMR, varicella and primary series for diphtheria, tetanus, and pertussis). At least one dose of pertussis-containing vaccine is required on or after the 7th birthday.</p>

Involuntary Removal Process

No student shall be involuntarily removed by Encore for any reason unless the parent or guardian of the student has been provided written notice of intent to remove the student no less than five (5) schooldays before the effective date of the action (“Involuntary Removal Notice”). The written notice shall be in the native language of the student or the student’s parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student’s educational rights holder. The Involuntary Removal Notice shall include the charges

against the student and an explanation of the student’s basic rights including the right to request a hearing before the effective date of the action. The hearing shall be consistent with Encore’s expulsion procedures.

If the student’s parent, guardian, or educational rights holder requests a hearing, the student shall remain enrolled and shall not be removed until Encore issues a final decision. As used herein, “involuntarily removed” includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions or expulsions pursuant to Encore’s suspension and expulsion policy.

Upon parent/guardian request for a hearing, the Charter School will provide notice of hearing consistent with its expulsion hearing process, through which the student has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the student has the right to bring legal counsel or an advocate. The notice of hearing shall be in the native language of the student or the student’s parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student’s educational rights holder, and shall include a copy of the Charter School’s expulsion hearing process.

If the parent/guardian is nonresponsive to the Involuntary Removal Notice, the student will be disenrolled as of the effective date set forth in the Involuntary Removal Notice. If the parent/guardian requests a hearing and does not attend on the date scheduled for the hearing the student will be disenrolled effective the date of the hearing.

If, as a result of the hearing, the student is disenrolled, notice will be sent to the student’s last known school district of residence within thirty (30) days.

A hearing decision not to disenroll the student does not prevent the Charter School from making a similar recommendation in the future should student truancy continue or re-occur.

Mental Health Services

Encore recognizes that when unidentified and unaddressed, mental health challenges can lead to poor academic performance, increased likelihood of suspension and expulsion, chronic absenteeism, student attrition, homelessness, incarceration, and/or violence. Access to mental health services at Encore and in our community is not only critical to improving the physical and emotional safety of students, but it also helps address barriers to learning and provides support so that all students can learn problem-solving skills and achieve in school and, ultimately, in life. The following resources are available to your child:Available on Campus:School-based counseling services – your child is encouraged to directly contact a Charter School counselor by coming into the counseling office during school hours and making an appointment to speak with a counselor. The counseling office can also be reached at 760-956-2632 ext. 1807. Our School counselors support students by providing individual sessions, group or parent consultations whenever a student is having a difficult time due to academic stress, transition to changes in their

environment, or social concerns, including isolation. Counseling services, whether provided by our Charter School or by an outside provider listed herein, are voluntary.

- Special education services – if you believe your child may have a disability, you are encouraged to directly contact the school’s psychologist at 760-956-2632 ext. 12021 to request an evaluation.
- Prescription medication while on campus – if your child requires prescription medication during school hours and you would like assistance from School staff in providing this medication to your child, please contact the Health Office at 760-956-2632 ext. 1808.
- Available in the Community:
 - Care Solace
 - California Special Education Local Plan Areas (SELPA)
 - Valley Star Walk-in Crisis Center
 - Family Assistance Program

Available Nationally:

- National Suicide Prevention Hotline - This organization provides confidential support for adults and youth in distress, including prevention and crisis resources. Available 24 hours at 1-800-273-8255.
- The Trevor Project - This organization provides suicide prevention and crisis intervention for LGBTQ youth between the ages of 13 and 24. **Available at 1-866-488-7386 or visit <https://www.thetrevorproject.org/>.**
- Big Brothers/Big Sisters of America – This organization is a community- based mentorship program. Community-specific program information can be found online at <https://www.bbbs.org> or by calling (813) 720-8778.

Nondiscrimination Statement

Encore does not discriminate against any person on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, immigration status, religion, religious affiliation, sexual orientation, pregnancy, or any other characteristic that is contained in the definition of hate crimes in the California Penal Code.

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

Encore does not discourage students from enrolling or seeking to enroll in Encore for any reason, including, but not limited to, academic performance, disability, neglect or delinquency, English proficiency, for being homeless or a foster/mobile youth, economic disadvantage, nationality, race, ethnicity, or sexual orientation. Encore shall not encourage a student currently attending Encore to disenroll or transfer to another school based on any of the aforementioned reasons except in cases of expulsion and suspension or involuntary removal in accordance with Encore's charter and relevant policies.

Encore does not request nor require student records prior to a student's enrollment.

Encore shall provide a copy of the California Department of Education Complaint Notice and Form to any parent, guardian, or student over the age of 18 at the following times: (1) when a parent, guardian, or student over the age of 18 inquires about enrollment; (2) before conducting an enrollment lottery; and (3) before disenrollment of a student.

Encore is committed to providing an educational atmosphere that is free of unlawful harassment under Title IX of the Education Amendments of 1972 (sex); Titles IV, VI, and VII of the Civil Rights Act of 1964 (race, color, or national origin); The Age Discrimination Act of 1975; the IDEIA; and Section 504 and Title II of the ADA (mental or physical disability). Encore also prohibits sexual harassment, including cyber sexual bullying, and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, religious affiliation, creed, color, immigration status, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. Encore does not condone or tolerate harassment of any type, including discrimination, intimidation, or bullying, including cyber sexual bullying, by any employee, independent contractor or other person with which Charter School does business, or any other individual, student, or volunteer. This applies to all employees, students, or volunteers and relationships, regardless of position or gender. Charter School will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted. Inquiries, complaints, or grievances regarding harassment as described in this section, above, should be directed to Encore Uniform Complaint Procedures ("UCP") Compliance Officer:

Dr. Sabrina Bow, Executive Director
16955 Lemon Street, Hesperia, CA 92345
760-956-2632
sbow@encorehighschool.com

The lack of English language skills will not be a barrier to admission or participation in the Charter School's programs or activities. Encore prohibits retaliation against anyone who files a complaint or who participates or refuses to participate in a complaint investigation.

Opioid Information Sheet

The Charter School annually provides each athlete with an Opioid Factsheet for Patients published by the Centers for Disease Control and Prevention. The athlete and, if the athlete is 17 years of age or younger, the athlete's parent or guardian shall sign a document acknowledging receipt of the Opioid Factsheet for Patients and return that document to the Charter School before the athlete initiates practice or competition. The fact sheet is available at:

<https://www.cdc.gov/drugoverdose/pdf/AHA-Patient-Opioid-Factsheet-a.pdf>

Parent and Family Engagement Policy

The Charter School aims to provide all students in our school significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps while abiding by guidelines within the Elementary and Secondary Education Act ("ESEA"). The Charter School staff recognizes a partnership with families is essential to meet this goal. Our Parent and Family Engagement Policy leverages and promotes active involvement of all families as partners with schools to ensure student success. A copy of the Charter School's complete Policy is available upon request in the main office.

Physical Examinations and Right to Refuse

A parent/guardian having control or charge of any child enrolled in the Charter School may file annually with the Executive Director a written and signed statement stating that the parent/guardian will not consent to a physical examination of the child. Thereupon the child shall be exempt from any physical examination, but whenever there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease, the child shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist.

Pregnant and Parenting Students

Encore recognizes that pregnant and parenting students are entitled to accommodations that provide them with the opportunity to succeed academically while protecting their health and the health of their children. A pregnant or parenting student is entitled to eight (8) weeks of parental leave, or more if deemed medically necessary by the student's physician, which the student may take before the birth of the student's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction, in order to protect the health of the student who gives or expects to give birth and the infant, and to allow the pregnant or parenting student to care for and bond with the infant. Encore will ensure that absences from the student's regular school program are excused until the student is able to return to the regular school program.

Upon return to school after taking parental leave, a pregnant or parenting student will be able to make up work missed during the pregnant or parenting student's leave, including, but not limited to, makeup work plans and re-enrollment in courses. Notwithstanding any other law, a pregnant or parenting student may remain enrolled for a fifth year of instruction in Encore if it is necessary in order for the student to be able to complete any graduation requirements, unless Encore determines that the student is reasonably able to complete the graduation requirements in time to graduate from high school by the end of the student's fourth year of high school.

Complaints of noncompliance with laws relating to pregnant or parenting students may be filed under the Uniform Complaint Procedures ("UCP") of Encore. The complaint may be filed in writing with the compliance officer:

Dr. Sabrina Bow, Executive Director
16955 Lemon Street, Hesperia, CA 92345
760-956-2632
sbow@encorehighschool.com

A copy of the UCP is available upon request at both administrative office reception desks. For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the complaint procedures, please contact the Executive Director.

Safe Storage of Firearms

The purpose of this notice is to inform and to remind parents and legal guardians of all students at the Charter School of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. **These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.**

To help everyone understand their legal responsibilities, this notice spells out California law regarding the storage of firearms. Please take some time to review this notice and evaluate your own personal practices to assure that you and your family are in compliance with California law:

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-

sponsored event, activity, or performance; or (3) unlawfully brandishes the firearm to others.

- The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.
- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child’s parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor **never** actually accesses the firearm.
- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.
- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person’s child or ward.

The county or city may have additional restrictions regarding the safe storage of firearms. Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

School Bus and Passenger Safety

All students who are transported in a school bus or school student activity bus shall receive instruction in school bus emergency procedures and passenger safety. A copy of the complete Policy is available upon request at the main office.

Section 504

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

Sexual Health Education

Encore offers comprehensive sexual health education to its students in grades 7-12. A parent or guardian of a student has the right to excuse their child from all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education through a passive consent (“opt-out”) process. Encore does not require active parental consent (“opt-in”) for comprehensive sexual health education and HIV prevention education.

Parents/guardians may:

- Inspect written and audiovisual educational materials used in comprehensive sexual health education and HIV prevention education.
- Excuse their child from participation in comprehensive sexual health education and HIV prevention education in writing to Encore.
- Be informed whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by Charter School personnel or outside consultants. When Encore chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV/AIDS prevention education, be informed of:
 - The date of the instruction
 - The name of the organization or affiliation of each guest speaker
- Request a copy of Education Code sections 51930 through 51939.

Anonymous, voluntary, and confidential research and evaluation tools to measure student’s health behaviors and risks (including tests, questionnaires, and surveys containing age-appropriate questions about the student’s attitudes concerning or practices relating to sex) may be administered to students in grades 7-12. A parent or guardian has the right to excuse their child from the test, questionnaire, or survey through a passive consent (“opt-out”) process. Parents or guardians shall be notified in writing that this test, questionnaire, or survey is to be administered, given the opportunity to review the test, questionnaire, or survey if they wish, notified of their right to excuse their child from the test, questionnaire, or survey, and informed that in order to excuse their child they must state their request in writing to Encore.

A student may not attend any class in comprehensive sexual health education or HIV prevention education, or participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on student health behaviors and risks if Encore has received a written request from the student’s parent or guardian excusing the student from participation. An alternative educational activity shall be made available to students whose parents or guardians have requested that they not receive the instruction or participate in the test, questionnaire, or survey.

Special Education /Students with Disabilities

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

Pursuant to the IDEA and relevant state law, Encore is responsible for identifying, locating, and evaluating children enrolled at Encore with known or suspected disabilities to determine whether a need for special education and related services exists. This includes children with disabilities who are homeless or fostered youth. Encore shall not deny nor discourage any student from enrollment solely due to a disability. If you believe your child may be eligible for special education services, please contact **Encore’s School Psychologist, 16955 Lemon Street, Hesperia, Ca 92345, 760-956-2632.**

State Testing

Encore shall annually administer required state testing to the applicable grades (e.g., the California Assessment of Student Performance and Progress [“CAASPP”].) Notwithstanding any other provision of law, a parent’s or guardian’s written request to Charter School officials to excuse their child from any or all parts of the CAASPP shall be granted. Upon request, parents have a right to information on the level of achievement of their student on every State academic assessment administered to the student.

Student Records, including Records Challenges and Directory Information

The Family Educational Rights and Privacy Act (“FERPA”) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 5 business days after the day Encore receives a request for access. Parents or eligible students should submit to Encore Principal or designee a written request that identifies the records they wish to inspect. The Encore official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask Encore to amend a record should write to Encore's Principal or designee, clearly identify the part of the record they want changed and specify why it should be changed. If Encore decides not to amend the record as requested by the parent or eligible student, Encore will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. If the Charter School decides to amend the record as requested by the parent or eligible student, the Executive Director must order the correction or the removal and destruction of the information and inform the parent or eligible student of the amendment in writing.

3. The right to provide written consent before Encore discloses personally identifiable information ("PII") from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to Encore officials with legitimate educational interests. An Encore official is a person employed by Encore as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on Encore's Board of Directors.

An Encore official also may include a volunteer, consultant, vendor, or contractor outside of the Charter School who performs an institutional service or function for which Encore would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, therapist, or contracted provider of digital educational platforms and/or services; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another Encore official in performing their tasks. An Encore official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

Upon request, Encore discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled, if the disclosure is for purposes of the student's enrollment or transfer.

Note that Encore will not release information to third parties for immigration-enforcement purposes, except as required by law or court order.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Encore to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

5. The right to request that Encore not release student names, addresses and telephone listings to military recruiters or institutions of higher education without prior written parental consent.

FERPA permits the disclosure of PII from a student's education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to Encore officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires Encore to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. Encore may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student to the following parties:

1. Encore officials who have a legitimate educational interest as defined by 34 C.F.R. Part 99;
2. Other schools to which a student seeks or intends to enroll so long as the disclosure is for purposes related to the student's enrollment or transfer. When a student transfers schools, Encore will mail the original or a copy of a student's cumulative file to the receiving district or private school within ten (10) school days following the date the request is received from the public school or private school where the student intends to enroll. Encore will make a reasonable attempt to notify the parent or eligible student of the request for records at the parent's or eligible student's last known address, unless the disclosure is initiated by the parent or eligible student. Additionally, Encore will give the parent or eligible student, upon request, a copy of the record that was disclosed and give the parent or eligible student, upon request, an opportunity for a hearing;
3. Certain government officials listed in 20 U.S.C. § 1232g(b)(1) in order to carry out lawful functions;
4. Appropriate parties in connection with a student's application for, or receipt of, financial aid if it is necessary to determine eligibility, amount of aid, conditions for aid or enforcing the terms and conditions of the aid;
5. Organizations conducting certain studies for Encore in accordance with 20 U.S.C. § 1232g(b)(1)(F).
6. Accrediting organizations in order to carry out their accrediting functions.

7. Parents/Guardians of a dependent student as defined in section [152 of the Internal Revenue Code](#) of 1986;
8. Individuals or entities, in compliance with a judicial order or lawfully issued subpoena. Subject to the exceptions found in 34 C.F.R. § 99.31(a)(9)(i), reasonable effort must be made to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek a protective order;
9. Persons who need to know in cases of health and safety emergencies;
10. State and local authorities, within a juvenile justice system, pursuant to specific State law;
11. A foster family agency with jurisdiction over a currently enrolled or former student, a short-term residential treatment program staff responsible for the education or case management of a student, and a caregiver (regardless of whether the caregiver has been appointed as the student's educational rights holder) who has direct responsibility for the care of the student, including a certified or licensed foster parent, an approved relative or nonrelated extended family member, or a resource family, may access the current or most recent records of grades, transcripts, attendance, discipline, and online communication on platforms established by Encore for students and parents, and any individualized education program ("IEP") or Section 504 plan that may have been developed or maintained by Encore.; and/or
12. A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceedings conducted by Encore with respect to that alleged crime or offense. Encore discloses the final results of the disciplinary proceeding regardless of whether Encore concluded a violation was committed.

"Directory Information" is information that is generally not considered harmful or an invasion of privacy if released. The Charter School may disclose the personally identifiable information that it has designated as directory information without a parent's or eligible student's prior written consent. The Charter School has designated the following information as directory information:

1. Student's name
2. Student's address
3. Parent's/guardian's address
4. Telephone listing
5. Student's electronic mail address
6. Parent's/guardian's electronic mail address
7. Photograph/video
8. Date and place of birth
9. Dates of attendance

10. Grade level
11. Participation in officially recognized activities and sports
12. Weight and height of members of athletic teams
13. Degrees, honors, and awards received
14. The most recent educational agency or institution attended
15. Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's social security number, in whole or in part, cannot be used for this purpose.)

If you do not want the Charter School to disclose directory information from your child's education records without your prior written consent, you must notify the Charter School in writing at the time of enrollment or re-enrollment.

Please notify the Principal, Dr. St. Claire Adriaan at sadriaan@encorehighschool.com. A copy of the complete Policy is available upon request at the main office.

Sudden Cardiac Arrest Prevention and Automated External Defibrillators

Encore is invested in the health of its athletes, especially their heart health. Sudden cardiac arrest ("SCA") is when the heart stops beating, suddenly and unexpectedly. Those wishing to participate in an Arts Program at Encore (Cirque, Dance, Cheer, etc.) or participate on a sports team, must review the information sheet on sudden cardiac arrest via the following link: <https://www.cde.ca.gov/pd/ca/pe/documents/pescaform.pdf>

Surveys About Personal Beliefs

Unless the student's parent/guardian gives written permission, a student will not be given any test, questionnaire, survey, or examination containing any questions about the student's, or the student's parents' or guardians' personal beliefs or practices in sex, family life, morality, or religion.

Teacher Qualification Information

As the Charter School receives Title I federal funds through the Elementary and Secondary Education Act ("ESEA"), as reauthorized and amended by the Every Student Succeeds Act ("ESSA"), all parents/guardians of students attending the Charter School may request information regarding the professional qualifications of classroom teachers and/or paraprofessionals, including at a minimum:

1. Whether the student's teacher:
 - a. Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

- b. Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - c. Is teaching in the field of discipline of the certification of the teacher; and
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Upon request, the Charter School will provide the information to the parents/guardians in a timely manner. Parents/guardians may contact the Executive Director at [INSERT PHONE/EMAIL] to obtain this information.

Uniform Complaint Procedure (“UCP”)

The Charter School is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. The Charter School shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedure (“UCP”) adopted by our Governing Board for the following types of complaints:

1. Complaints alleging unlawful discrimination, harassment, intimidation, or bullying against any protected group on the basis of the actual or perceived characteristics of age, ancestry, color, mental disability, physical disability, ethnic group identification, immigration status, citizenship, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, medical condition, marital status, sex, or sexual orientation, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics in any Charter School program or activity.
2. Complaints alleging a violation of state or federal law or regulation governing the following programs:
 - Accommodations for Pregnant, Parenting or Lactating Students;
 - Adult Education;
 - Career Technical and Technical Education;
 - Career Technical and Technical Training;
 - Child Care and Development Programs;
 - Consolidated Categorical Aid;

- Education of Students in Foster Care, Students who are Homeless, former Juvenile Court Students now enrolled in a public school, Migratory Children and Children of Military Families;
 - Every Student Succeeds Act;
 - Migrant Education Programs;
 - Regional Occupational Centers and Programs;
 - School Safety Plans
3. Complaints alleging noncompliance with laws relating to pupil fees. A student enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following:
- 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.
 - A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
 - A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

Complaints of noncompliance with laws relating to pupil fees may be filed with the Executive Director or the Compliance Officer identified below.

4. Complaints alleging noncompliance with the requirements governing the Local Control Funding Formula ("LCFF") or Local Control and Accountability Plans ("LCAP") under Education Code sections 47606.5 and 47607.3, as applicable. If the Charter School adopts a School Plan for Student Achievement ("SPSA") in addition to its LCAP, complaints of noncompliance with the requirements of the SPSA under Education Code sections 64000, 64001, 65000, and 65001 shall also fall under the UCP.

Complaints alleging noncompliance regarding child nutrition programs established pursuant to Education Code sections 49490-49590 are governed by Title 7, Code of Federal Regulations ("C.F.R.") sections 210.19(a)(4), 215.1(a), 220.13(c), 225.11(b), 226.6(n), and 250.15(d) and Title 5, California Code of Regulations ("C.C.R.") sections 15580 - 15584.

Complaints alleging noncompliance regarding special education programs established pursuant to Education Code sections 56000-56865 and 59000-59300 are governed by the procedures set forth in 5 C.C.R. sections 3200-3205 and 34 C.F.R. sections 300.151-300.153.

Complaints other than complaints relating to pupil fees must be filed in writing with the following Compliance Officer:

Dr. Sabrina Bow, Executive Director
16955 Lemon Street, Hesperia, Ca 92345
760-956-2632
sbow@encorehighschool.com

Only complaints regarding pupil fees or LCAP compliance may be filed anonymously and only if the anonymous complainant provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees or LCAP.

Complaints alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying. All other complaints under the UCP shall be filed not later than one (1) year from the date the alleged violation occurred. For complaints relating to the LCAP, the date of the alleged violation is the date on which the Charter School's Board of Directors approved the LCAP or the annual update was adopted by the Charter School.

The Compliance Officer responsible for investigating the complaint shall conduct and complete the investigation in accordance with California regulations and the Charter School's UCP Policy. The Compliance Officer shall provide the complainant with a final written investigation report ("Decision") within sixty (60) calendar days from the Charter School's receipt of the complaint. This sixty (60) calendar day time period may be extended by written agreement of the complainant.

The complainant has a right to appeal the Charter School's Decision to the California Department of Education ("CDE") by filing a written appeal within thirty (30) calendar days of the date of the Charter School's written Decision, except if the Charter School has used its UCP to address a complaint that is not subject to the UCP requirements. The appeal must include a copy of the complaint filed with the Charter School, a copy of the Charter School's Decision, and the complainant must specify and explain the basis for the appeal of the Decision, including at least one of the following:

1. The Charter School failed to follow its complaint procedures.

2. Relative to the allegations of the complaint, the Charter School's Decision lacks material findings of fact necessary to reach a conclusion of law.
3. The material findings of fact in the Charter School's Decision are not supported by substantial evidence.
4. The legal conclusion in the Charter School's Decision is inconsistent with the law.
5. In a case in which the Charter School's Decision found noncompliance, the corrective actions fail to provide a proper remedy.

A complainant who appeals the Charter School's Decision on a UCP complaint to the CDE shall receive a written appeal decision within sixty (60) calendar days of the CDE's receipt of the appeal, unless extended by written agreement with the complainant or the CDE documents exceptional circumstances and informs the complainant.

Within thirty (30) calendar days of the date of the CDE's appeal Decision pursuant to 5 C.C.R. section 4633(f)(2) or (3), either party may request reconsideration by the State Superintendent of Public Instruction ("SSPI") or the SSPI's designee. The request for reconsideration shall specify and explain the reason(s) for contesting the findings of fact, conclusions of law, or corrective actions in the CDE's appeal Decision.

If a UCP complaint is filed directly with the CDE and the CDE determines that it merits direct intervention, the CDE shall complete an investigation and provide a written decision to the complainant within sixty (60) calendar days of receipt of the complaint, unless the parties have agreed to extend the timeline or the CDE documents exceptional circumstances and informs the complainant.

If the Charter School finds merit in a UCP complaint, or the CDE finds merit in an appeal, the Charter School shall take corrective actions consistent with the requirements of existing law that will provide a remedy to the affected student and/or parent/guardian as applicable.

A complainant may pursue available civil law remedies outside of the Charter School'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) calendar 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 the Charter School has appropriately, and in a timely manner, apprised the complainant of the complainant's right to file a complaint in accordance with 5 C.C.R. § 4622.

A copy of the UCP shall be available upon request free of charge in the main office. For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the UCP, please contact the Executive Director.

Use of Student Information Learned from Social Media

The Charter School complies with all federal, state, and local guidelines regarding the gathering and/or maintenance of information about any enrolled student obtained from social media in the student's educational record. The Charter School gathers student information from social media. Such information shall be maintained in the Charter School's records with regard to the student and shall be destroyed within one (1) year after a student turns 18 years of age or within one (1) year after the student is no longer enrolled in the Charter School, whichever occurs first. A non-minor student or a student's parent or guardian may access the student's records for examination of the information, request the removal of information or corrections made to information gathered or maintained by the Charter School by contacting the Principal.

APPENDIX B: COMPLETE POLICIES

Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy

Discrimination, sexual harassment, harassment, intimidation, and bullying are all disruptive behaviors, which interfere with students' ability to learn, negatively affect student engagement, diminish school safety, and contribute to a hostile school environment. As such, Encore Junior and Senior High School for the Performing and Visual Arts ("Encore" or the "Charter School") prohibits any acts of discrimination, sexual harassment, harassment, intimidation, and bullying altogether. This policy is inclusive of instances that occur on any area of the school campus, at school-sponsored events and activities, regardless of location, through school-owned technology, and through other electronic means.

As used in this policy, discrimination, sexual harassment, harassment, intimidation, and bullying are described as the intentional conduct, including verbal, physical, written communication or cyber-bullying, including cyber sexual bullying, based on the actual or perceived characteristics of mental or physical disability, sex (including pregnancy and related conditions, and parental status), sexual orientation, gender, gender identity, gender expression, immigration status, nationality (including national origin, country of origin, and citizenship), race or ethnicity (including ancestry, color, ethnic group identification, ethnic background, and traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twist), religion (including agnosticism and atheism), religious affiliation, medical condition, genetic information, marital status, age or association with a person or group with one

or more of these actual or perceived characteristics or based on any other characteristic protected under applicable state or federal law or local ordinance. Hereafter, such actions are referred to as “misconduct prohibited by this Policy.”

To the extent possible, the Charter School will make reasonable efforts to prevent students from being discriminated against, harassed, intimidated, and/or bullied, and will take action to investigate, respond, address and report on such behaviors in a timely manner. Encore school staff who witness acts of misconduct prohibited by this Policy will take immediate steps to intervene when safe to do so.

Moreover, the Charter School will not condone or tolerate misconduct prohibited by this Policy by any employee, independent contractor or other person with whom Encore does business, or any other individual, student, or volunteer. This Policy applies to all employee, student, and volunteer actions and relationships, regardless of position or gender. Encore will promptly and thoroughly investigate and respond to any complaint of misconduct prohibited by this Policy in a manner that is not deliberately indifferent and will take appropriate corrective action, if warranted. Encore complies with all applicable state and federal laws and regulations and local ordinances in its investigation of and response to reports of misconduct prohibited by this Policy.

Title IX, Harassment, Intimidation, Discrimination and Bullying Coordinator (“Coordinator”):

Joseph Thibodeaux
Assistant Dean of Student Services
16955 Lemon Street
Hesperia, CA 92345
760-956-2632
jthibodeaux@encorehighschool.com

Definitions

Prohibited Unlawful Harassment

- Verbal conduct such as epithets, derogatory jokes or comments or slurs.
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work or school because of sex, race or any other protected basis.
- Retaliation for reporting or threatening to report harassment.
- Deferential or preferential treatment based on any of the protected characteristics listed above.

Prohibited Unlawful Harassment under Title IX

Title IX (20 U.S.C. § 1681 *et seq.*; 34 C.F.R. Part 106) and California state law prohibit discrimination and harassment on the basis of sex. Under Title IX, “sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:

- An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
- “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

In accordance with Title IX and California law, discrimination and harassment on the basis of sex in education institutions, including in the education institution’s admissions and employment practices, is prohibited. All persons, regardless of sex, are afforded equal rights and opportunities and freedom from unlawful discrimination and harassment in education programs or activities conducted by Encore.

Encore is committed to providing a work and educational environment free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be referred to the Coordinator, the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

Sexual harassment consists of conduct on the basis of sex, including but not limited to unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct on the basis of sex, regardless of whether or not the conduct is motivated by sexual desire, when: (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual’s employment, education, academic status, or progress; (b) submission to, or rejection of, the conduct by the individual is used as the basis of employment, educational or academic decisions affecting the individual; (c) 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; and/or (d) 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.

It is also unlawful to retaliate in any way against an individual who has articulated a good faith concern about sexual harassment against themselves or against another individual.

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:

- Rape, sexual battery, molestation or attempts to commit these assaults.
- Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another’s body, or poking another’s body.
- Unwanted sexual advances, propositions or other sexual comments, such as:
 - Sexually oriented gestures, notices, remarks, jokes, or comments about a person’s sexuality or sexual experience.
 - Preferential treatment or promises of preferential treatment to an individual for submitting to sexual conduct, including soliciting or attempting to solicit any individual to engage in sexual activity for compensation or reward or deferential treatment for rejecting sexual conduct.
 - Subjecting or threats of subjecting a student or employee to unwelcome sexual attention or conduct or intentionally making the student’s or employee’s performance more difficult because of the student’s or the employee’s sex.
- Sexual or discriminatory displays or publications anywhere in the work or educational environment, such as:
 - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing or possessing any such material to read, display or view in the work or educational environment.
 - Reading publicly or otherwise publicizing in the work or educational environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic.
 - Displaying signs or other materials purporting to segregate an individual by sex in an area of the work or educational environment (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this Policy.

Prohibited Bullying

Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act. Bullying includes one or more acts committed by a student or group of students that may constitute sexual harassment, hate violence, or creates an intimidating and/or hostile educational environment, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable student ² or students in fear of harm to that student's or those students' person or property.
2. Causing a reasonable student to experience a substantially detrimental effect on the student's physical or mental health.
3. Causing a reasonable student to experience a substantial interference with the student's academic performance.
4. Causing a reasonable student to experience a substantial interference with the student's ability to participate in or benefit from the services, activities, or privileges provided by Encore.

Cyberbullying is an electronic act that includes the transmission of harassing communication, direct threats, or other harmful texts, sounds, video or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Electronic act means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

1. A message, text, sound, video, or image.
2. A post on a social network Internet Web site including, but not limited to:
 - a. Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in the definition of "bullying," above.
 - b. Creating a credible impersonation of another actual student for the purpose of having one or more of the effects listed in the definition of "bullying," above. "Credible impersonation" means to knowingly and without consent impersonate a student for the purpose of bullying the student and such that another student would reasonably believe, or has reasonably believed, that the student was or is the student who was impersonated.
 - c. Creating a false profile for the purpose of having one or more of the effects listed in the definition of "bullying," above. "False profile" means a profile of a fictitious student or a profile using the likeness or attributes of an actual student other than the student who created the false profile.

² "Reasonable student" is defined as a student, including, but not limited to, an exceptional needs student, who exercises care, skill and judgment in conduct for a person of the student's age, or for a person of the student's age with the student's exceptional needs.

3. An act of “Cyber sexual bullying” including, but not limited to:
 - a. The dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a student to another student or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in definition of “bullying,” above. A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
 - b. “Cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

4. Notwithstanding the definitions of “bullying” and “electronic act” above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

Formal Complaint of Sexual Harassment means a written document filed and signed by a complainant who is participating in or attempting to participate in Encore’s education program or activity or signed by the Coordinator alleging sexual harassment against a respondent and requesting that Encore investigate the allegation of sexual harassment. At the time of filing a formal complaint of sexual harassment, a complainant must be participating in or attempting to participate in Encore’s education program or activity.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Bullying and Cyberbullying Prevention Procedures

Encore has adopted the following procedures for preventing acts of bullying, including cyberbullying.

1. Cyberbullying Prevention Procedures

Encore advises students:

- a. To never share passwords, personal data, or private photos online.
- b. To think about what they are doing carefully before posting and by emphasizing that comments cannot be retracted once they are posted.
- c. That personal information revealed on social media can be shared with anyone including parents, teachers, administrators, and potential employers. Students should never reveal information that would make them uncomfortable if the world had access to it.

- d. To consider how it would feel receiving such comments before making comments about others online.

Encore informs Charter School employees, students, and parents/guardians of Encore's policies regarding the use of technology in and out of the classroom. Encore encourages parents/guardians to discuss these policies with their children to ensure their children understand and comply with such policies.

2. Education

Encore employees cannot always be present when bullying incidents occur, so educating students about bullying is a key prevention technique to limit bullying from happening. Encore advises students that hateful and/or demeaning behavior is inappropriate and unacceptable in our society and at Encore and encourages students to practice compassion and respect each other.

Charter School educates students to accept all student peers regardless of protected characteristics (including but not limited to actual or perceived sexual orientation, gender identification, physical or cognitive disabilities, race, ethnicity, religion, and immigration status) and about the negative impact of bullying other students based on protected characteristics.

Encore's bullying prevention education also discusses the differences between appropriate and inappropriate behaviors and includes sample situations to help students learn and practice appropriate behavior and to develop techniques and strategies to respond in a non-aggressive way to bullying-type behaviors. Students will also develop confidence and learn how to advocate for themselves and others, and when to go to an adult for help.

Encore informs Encore employees, students, and parents/guardians of this Policy and encourages parents/guardians to discuss this Policy with their children to ensure their children understand and comply with this Policy.

3. Professional Development

Encore annually makes available the online training module developed by the California Department of Education pursuant Education Code section 32283.5(a) to its certificated employees and all other Encore employees who have regular interaction with students.

Encore informs certificated employees about the common signs that a student is a target of bullying including:

- Physical cuts or injuries

- Lost or broken personal items
- Fear of going to school/practice/games
- Loss of interest in school, activities, or friends
- Trouble sleeping or eating
- Anxious/sick/nervous behavior or distracted appearance
- Self-destructiveness or displays of odd behavior
- Decreased self-esteem

Charter School also informs certificated employees about the groups of students determined by Encore, and available research, to be at elevated risk for bullying. These groups include but are not limited to:

- Students who are lesbian, gay, bisexual, transgender, or questioning youth (“LGBTQ”) and those youth perceived as LGBTQ; and
- Students with physical or learning disabilities.

Encore encourages its employees to demonstrate effective problem-solving, anger management, and self-confidence skills for Encore’s students.

Grievance Procedures

1. Scope of Grievance Procedures

Encore will comply with its Uniform Complaint Procedures (“UCP”) policy when investigating and responding to complaints alleging unlawful harassment, discrimination, intimidation or bullying against a protected group or on the basis of a person’s association with a person or group with one or more of the protected characteristics set forth in the UCP that:

- a. Are written and signed;
- b. Filed by an individual who alleges that that individual has personally suffered unlawful discrimination, harassment, intimidation or bullying, or by one who believes any specific class of individuals has been subjected to discrimination, harassment, intimidation or bullying based on a protected characteristic, or by a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying; and
- c. Submitted to the Encore UCP Compliance Officer not later than six (6) months from the date the alleged unlawful discrimination, harassment, intimidation or bullying occurred, or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying.

If the complainant is unable to put the complaint in writing, due to conditions such as a disability or illiteracy, the Encore will assist the complainant in the filing of the complaint.

The following grievance procedures shall be utilized for reports of misconduct prohibited by this Policy that do not comply with the writing, timeline, or other formal filing requirements of a uniform complaint. For formal complaints of sexual harassment, Encore will utilize the following grievance procedures in addition to its UCP when applicable.

2. Reporting

All staff are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of misconduct prohibited by this Policy, to intervene when safe to do so, call for assistance, and report such incidents. The Board requires staff to follow the procedures in this policy for reporting alleged acts of misconduct prohibited by this Policy.

Any student who believes they have been subject to misconduct prohibited by this Policy or has witnessed such prohibited misconduct is encouraged to immediately report such misconduct to the Coordinator:

Dr. Sabrina Bow, Executive Director
16955 Lemon Street
Hesperia, CA 92345
760.956-2635
sbow@encorehighschool.com

Complaints regarding such misconduct may also be made to the U.S. Department of Education, Office for Civil Rights. Civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders may also be available to complainants.

While submission of a written report is not required, the reporting party is encouraged to submit a written report to the Coordinator. Encore will investigate and respond to all oral and written reports of misconduct prohibited by this Policy in a manner that is not deliberately indifferent. Reports may be made anonymously, but formal disciplinary action cannot be based solely on an anonymous report.

Students are expected to report all incidents of misconduct prohibited by this Policy or other verbal, or physical abuses. Any student who feels they are a target of such behavior should immediately contact a teacher, counselor, administrator, Coordinator, a staff person or a family member so that the student can get assistance in resolving the issue in a manner that is consistent with this Policy.

Encore acknowledges and respects every individual's right to privacy. All reports shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process to the greatest extent possible. This includes keeping the identity of the reporter

confidential, as appropriate, except to the extent necessary to comply with the law, carry out the investigation and/or to resolve the issue, as determined by the Coordinator or administrative designee on a case-by-case basis.

Encore prohibits any form of retaliation against any individual who files a report or complaint, testifies, assists, participates, or refuses to participate in any investigation or proceeding related to misconduct prohibited by this Policy. Such participation or lack of participation shall not in any way affect the status, grades, or work assignments of the individual. Individuals alleging retaliation in violation of this Policy may file a grievance using the procedures set forth in this Policy. Knowingly making false statements or knowingly submitting false information during the grievance process is prohibited and may result in disciplinary action.

All supervisors of staff will receive sexual harassment training within six (6) months of their assumption of a supervisory position and will receive further training once every two (2) years thereafter. All staff, and any individual designated as a coordinator, investigator or decision-maker and any person who facilitates an informal resolution process will receive sexual harassment training and/or instruction concerning sexual harassment as required by law.

The training of these individuals will include training on the definition of sexual harassment in 34 CFR § 106.30, the scope of the school's education program or activity, how to conduct an investigation and grievance process including appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Encore will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence and decision-makers are trained on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

3. Supportive Measures

Upon the receipt of an informal or formal complaint of sexual harassment, the Coordinator will promptly contact the complainant to discuss the availability of supportive measures. The Coordinator will consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint of sexual harassment, and explain the process for filing a formal complaint of sexual harassment.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint of sexual harassment or where no formal complaint of sexual harassment has been filed. Such measures are designed to restore or

preserve equal access to Encore’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or Encore’s educational environment, or deter sexual harassment. Supportive measures available to complainants and respondents may include but are not limited to counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. Encore will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of Encore to provide the supportive measures.

4. Investigation and Response

Upon receipt of a report of misconduct prohibited by this Policy from a student, staff member, parent, volunteer, visitor or affiliate of Encore, the Coordinator (or administrative designee) will promptly initiate an investigation. In the event a complaint is filed against the coordinator, the complaint will be investigated by an administrator who holds a position above the Coordinator, or by a member of the Board. In most cases, a thorough investigation will take no more than twenty-five (25) school days. If the Coordinator (or administrative designee) determines that an investigation will take longer than twenty-five (25) school days and needs to be delayed or extended due to good cause, the Coordinator (or administrative designee) will inform the complainant of the reasons for the delay or extension and provide an approximate date when the investigation will be complete.

At the conclusion of the investigation, the Coordinator (or administrative designee) will meet with the complainant and, to the extent possible with respect to confidentiality laws, provide the complainant with information about the investigation, including any actions necessary to resolve the incident/situation. However, the Coordinator (or administrative designee) will not reveal confidential information related to other students or employees.

For investigations of and responses to formal complaints of sexual harassment, the following grievance procedures will apply:

- Notice of the Allegations
 - Upon receipt of a formal complaint of sexual harassment, the Coordinator will give all known parties written notice of its grievance process, including any voluntary informal resolution process. The notice will include:
 - A description of the allegations of sexual harassment at issue and to the extent known, the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident;
 - A statement that the respondent is presumed not responsible for the alleged conduct until a final decision is reached;

- A statement that the parties may have an advisor of their choice, who may be an attorney, and may inspect and review evidence; and
 - A statement that Encore prohibits an individual from knowingly making false statements or knowingly submitting false information during the grievance process.
- Emergency Removal
 - Encore may place a non-student employee respondent on administrative leave during the pendency of a formal complaint of sexual harassment grievance process in accordance with Encore’s policies.
 - Encore may remove a respondent from Encore’s education program or activity on an emergency basis, in accordance with Encore’s policies, provided that Encore undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.
 - This provision may not be construed to modify any rights under the IDEA, Section 504, or the ADA.
- Informal Resolution
 - If a formal complaint of sexual harassment is filed, Encore may offer a voluntary informal resolution process, such as mediation, to the parties at any time prior to reaching a determination regarding responsibility. If Encore offers such a process, it will do the following:
 - Provide the parties with advance written notice of:
 - The allegations;
 - The requirements of the voluntary informal resolution process including the circumstances under which the parties are precluded from resuming a formal complaint of sexual harassment arising from the same allegations;
 - The parties’ right to withdraw from the voluntary informal resolution process and resume the grievance process at any time prior to agreeing to a resolution; and
 - Any consequences resulting from participating in the voluntary informal resolution process, including the records that will be maintained or could be shared; and
 - Obtain the parties’ advance voluntary, written consent to the informal resolution process.
 - Encore will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

- Investigation Process
 - The decision-maker will not be the same person(s) as the Coordinator or the investigator. Encore shall ensure that all decision-makers and investigators do not have a conflict of interest or bias for or against complainants or respondents. The decision maker will be the Executive Director, unless the complaint concerns the Executive Director or the Executive Director is otherwise unable to be unbiased, in which case the decision maker will be the Chair of the Board.
 - In most cases, a thorough investigation will take no more than twenty-five (25) school days. If the investigator determines that an investigation will take longer than twenty-five (25) school days and needs to be delayed or extended due to good cause, the investigator will inform the complainant and any respondents in writing of the reasons for the delay or extension and provide an approximate date when the investigation will be complete.
 - If, in the course of an investigation, Encore decides to investigate allegations about the complainant or respondent that are not included in this notice, Encore will provide notice of the additional allegations to the parties whose identities are known.
 - The parties will be provided with an equal opportunity to present witnesses, to inspect and review any evidence obtained that is directly related to the allegations raised, and to have an advisor present during any investigative meeting or interview.
 - The parties will not be prohibited from discussing the allegations under investigation or to gather and present relevant evidence.
 - A party whose participation is invited or expected at an investigative meeting or interview will receive written notice of the date, time, location, participants, and purpose of the meeting or interview with sufficient time for the party to prepare to participate.
 - Prior to completion of the investigative report, Encore will send to each party and the party's advisor, if any, a copy of the evidence subject to inspection and review, and the parties will have at least ten (10) days to submit a written response for the investigator's consideration prior to the completion of the investigation report.
 - The investigator will complete an investigation report that fairly summarizes all relevant evidence and send a copy of the report to each party and the party's advisor, if any, at least ten (10) days prior to the determination of responsibility.

- Dismissal of a Formal Complaint of Sexual Harassment
 - If the investigation reveals that the alleged harassment did not occur in Encore's educational program in the United States or would not constitute sexual harassment even if proved, the formal complaint with regard to that conduct must be dismissed. However, such a dismissal does not preclude action under another applicable Encore policy.

- Encore may dismiss a formal complaint of sexual harassment if:
 - The complainant provides a written withdrawal of the complaint to the Coordinator;
 - The respondent is no longer employed or enrolled at Encore; or
 - The specific circumstances prevent Encore from gathering evidence sufficient to reach a decision on the formal complaint or the allegations therein.
- If a formal complaint of sexual harassment or any of the claims therein are dismissed, Encore will promptly send written notice of the dismissal and the reason(s) for the dismissal simultaneously to the parties.
- **Determination of Responsibility**
 - The standard of evidence used to determine responsibility is the preponderance of the evidence standard.
 - Determinations will be based on an objective evaluation of all relevant evidence and credibility determinations will not be based on a person's status as a complainant, respondent, or witness.
 - Encore will send a written decision on the formal complaint to the complainant and respondent simultaneously that describes:
 - The allegations in the formal complaint of sexual harassment;
 - All procedural steps taken including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
 - The findings of facts supporting the determination;
 - The conclusions about the application of Encore's code of conduct to the facts;
 - The decision and rationale for each allegation;
 - Any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to the education program or activity will be provided to the complainant; and
 - The procedures and permissible bases for appeals.

5. Consequences

Students or employees who engage in misconduct prohibited by this Policy, knowingly make false statements or knowingly submit false information during the grievance process may be subject to disciplinary action up to and including expulsion from Encore or termination of employment. The Coordinator is responsible for effective implementation of any remedies ordered by Encore in response to a formal complaint of sexual harassment.

6. Right of Appeal

Should the reporting individual find Encore's resolution unsatisfactory, the reporting individual may, within five (5) business days of notice of Encore's decision or resolution, submit a written

appeal to the Encore Board, who will review the investigation and render a final decision. In the event that the Board Chair served as the decision maker, the Board Chair will be recused from the appeal process.

The following appeal rights and procedures will apply to formal complaints of sexual harassment:

- The complainant and the respondent shall have the same appeal rights and Encore will implement appeal procedures equally for both parties.
- Within five (5) business days of Encore's written decision or dismissal of the complaint, the complainant or respondent may submit a written appeal to the Coordinator.
- The decision-maker(s) for the appeal will not be the same person(s) as the Coordinator, the investigator or the initial decision-maker(s).
- The complainant and respondent may appeal from a determination regarding responsibility, and from Encore's dismissal of a formal complaint or any allegations therein, on the following bases:
 - Procedural irregularity that affected the outcome of the matter;
 - New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 - The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- Encore will notify the other party in writing when an appeal is filed.
- The decision-maker for the appeal will: 1) give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome; 2) issue a written decision describing the result of the appeal and the rationale for the result; and 3) provide the written decision simultaneously to both parties.

7. Recordkeeping

All records related to any investigation of complaints under this Policy are maintained in a secure location.

Encore will maintain the following records for at least seven (7) years:

- Records of each sexual harassment investigation, including any determination of responsibility; any audio or audiovisual recording or transcript; any disciplinary sanctions imposed on the respondent; and any remedies provided to the complainant.
- Records of any appeal of a formal sexual harassment complaint and the results of that appeal.
- Records of any informal resolution of a sexual harassment complaint and the results of that informal resolution.
- All materials used to train Title IX coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. These training materials will be made publicly available on the Encore website.

- Records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment.

Title IX, Harassment, Intimidation, Discrimination & Bullying Complaint Form

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint against: _____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e., specific statements; what, if any, physical contact was involved; any verbal statements=, etc.) (Attach additional pages, if needed):

I hereby authorize Encore to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand that providing false information in this regard could result in disciplinary action up to and including termination.

Signature of Complainant

Date: _____

Print Name

To be completed by the Charter School:

Received by: _____

Date: _____

Follow up Meeting with Complainant held on: _____

Suspension and Expulsion Policy

“The procedures by which pupils can be suspended or expelled from the charter school for disciplinary reasons or otherwise involuntarily removed from the charter school for any reason. These procedures, at a minimum, shall include an explanation of how the charter school will comply with federal and state constitutional procedural and substantive due process requirements that is consistent with all of the following:

(i) For suspensions of fewer than 10 days, provide oral or written notice of the charges against the pupil and, if the pupil denies the charges, an explanation of the evidence that supports the charges and an opportunity for the pupil to present the pupil’s side of the story.

(ii) For suspensions of 10 days or more and all other expulsions for disciplinary reasons, both of the following:

(I) Provide timely, written notice of the charges against the pupil and an explanation of the pupil’s basic rights.

(II) Provide a hearing adjudicated by a neutral officer within a reasonable number of days at which the pupil has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the pupil has the right to bring legal counsel or an advocate.

(iii) Contain a clear statement that no pupil shall be involuntarily removed by the charter school for any reason unless the parent or guardian of the pupil has been provided written notice of intent to remove the pupil no less than five school days before the effective date of the action. The written notice shall be in the native language of the pupil or the pupil’s parent or guardian, or, if the pupil is a homeless child or youth, or a foster child or youth, in the native language of the homeless or foster child’s educational rights holder. In the case of a foster child or youth, the written notice shall also be provided to the foster child’s attorney and county social worker. If the pupil is a Indian child, as defined in Section 224.1 of the Welfare and Institutions Code, the written notice shall also be provided to the Indian child’s tribal social worker and, if applicable, county social worker. The written notice shall inform the pupil, the pupil’s parent or guardian, the homeless child’s educational rights holder, the foster child’s educational rights holder, attorney, and county social worker, or the Indian child’s tribal social worker and, if applicable, county social worker of the right to initiate the procedures specified in clause (ii) before the effective date of the action. If the pupil’s parent or guardian, the homeless child’s educational rights holder, the foster child’s educational rights holder, attorney, or county social worker, or the Indian child’s tribal social worker or, if applicable, county social worker initiates the procedures specified in clause (ii), the pupil shall remain enrolled and shall not be removed until the charter school issues a final decision. For purposes of this clause, “involuntarily

removed” includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions specified in clauses (i) and (ii).

(iv) A foster child’s educational rights holder, attorney, and county social worker and an Indian child’s tribal social worker and, if applicable, county social worker shall have the same rights a parent or guardian of a child has to receive a suspension notice, expulsion notice, manifestation determination notice, involuntary transfer notice, and other documents and related information. ” (Education Code Section 47605(c)(5)(J).)

School Climate Bill of Rights

- Encore understands that student achievement begins with keeping students in a safe classroom and healthy environment conducive to learning and free from disruption; and is committed to closing the achievement gap by providing access to all students a vigorous education that ensures all students will graduate college prepared and career ready.
- Encore continues improving discipline policies with the adoption of the Discipline Policies and the annual student / parent handbook that establishes a consistent framework for implementing and developing a culture of discipline grounded in positive behavior interventions and away from punitive approaches that infringe on instruction time.
- Encore’s Discipline Policy is an appropriate prevention and intervention approach within the tiered intervention process and because it seeks accountability through understanding the impact of school discipline incidents and repairing the harm caused through a shared decision-making process which addresses root causes to prevent future harm and supports the healing of all parties.
- Encore’s Discipline and Expulsion policy has been successful due to the low expulsion rate and provides educational and support services as well as facilitates the reinstatement process for all expelled students.
- Encore’s Discipline policy procedures imply that suspension, including supervised suspension, should be utilized for adjustment purposes only when other means of correction have failed to bring about proper conduct and/or safety is at risk, as well as, provides alternatives to suspension that are age appropriate and designed to address and correct the student’s specific misconduct.
- Students have the right to safe school environments that minimize the involvement of law enforcement, probation and the juvenile and criminal justice system, to the greatest extent possible.
- Encore shall review and evaluate all current school discipline policies, practices and training relating to the equitable treatment of students.
- The majority of student conduct shall be handled administratively utilizing school-based interventions that are intended to maximize student engagement in the classroom and school setting.

- To ensure that students and parents understand and have notice of their existing right pursuant to suspension policy and state and federal law, to appeal their suspensions, when suspension notifications are issued to parents/guardians, this notification will include clear information on the steps and timeline to initiate a suspension appeal.
- All students have the right to healthy school environments that support students in all aspects of their health and well-being.
- The Deans of Students within the Encore organization will provide monthly discipline reports to the Encore School Board and will offer action plans to work on improving discipline on their respective campuses.

Schoolwide positive behavior support

Encore employs a variety of positive behavior supports:

- Awesome Tags – When students are caught doing something right, they are rewarded with an awesome tag. Awesome tags can be saved up to purchase items from the main office and the student store.
- Student of the Month – Each month teachers nominate students that have shown improvement in their classes.
- Scotty Awards – At the end of each school year, students take part in an awards ceremony where a variety of awards are given
- Students are given awards for attendance
- Students are given awards for academic achievement
- Students that are able to avoid behavior issues are given awards for behavior improvement

Tiered behavior intervention

Encore employs a demerit system for intervention.

- Students acquire demerits throughout a semester
- Demerits are cumulative and help students avoid instant detention, suspension, or Saturday school

SUSPENSION/EXPULSION POLICY AND PROCEDURES

The Suspension and Expulsion Policy and Procedures have been established in order to promote learning and protect the safety and well-being of all students at Encore. In creating this policy, Encore has reviewed Education Code Section 48900 *et seq.* which describe the offenses for which students at non-charter schools may be suspended or expelled and the procedures governing those suspensions and expulsions in order to establish its list of offenses and procedures for suspensions, expulsions, and involuntary removal. The language that follows is largely consistent

with the language of Education Code Section 48900 *et seq.* Encore is committed to annual review of policies and procedures surrounding suspensions, expulsions, and involuntary removals, and, as necessary, modification of the lists of offenses for which students are subject to suspension or expulsion or involuntary removal.

Consistent with this Policy, it may be necessary to suspend or expel a student from regular classroom instruction. Notwithstanding any language to the contrary in the Charter, revisions to the causes or procedures for suspension or expulsion beyond those necessary to comport with current laws as applicable to charter schools or to reflect changes in Education Code Section 48900 *et seq.* shall constitute a material revision to the Charter. Encore staff shall enforce disciplinary policies and procedures fairly and consistently among all students. These Policy and its Procedures will be printed and distributed annually as part of the Student Handbook which will clearly describe discipline expectations.

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of this Policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property.

Notwithstanding the legally required information regarding procedures and requirements for involuntary removal from the Charter School set forth in the preceding paragraph, compliance with the procedures for expulsion set forth below shall be the only processes for Encore to involuntarily dismiss, remove, or otherwise exclude a student who attends Encore from further attendance at Encore for any reason, including but not limited to, disciplinary, attendance, and academic causes, except for disenrollment of students who are non-certificated as "no shows" or other terminology indicating nonattendance for the entire first week of school in the year and without providing notice of an excused absence in accordance with Encore's Attendance Policy. "No shows" may be disenrolled in accordance with the procedural requirements of Education Code Section 47605(c)(5)(J). Should a pupil who has been recommended for expulsion by Encore administrator responsible for such recommendation pursuant to the expulsion procedures withdraw from enrollment at Encore prior to the completion of the expulsion process, Encore shall continue with and complete the expulsion process and make a final determination regarding expulsion regardless of the parent/guardian's effort to withdraw the student from Encore.

Encore administration shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline and involuntary removal policies and procedures. The notice shall state that this Policy and its Procedures are available upon request at the Assistant Dean of Student's office. Encore shall provide notice to the District concurrently with the required notice to the school district of the student's last known address should a student subject to compulsory full-time education be expelled or leave Encore without graduating or completing the school year for any reason.

Encore shall at all times post a notice in compliance with Education Code Section 47605(e)(4)(D)

on Encore’s website and shall provide a parent or guardian, or a pupil if the pupil is 18 years of age or older, a copy of this notice at all of the following times:

- When a parent, guardian, or pupil inquires about enrollment.
- Before conducting an enrollment lottery.
- Before disenrollment of a pupil.

Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

A student identified as an individual with disabilities or for whom the Charter School has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Improvement Act of 2004 (“IDEA”) or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 (“Section 504”) is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to general education students except when federal and state law mandates additional or different procedures. The Charter School will follow all applicable federal and state laws including but not limited to applicable provisions of the California Education Code, when imposing any form of discipline on a student identified as an individual with disabilities or for whom the Charter School has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

No student shall be involuntarily removed by the Charter School for any reason unless the parent/guardian³ of the student has been provided written notice of intent to remove the student no less than five (5) schooldays before the effective date of the action. The written notice shall be in the native language of the student or the student’s parent/guardian or, if the student is a foster child or youth or a homeless child or youth, the student’s educational rights holder, and shall inform the student, the student’s parent/guardian, or educational rights holder of the basis for which the student is being involuntarily removed and the student’s parent/guardian, or educational rights holder’s right to request a hearing to challenge the involuntary removal. If a student’s parent, guardian, or educational rights holder requests a hearing, the Charter School shall utilize the same hearing procedures specified below for expulsions, before the effective date of the action to involuntarily remove the student. If the student’s parent, guardian, or educational rights holder requests a hearing, the student shall remain enrolled and shall not be removed until the Charter School issues a final decision. As used herein, “involuntarily removed” includes dis-enrolled, dismissed, transferred, or terminated, but does not include removals for misconduct which may be grounds for suspension or expulsion as enumerated below.

³ The Charter School shall ensure that a homeless child or youth’s educational rights holder; a foster child or youth’s educational rights holder, attorney, and county social worker; and an Indian child’s tribal social worker and, if applicable, county social worker have the same rights as a parent or guardian to receive a suspension notice, expulsion notice, manifestation determination notice, involuntary transfer notice, involuntary removal notice, and other documents and related information. For purposes of this Policy and its Procedures, the term “parent/guardian” shall include these parties.

In accordance with Education Code Section 47606.2(a), upon the request of a parent, a legal guardian or other person holding the right to make education decisions for the student, or the affected student, a teacher shall provide to a student in any of grades 1 to 12, inclusive, who has been suspended from school for two (2) or more schooldays, the homework that the student would otherwise have been assigned.

In accordance with Education Code Section 47606.2(b), if a homework assignment that is requested pursuant to Section 47606.2(a) and turned into the teacher by the student either upon the student's return to school from suspension or within the timeframe originally prescribed by the teacher, whichever is later, is not graded before the end of the academic term, that assignment shall not be included in the calculation of the student's overall grade in the class.

EXPULSION

Authority to Expel

As required by Education Code Section 47605(c)(5)(J)(ii), students recommended for expulsion are entitled to a hearing adjudicated by a neutral officer to determine whether the student should be expelled. The procedures herein provide for such a hearing and the notice of said hearing, as required by law.

A student may be expelled either by the neutral and impartial Charter School Encore School Board following a hearing before it or by the Charter School Encore School Board upon the recommendation of a neutral and impartial Administrative Panel to be assigned by the Encore School Board as needed. The Administrative Panel shall consist of at least three (3) members who are certificated and neither a teacher of the student nor a member of the Charter School Encore School Board. Each entity shall be presided over by a designated neutral hearing chairperson. The Administrative Panel may recommend expulsion of any student found to have committed an expellable offense, and the Encore School Board shall make the final determination.

Expulsion Procedures

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing will be held within thirty (30) days after Administration determines that an act warranting expulsion has occurred. If all parties agree to the expulsion, the hearing can be waived.

In the event an Administrative Panel hears the case, it will make a recommendation to the Board for a final decision whether to expel. The hearing shall be held in closed session (complying with

all student confidentiality rules under FERPA) unless the student makes a written request for a public hearing in open session three (3) days prior to the date of the scheduled hearing.

Written notice of the hearing will be sent to the student's parent or guardian at least ten (10) calendar days prior to the date of the hearing unless the grace period is waived by the parent. Upon mailing the notice, it shall be deemed served upon the student. The notice shall include:

- Date and place of hearing
- Statement specifying the facts, charges and offenses upon which the proposed expulsion is based.
- Copy of the School's disciplinary rules as it relates to the alleged violation.
- Notification of the student's or parent/guardian's obligation to provide information about the student's status at the Charter School to any other school district or school to which the student seeks enrollment.
- Statement that the student and/or student's parent or guardian may appear in person at the hearing or to employ and be represented by counsel or a non-attorney advisor.
- The right to inspect and obtain copies of all documents to be used at the hearing.
- The opportunity to confront and question all witnesses who testify at the hearing.
- The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses

The Charter School may, upon a finding of good cause, determine that the disclosure of either the identity of the witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations that shall be examined only by the Charter School or the hearing officer. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the student.

1. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of their right to (a) receive five (5) days' notice of their scheduled testimony; (b) have up to two (2) adult support persons of their choosing present in the hearing at the time the complaining witness testifies, which may include a parent/guardian, or legal counsel; and (c) elect to have the hearing closed while testifying.
2. The Charter School must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.

3. At the discretion of the entity conducting the expulsion hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which the complaining witness may leave the hearing room.
4. The entity conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.
5. The entity conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours the complaining witness is normally in school, if there is no good cause to take the testimony during other hours.
6. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the entity presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The entity conducting the hearing may permit any one of the support persons for the complaining witness to accompany the complaining witness to the witness stand.
7. If one or both of the support persons is also a witness, the Charter School must present evidence that the witness' presence is both desired by the witness and will be helpful to the Charter School. The entity presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising their discretion to remove a person from the hearing whom they believe is prompting, swaying, or influencing the witness.
8. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony.
9. Especially for charges involving sexual assault or battery, if the hearing is to be conducted in public at the request of the student being expelled, the complaining witness shall have the right to have their testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television.
10. Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the entity conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before

such a determination regarding extraordinary circumstance can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

Record of Hearing

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

Presentation of Evidence

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the Administrative Panel to expel must be supported by substantial evidence that the student committed an expellable offense. Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay. Sworn declarations may be admitted as testimony from witnesses of whom the Board or Administrative Panel determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the expelled student, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have their testimony heard in a session closed to the public.

Expulsion Decision

The decision of the Administrative Panel shall be in the form of written findings of fact and a written recommendation to the Encore School Board, which will make a final determination regarding the expulsion. The Encore School Board shall make the final determination regarding the expulsion within ten (10) school days following the conclusion of the hearing. The decision of the Encore School Board is final.

If the Administrative Panel decides not to recommend expulsion, or the Board of Directors ultimately decides not to expel, the student shall immediately be returned to their previous educational program.

The Board of Directors may also determine to suspend the enforcement of the expulsion order for a period of not more than one (1) calendar year from the date of the expulsion hearing and return the student to the student's previous educational program under a probationary status and rehabilitation plan to be determined by the Board. During the period of the suspension of the expulsion order, the student is deemed to be on probationary status. The Board of Directors may revoke the suspension of an expulsion order under this section if the student commits any of the enumerated offenses listed above or violates any of the Charter School's rules and regulations governing student conduct. If the Board revokes the suspension of an expulsion order, the student may be expelled under the terms of the original expulsion order. The Board of Directors shall apply the criteria for suspending the enforcement of the expulsion order equally to all students, including individuals with exceptional needs as defined in Education Code Section 56026. The Board of Directors shall further comply with the provisions set forth under Education Code Section 48917, except as otherwise expressly set forth herein.

Written Notice to Expel

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the Administrative Panel to expel must be supported by substantial evidence that the student committed an expellable offense. Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay. Sworn declarations may be admitted as testimony from witnesses of whom the Board or Administrative Panel determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the expelled pupil, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.

The decision of the Administrative Panel shall be in the form of written findings of fact and a written recommendation to the Encore School Board, which will make a final determination regarding the expulsion. The final decision by the Encore School Board shall be made within ten (10) school days following the conclusion of the hearing. The decision of the Encore School Board is final.

The Executive Director or designee shall send a copy of the written notice of the decision to expel to the chartering authority. This notice shall include the following: (a) The student's name; and (b) The specific expellable offense committed by the student.

If the Administrative Panel decides not to recommend expulsion, the pupil shall immediately be returned to his/her educational program.

Disciplinary Records

Encore shall maintain records of all student suspensions and expulsions at the Charter School. Such records shall be made available to the chartering authority upon request.

EHS is a safe school. All dangerous behavior will be investigated and may result in immediate suspension and/or expulsion. All criminal behavior will be immediately reported to local law authorities.

SUSPENSION

Due Process

Behavioral Intervention

If a student violates School policies enumerated in the School handbook that are not specified in the Education Code as grounds for suspension or expulsion, a conference will be held between administrative staff, the student and the parents/guardians. The student shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense. A behavior contract will then be designed and signed by all parties present in which the student pledges to complete specified tasks or uphold specified codes of behavior within a given time frame. If this behavior contract is broken by the student, another conference will be scheduled from which dismissal or suspension is a possible outcome.

Conference

Suspension shall be preceded by a conference conducted by the administrative staff, with the student and the student's parent/guardian and, whenever practical, the teacher, supervisor, or Encore employee who referred the student for possible discipline. At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against the student and shall be given the opportunity to present their version and evidence in their defense in accordance with Education Code Section 47605(c)(5)(J)(i). This conference shall be held within two (2) school days, unless the student waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. No penalties may be imposed on a student for failure of the student's parent or guardian to attend a conference with Charter School officials. Reinstatement of the suspended student shall not be contingent upon attendance by the student's parent/guardian at the conference.

The conference may be omitted if the administrative staff determines that an emergency situation exists. An “Emergency situation” involves a clear and present danger to the lives, safety or health of students or School personnel. If the student is suspended without conference, the parent/guardian shall be notified of the suspension and a conference will be requested as soon as possible.

Notice to Parents/Guardians

At the time of suspension, a School employee shall make a reasonable effort to contact the parent/guardian by telephone or in person to be followed up with a written notification. This notice shall state the specific offense(s) committed by the student as well as the date the student may return to school following the suspension. In addition, the notice may also state the time when the student may return to school. If the School officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may note that the parents/guardians are required to respond to this request within three business days following suspension and that violation of School rules can result in expulsion from School.

Length of Suspension

The length of a suspension, when not including a recommendation for expulsion, for students may not exceed a period of five (5) consecutive days without first scheduling a second conference between administrators and parents/guardians to discuss the progress of the suspension upon the completion of the fifth day of suspension. In such instances when Encore has determined a suspension period shall be extended, such extension shall be made only after a conference is held with the pupil or the pupil’s parents, unless the pupil and the pupil’s parents fail to attend the conference. The determination to extend the suspension will be made by the administration up either of the following: 1) the student’s presence will be disruptive to the education process; or 2) the student poses a threat or danger to others. Upon either determination, the student’s suspension will be extended pending the results of an expulsion hearing. All arrangements will be made to provide the student with supplied curriculum packets to be completed at home during the length of suspension. ANY STUDENT SUSPENDED FOR ANY REASON WILL BE SUSPENDED FROM ALL PERFORMANCE AND/OR ART SHOWS FOR THE PERIOD OF 30 DAYS FOLLOWING THEIR SUSPENSION.

Procedures

A. Grounds for Suspension and Expulsion of Students

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at any time including but not limited to: a) while on school

grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; or d) during, going to, or coming from a school-sponsored activity.

Students expelled from any school for the offenses listed in Education Code Section 48915(a) or 48915(c) shall not be permitted to enroll in Encore during the period of their expulsion.

B. Enumerated Offenses

1. Discretionary Suspension Offenses. Students may be suspended when it is determined the student:

- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- b) Willfully used force or violence upon the person of another, except self-defense.
- c) Unlawfully possessed, used, or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property, which includes but is not limited to, electronic files and databases.
- g) Stole or attempted to steal school property or private property, which includes but is not limited to, electronic files and databases.
- h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of a student's own prescription products by a pupil.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. This section shall apply to pupils in any grades 9 to 12, inclusive.
- l) Knowingly received stolen school property or private property, which includes but is not limited to, electronic files and databases.
- m) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

- n) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- o) Unlawfully offered, arranged to sell, negotiated to sell, or sold prescription drugs.
- p) Engaged in, or attempted to engage in hazing. For the purposes of this policy, "hazing" means a method of initiation or preinitiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. For purposes of this policy, "hazing" does not include athletic events or school-sanctioned events.
- q) Made terroristic threats against school officials and/or school property, which includes but is not limited to, electronic files and databases. For purposes of this policy, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for their own safety or for their immediate family's safety, or for the protection of school property, which includes but is not limited to, electronic files and databases, or the personal property of the person threatened or their immediate family.
- r) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this policy, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This provision shall apply to students in any of grades 7 to 12, inclusive.
- s) Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in Education Code Section 233(e). This section shall apply to pupils in any of grades 7 to 12, inclusive.
- t) Intentionally harassed, threatened or intimidated school personnel or volunteers and/or a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the rights of either school personnel or volunteers and/or student(s) by creating an intimidating or hostile educational

environment. This provision shall apply to students in any of grades 7 to 12, inclusive.

- u) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
 - 1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
 - i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of their age, or for a person of their age with exceptional needs) or students in fear of harm to that student’s or those students’ person or property.
 - ii. Causing a reasonable student to experience a substantially detrimental effect on their physical or mental health.
 - iii. Causing a reasonable student to experience substantial interference with their academic performance.
 - iv. Causing a reasonable student to experience substantial interference with their ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
 - 2) “Electronic Act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - i. A message, text, sound, video, or image.
 - ii. A post on a social network Internet Web site including, but not limited to:
 - (a) Posting to or creating a burn page. A “burn page” means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
 - (b) Creating a credible impersonation of another actual student for the purpose of having one or more of the effects listed in subparagraph (1) above. “Credible impersonation” means to knowingly and without consent impersonate a student for the purpose of bullying the student and such that another student would reasonably believe, or has reasonably believed, that the student was or is the pupil who was impersonated.
 - (c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. “False profile” means a profile of a fictitious student or a profile using the likeness or attributes of an actual student other than the student who created the false profile.
 - iii. An act of cyber sexual bullying.

- (a) For purposes of this policy, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a student to another student or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (i) to (iv), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
 - (b) For purposes of this policy, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
 - 3) Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
 - v) A student who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a student who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1)(a)-(b).
 - w) Possessed, sold, or otherwise furnished any knife or other dangerous object of no reasonable use to the student unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the CEO or designee’s concurrence.
2. Non-Discretionary Suspension Offenses: Students must be suspended and recommended for expulsion when it is determined the student:
- a) Possessed, sold, or otherwise furnished any firearm, explosive, or other destructive device unless, in the case of possession of any device of this type, the student had obtained written permission to possess the item from a certificated school employee, with the CEO or designee’s concurrence.
 - b) Brandished a knife at another person.
 - c) Unlawfully sold a controlled substance listed in Health and Safety Code Section 11053, *et seq.*
 - d) Committed or attempted to commit a sexual assault or committed a sexual battery as defined in Penal Code Sections 261, 266c, 286, 287, 288, or 289 of former Section 288a of the Penal Code or committed a sexual battery as defined in Penal Code Section 243.4.
3. Discretionary Expellable Offenses: Students may be recommended for expulsion when it is determined the student:

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

policy, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for their own safety or for their immediate family’s safety, or for the protection of school property, which includes but is not limited to, electronic files and databases, or the personal property of the person threatened or their immediate family.

- q) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this policy, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This provision shall apply to students in any of grades 7 to 12, inclusive.
- r) Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This provision shall apply to students in any of grades 7 to 12, inclusive.
- s) Intentionally harassed, threatened or intimidated school personnel or volunteers and/or a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the rights of either school personnel or volunteers and/or student(s) by creating an intimidating or hostile educational environment. This provision shall apply to students in any of grades 7 to 12, inclusive.
- t) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
- 1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
 - i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of their age, or for a person of their age with exceptional needs) or students in fear of harm to that student’s or those students’ person or property.

- ii. Causing a reasonable student to experience a substantially detrimental effect on their physical or mental health.
- iii. Causing a reasonable student to experience substantial interference with their academic performance.
- iv. Causing a reasonable student to experience substantial interference with their ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
 - 2) “Electronic Act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - i. A message, text, sound, video, or image.
 - ii. A post on a social network Internet Web site including, but not limited to:
 - (a) Posting to or creating a burn page. A “burn page” means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
 - (b) Creating a credible impersonation of another actual student for the purpose of having one or more of the effects listed in subparagraph (1) above. “Credible impersonation” means to knowingly and without consent impersonate a student for the purpose of bullying the student and such that another student would reasonably believe, or has reasonably believed, that the student was or is the student who was impersonated.
 - (c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. “False profile” means a profile of a fictitious student or a profile using the likeness or attributes of an actual student other than the student who created the false profile.
 - iii. An act of cyber sexual bullying.
 - (a) For purposes of this policy, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a student to another student or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (i) to (iv), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
 - (b) For purposes of this policy, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
- 3. Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

- u) A student who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a student who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (3)(a)-(b).
 - v) Possessed, sold, or otherwise furnished any knife or other dangerous object of no reasonable use to the student unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the CEO or designee's concurrence.
4. Non-Discretionary Expellable Offenses: Students must be recommended for expulsion for any of the following acts when it is determined pursuant to the procedures below that the student:
- a) Possessed, sold, or otherwise furnished any firearm, explosive, or other destructive device unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the CEO or designee's concurrence.
 - b) Brandished a knife at another person.
 - c) Unlawfully sold a controlled substance listed in Health and Safety Code Section 11053, et seq.
 - d) Committed or attempted to commit a sexual assault or committed a sexual battery as defined in Penal Code Sections 261, 266c, 286, 287, 288, or 289 of former Section 288a of the Penal Code or committed a sexual battery as defined in Penal Code Section 243.4.

If it is determined by the Administrative Panel and/or Encore School Board that a student has brought a firearm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or destructive device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994. In such instances, the student shall be provided due process rights of notice and a hearing as required in this policy.

Encore will use the following definitions:

The term "knife" means (A) any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing; (B) a weapon with a blade fitted primarily for stabbing; (C) a weapon with a blade longer than 3 ½ inches; (D) a folding knife with a blade that locks into place; or (E) a razor with an unguarded blade.

The term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or

receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The term “destructive device” means any explosive, incendiary, or poison gas, including but not limited to: (A) bomb, (B) grenade, (C) rocket having a propellant charge of more than four ounces, (D) missile having an explosive or incendiary charge of more than one-quarter ounce, (E) mine, or (F) device similar to any of the devices described in the preceding clauses.

In the event that any of these infractions lead a student to suspension or expulsion, the administration of Encore High School will notify the parents immediately of the infraction and will arrange a parent student conference with administration to discuss the infraction and consequences of the act.

If a student receives more than a total of fifteen suspension days within a single school year, they will be dismissed from EHS for behavioral issues.

EHS will collect and produce data regarding the suspension and expulsion of special education students as required by the Modified Consent Decree. EHS will adhere to all provisions of the IDEA and its amendments.

The decision to admit a previously expelled student from another school district or charter school shall be in the sole discretion of the EHS administration to determine whether the student has successfully completed the rehabilitation plan designated by the school / district that expelled the student and to determine whether the student poses a threat to others or will be disruptive to the school environment. The student’s readmission is also contingent upon the capacity of EHS at the time the student seeks readmission or admission. All previously expelled students will be required to complete all admissions requirements including but not limited to a new audition and portfolio.

RIGHT OF APPEAL FOR SUSPENSIONS AND EXPULSIONS

Parents and students will have the right to appeal a decision for suspension or expulsion by administration. If a student or parent wishes to appeal the decision to suspend or expel, they must submit a formal letter of appeal to the Encore Education Corporation Encore School Board within seven business days of the Administration’s formal decision.

Upon receipt of the appeal, the Encore Education Corporation Encore School Board will have ten business days to review the case and give their recommendations regarding the specific suspension or expulsion. The Encore Education Corporation will arrange for an appeal hearing during closed session at the next regularly scheduled board meeting. Encore Administration will be required to uphold the final recommendations by the Encore Education Corporation Encore School Board.

The Suspension and Expulsion policy will be reviewed annually and when necessary, modified.

No Right to Additional Appeal

The student shall have no right of appeal from expulsion from Encore as Encore Education Corporation Encore School Board' decision to expel shall be final.

Expelled Students/Alternative Education

Parents/guardians of students who are expelled shall be responsible for seeking alternative education programs including, but not limited to, programs within the County or their school district of residence. Encore shall work cooperatively with parents/guardians as requested by parents/guardians or by the school district of residence to assist with locating alternative placements during expulsion.

Rehabilitation Plans

Students who are expelled from Encore shall be given a rehabilitation plan upon expulsion as developed by the Board at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one (1) year from the date of expulsion when the student may reapply to Encore for readmission.

Readmission or Admission of Previously Expelled Student

The decision to readmit a student after the end of the student's expulsion term or to admit a previously expelled student from another school district or charter school who has not been readmitted/admitted to another school or school district after the end of the student's expulsion term, shall be in the sole discretion of the Board following a meeting with the Dean of Students or designee and the student and student's parent/guardian or representative to determine whether the student has successfully completed the rehabilitation plan and to determine whether the student poses a threat to others or will be disruptive to the school environment. The Dean of Students or designee shall make a recommendation to the Board following the meeting regarding the Dean of Students or designee's determination. The Board shall then make a final decision regarding readmission or admission of the student during the closed session of a public meeting, reporting out any action taken during closed session consistent with the requirements of the Brown Act. The student's readmission is also contingent upon Encore's capacity at the time the student seeks readmission or admission to Encore.

Notice to Teachers

Encore shall notify teachers of each student who has engaged in or is reasonably suspected to have engaged in any of the acts listed in Education Code Section 49079 and the corresponding enumerated offenses set forth above.

Special Procedures for the Consideration of Suspension and Expulsion or Involuntary Removal of Students with Disabilities

1. Notification of SELPA

Encore shall immediately notify the SELPA and coordinate the procedures in this policy with the SELPA of the discipline of any student with a disability or student who Encore or SELPA would be deemed to have knowledge that the student had a disability.

2. Services During Suspension

Students suspended for more than ten (10) school days in a school year shall continue to receive services so as to enable the student to continue to participate in the general education curriculum, although in another setting (which could constitute a change of placement and the student's IEP would reflect this change), and to progress toward meeting the goals set out in the child's IEP/504 Plan; and receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur. These services may be provided in an interim alternative educational setting.

3. Procedural Safeguards/Manifestation Determination

Within ten (10) school days of a recommendation for expulsion or any decision to change the placement of a child with a disability because of a violation of a code of student conduct, Encore, the parent/guardian, and relevant members of the IEP/504 Team shall review all relevant information in the student's file, including the child's IEP/504 Plan, any teacher observations, and any relevant information provided by the parents/guardians to determine:

- a. If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
- b. If the conduct in question was the direct result of the local educational agency's failure to implement the IEP/504 Plan.

If Encore, the parent/guardian, and relevant members of the IEP/504 Team determine that either

of the above is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability.

If Encore, the parent/guardian, and relevant members of the IEP/504 Team make the determination that the conduct was a manifestation of the child's disability, the IEP/504 Team shall:

- a. Conduct a functional behavioral assessment and implement a behavioral intervention plan for such child, provided that Encore had not conducted such assessment prior to such determination before the behavior that resulted in a change in placement;
- b. If a behavioral intervention plan has been developed, review the behavioral intervention plan if the child already has such a behavioral intervention plan, and modify it, as necessary, to address the behavior; and
- c. Return the child to the placement from which the child was removed, unless the parent/guardian and Encore agree to a change of placement as part of the modification of the behavioral intervention plan.

If Encore, the parent/guardian, and relevant members of the IEP/504 Team determine that the behavior was not a manifestation of the student's disability and that the conduct in question was not a direct result of the failure to implement the IEP/504 Plan, then Encore may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities.

4. Due Process Appeals

The parent/guardian of a child with a disability who disagrees with any decision regarding placement, or the manifestation determination, or Encore believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, may request an expedited administrative hearing through the Special Education Unit of the Office of Administrative Hearings or by utilizing the dispute provisions of the 504 Policy and Procedures.

When an appeal relating to the placement of the student or the manifestation determination has been requested by either the parent/guardian or Encore, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer in accordance with state and federal law, including 20 U.S.C. Section 1415(k) until the expiration of the forty- five (45) day time period provided for in an interim alternative educational setting unless the parent/guardian and Encore agree otherwise.

In accordance with 20 U.S.C. Section 1415(k)(3), if a parent/guardian disagrees with any decision

regarding placement, or the manifestation determination, or if the Charter School believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, the parent/guardian or Charter School may request a hearing.

In such an appeal, a hearing officer may: (1) return a child with a disability to the placement from which the child was removed; or (2) order a change in placement of a child with a disability to an appropriate interim alternative educational setting for not more than 45 school days if the hearing officer determines that maintaining the current placement of such child is substantially likely to result in injury to the child or to others.

5. Special Circumstances

Charter School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct.

The Dean of Students or designee may remove a student to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the student's disability in cases where a student:

- a. Carries or possesses a weapon, as defined in 18 U.S.C. Section 930, to or at school, on school premises, or to or at a school function;
- b. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or
- c. Has inflicted serious bodily injury, as defined by 20 U.S.C. Section 1415(k)(7)(D), upon a person while at school, on school premises, or at a school function.

6. Interim Alternative Educational Setting

The student's interim alternative educational setting shall be determined by the student's IEP/504 Team.

7. Procedures for Students Not Yet Eligible for Special Education Services

A student who has not been identified as an individual with disabilities pursuant to IDEA and who has violated Encore's disciplinary procedures may assert the procedural safeguards granted under this administrative regulation only if Encore had knowledge that the student was disabled before the behavior occurred.

Encore shall be deemed to have knowledge that the student had a disability if one of the following conditions exists:

- a. The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, to Charter School supervisory or administrative personnel, or to one of the child's teachers, that the student is in need of special education or related services.
- b. The parent/guardian has requested an evaluation of the child.
- c. The child's teacher, or other Charter School personnel, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the director of special education or to other Charter School supervisory personnel.

If Encore knew or should have known the student had a disability under any of the three (3) circumstances described above, the student may assert any of the protections available to IDEA-eligible children with disabilities, including the right to stay-put.

If Encore had no basis for knowledge of the student's disability, it shall proceed with the proposed discipline. Encore shall conduct an expedited evaluation if requested by the parents; however the student shall remain in the education placement determined by Encore pending the results of the evaluation.

Encore shall not be deemed to have knowledge that the student had a disability if the parent/guardian has not allowed an evaluation, refused services, or if the student has been evaluated and determined to not be eligible.

General Complaint Policy and Dispute Resolution Procedure

Encore Junior and Senior High School for the Performing and Visual Arts ("Encore" or the "Charter School") has adopted this policy to address internal complaints by Charter School staff, parents/guardians, students and volunteers, in order to resolve disputes within the Charter School.

Suggestions for improving the Charter School are always welcome. Your good-faith complaints, questions, and suggestions also are of concern to Encore. These procedures, which we believe are important for both you and the Charter School, cannot guarantee that every problem will be resolved to your satisfaction. However, the Charter School values your observations, and you should feel free to raise issues of concern, in good faith, without the fear of retaliation.

- A. Any complaint shall be put in writing using the "Complaint Form" and addressed to the Encore Chief Executive Officer ("CEO") or designee. A written complaint shall include:
 1. The full name of each person involved
 2. A brief but specific summary of the complaint and the facts surrounding it
 3. A specific description of any prior attempt to discuss the complaint with the person and the failure to resolve the matter
- B. The CEO or designee shall investigate the complaint as necessary and shall promptly mail a written notice to the Complainant of the date, time, and place of a meeting between the Complainant and the CEO or designee, which shall occur no later than ten (10) school days following the receipt of complaint.
- C. If no resolution can be agreed upon between the CEO or designee and the Complainant, the CEO or designee shall submit the complaint to the Board of Directors, which shall submit it to the Dispute Resolution Committee, a sub-set of the Board of less than a quorum (at least 3) of existing members appointed by the Board of Directors as needed.
- D. The Dispute Resolution Committee may seek additional investigation by the CEO or designee as it deems necessary. This committee will be advisory only and will bring a recommendation to the full Board or Executive Committee for consideration.
- E. The Board shall address the recommendations of the Dispute Resolution Committee at the next Regular Board meeting following the availability of those recommendations from the Committee.
- F. The Board of Directors will make the final determination regarding the dispute and shall notify the Complainant of the Board's determination within ten school days of the determination.

Nothing in this procedure shall require or allow the Board of Directors, nor any other employee of the Charter School to release confidential pupil or employee information to the Complainant or in any other unlawful manner unless required by law.

General Complaint Form

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint against: _____

List any witnesses that were present:

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed)

I hereby authorize Encore to disclose the information I have provided as it finds it necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

Print Name	Signature of Complainant	Date
Print Name		

To be completed by Encore:

Received by: _____

Date:

Suicide Prevention Policy

The Board of Directors of Encore Junior and Senior High School of Performing & Visual Arts (“Encore” or the “Charter School”) recognizes that suicide is a major cause of death among youth and should be taken seriously. To attempt to reduce suicidal behavior and its impact on students and families, the Board of Directors has developed prevention strategies and intervention procedures.

In compliance with Education Code section 215, this policy has been developed in consultation with Encore and community stakeholders, Encore school-employed mental health professionals (e.g., school counselors, psychologists, social workers, nurses), administrators, other school staff members, parents/guardians/caregivers, students, local health agencies and professionals, the county mental health plan, law enforcement, and community organizations in planning, implementing, and evaluating Encore’s strategies for suicide prevention and intervention. Encore must work in conjunction with local government agencies, community-based organizations, and other community supports to identify additional resources.

To ensure the policies regarding suicide prevention are properly adopted, implemented, and updated, Encore shall appoint an individual (or team) to serve as the suicide prevention point of contact for Encore. The suicide prevention point of contact for Encore and the Executive Director shall ensure proper coordination and consultation with the county mental health plan if a referral is made for mental health or related services on behalf of a student who is a Medi-Cal beneficiary. This policy shall be reviewed and revised as indicated, at least annually in conjunction with the previously mentioned community stakeholders.

Suicide Prevention Crisis Team

To ensure the policies regarding suicide prevention are properly adopted, implemented, and updated, Encore created an in-house Suicide Prevention Crisis Team (“SPCT”) consisting of administrators, mental health professionals, relevant staff, and parents

Encore designates the following administrators to act as the primary and secondary suicide prevention liaisons to lead the SPCT:

1. School Psychologist
2. Principal

The functions of the SPCT are to:

- Review mental health related school policies and procedures;
- Provide annual updates on school and district data and trends;
- Review and revise school prevention policies;

- Review and select general and specialized mental health and suicide prevention training;
- Review and oversee staff, parent/guardian, and student trainings;
- Ensuring the suicide prevention policy, protocols, and resources are posted on the district and school websites;
- Collaborate with community mental health organizations,
- Identify resources and agencies that provide evidence-based or evidence-informed treatment,
- Help inform and build skills among law enforcement and other relevant partners, and
- Collaborate to build community response.

Staff Development

Encore, along with its partners, has carefully reviewed available staff training to ensure it promotes the mental health model of suicide prevention and does not encourage the use of the stress model to explain suicide.

Training shall be provided for all school staff members. It may also be provided, when appropriate, for other adults on campus (such as substitutes and intermittent staff, volunteers, interns, tutors, coaches, and afterschool staff). Training shall include the following:

1. All suicide prevention trainings shall be offered under the direction of mental health professionals (e.g., school counselors, school psychologists, other public entity professionals, such as psychologists or social workers) who have received advanced training specific to suicide. Charter School is collaborating with the Office of the San Bernardino County Superintendent of Schools to review the training materials and content to ensure it is evidence-based, evidence-informed, and aligned with best practices.
2. Staff training may be adjusted year-to-year based on previous professional development activities and emerging best practices.
3. Charter School shall ensure that training is available for new hires during the school year.
4. At least annually, all staff shall receive training on the risk factors and warning signs of suicide, suicide prevention, intervention, referral, and postvention.
5. At a minimum, all staff shall participate in training on the core components of suicide prevention (identification of suicide risk factors and warning signs, prevention, intervention, referral, and postvention) at the beginning of their employment or annually. Core components of the general suicide prevention training shall include:
 - a. Suicide risk factors, warning signs, and protective factors.

- b. How to talk with a student about thoughts of suicide.
 - c. How to respond appropriately to the youth who has suicidal thoughts. Such responses shall include constant supervision of any student judged to be at risk for suicide and an immediate referral for a suicide risk assessment.
 - d. Emphasis on immediately referring (same day) any student who is identified to be at risk of suicide for assessment while staying under constant monitoring by staff member.
 - e. Emphasis on reducing stigma associated with mental illness and that early prevention and intervention can drastically reduce the risk of suicide.
 - f. Reviewing the data annually to look for any patterns or trends of the prevalence or occurrence of suicide ideation, attempts, or death. Data from the California School Climate, Health, and Learning Survey (Cal-SCHLS) should also be analyzed to identify school climate deficits and drive program development. See the Cal-SCHLS Web site at <http://cal-schls.wested.org/>.
 - g. Information regarding groups of students judged by the school, and available research, to be at elevated risk for suicide. These groups include, but are not limited to, the following:
 - i. Youth affected by suicide.
 - ii. Youth with a history of suicide ideation or attempts.
 - iii. Youth with disabilities, mental illness, or substance abuse disorders.
 - iv. Lesbian, gay, bisexual, transgender, or questioning youth.
 - v. Youth experiencing homelessness or in out-of-home settings, such as foster care.
 - vi. Youth who have suffered traumatic experiences.
6. In addition to initial orientations to the core components of suicide prevention, ongoing annual staff professional development for all staff may include the following components:
- a. The impact of traumatic stress on emotional and mental health.
 - b. Common misconceptions about suicide.
 - c. Charter School and community suicide prevention resources.
 - d. Appropriate messaging about suicide (correct terminology, safe messaging guidelines).
 - e. The factors associated with suicide (risk factors, warning signs, protective factors).
 - f. How to identify youth who may be at risk of suicide.
 - g. Appropriate ways to interact with a youth who is demonstrating emotional distress or is suicidal. Specifically, how to talk with a student about their thoughts of suicide and (based on Encore guidelines) how to respond to such thinking; how to talk with a student about thoughts of suicide and appropriately respond and provide support based on Encore guidelines.
 - h. Charter School-approved procedures for responding to suicide risk (including multi-tiered systems of support and referrals). Such procedures should emphasize

that the suicidal student should be constantly supervised until a suicide risk assessment is completed.

- i. Charter School-approved procedures for responding to the aftermath of suicidal behavior (suicidal behavior postvention).
- j. Responding after a suicide occurs (suicide postvention).
- k. Resources regarding youth suicide prevention.
- l. Emphasis on stigma reduction and the fact that early prevention and intervention can drastically reduce the risk of suicide.
- m. Emphasis that any student who is identified to be at risk of suicide is to be immediately referred (same day) for assessment while being constantly monitored by a staff member.

Specialized Professional Development for School-based Mental Health Staff (Screening and/or Assessment)

Additional professional development in suicide risk assessment (SRA) and crisis intervention is provided to designated student mental health professionals, including but not limited to school counselors, psychologists, social workers, administrators, and nurses employed by Charter School. Training for these staff is specific to conducting SRAs, intervening during a crisis, de-escalating situations, interventions specific to preventing suicide, making referrals, safety planning, and re-entry.

Specialized Professional Training for targeted School-based mental health staff includes the following components:

- Best practices and skill building on how to conduct an effective suicide risk screening/SRA using an evidence-based, Charter-approved tool; Patient Health Questionnaire 9 (PHQ-9) Depression Scale; BSS Beck Scale for Suicide Ideation ; National Institute of Mental Health (NIMH)'s Ask Suicide-Screening Questions (ASQ) Toolkit; and the Adolescent Suicide Assessment Protocol – 20.
- Best practices on approaching and talking with a student about their thoughts of suicide and how to respond to such thinking, based on district guidelines and protocols.
- Best practices on how to talk with a student about thoughts of suicide and appropriately respond and provide support based on district guidelines and protocols.
- Best practices on follow up with parents/caregivers.
- Best practices on re-entry.

Virtual Screenings for Suicide Risk

Virtual suicide prevention efforts include checking in with all students, promoting access to school and community-based resources that support mental wellbeing and those that address mental illness and give specific guidance on suicide prevention.

Charter School has established a protocol for assigning school staff to connect with students

during distance learning and school closures. In the event of a school closure, Charter School has determined a process and protocols to establish daily or regular contact with all students. Staff understand that any concern about a student's emotional wellbeing and/or safety must be communicated to the appropriate school staff, according to Charter School protocols.

Charter School has determined a process and protocols for school-based mental health professionals to establish regular contact with high-risk students, students who are on their caseloads, and those who are identified by staff as demonstrating need. When connecting with students, staff are directed to begin each conversation by identifying the location of the student and the availability of parents or caregivers. This practice allows for the staff member to ensure the safety of the student, particularly if they have expressed suicidal thoughts.

Employee Qualifications and Scope of Services

Employees of Encore must act only within the authorization and scope of their credential or license. While it is expected that school professionals are able to identify suicide risk factors and warning signs, and to prevent the immediate risk of a suicidal behavior, treatment of suicidal ideation is typically beyond the scope of services offered in the school setting. In addition, treatment of the mental health challenges often associated with suicidal thinking typically requires mental health resources beyond what schools are able to provide.

Parents, Guardians, and Caregivers Participation and Education

1. This Suicide Prevention Policy shall be easily accessible and prominently displayed on the Encore Web page and included in the parent/student handbook.
2. Parents/guardians/caregivers should be invited to provide input on the development and implementation of this policy.
3. Charter School shall establish and widely disseminate a referral process to all parents/guardians/caregivers/families, so they are aware of how to respond to a crisis and are knowledgeable about protocols and school, community-based, and crisis resources.
4. Community-based organizations that provide evidence-based suicide-specific treatments shall be highlighted on the Charter School's website with treatment referral options marked accordingly.
5. Staff autoreplies during vacations or absences shall include links to resources and phone/text numbers so parents and students have information readily available.

6. All parents/guardians/caregivers may have access to suicide prevention training that addresses the following:
 - a. Suicide risk factors, warning signs, and protective factors.
 - b. How to talk with a student about thoughts of suicide.
 - c. How to respond appropriately to the student who has suicidal thoughts. Such responses shall include constant supervision of any student judged to be at risk for suicide and referral for an immediate suicide risk assessment.
 - d. Charter School’s referral processes and how they or their children can reach out for help, etc.

Parents/guardians/caregivers are reminded that the Family Educational Rights and Privacy Act (“FERPA”) generally protects the confidentiality of student records, which may sometimes include counseling or crisis intervention records. However, FERPA’s health or safety emergency provision permits the disclosure of personally identifiable information from a student’s education records, to appropriate parties, in order to address a health or safety emergency when the disclosure is necessary to protect the health or safety of the student or other individuals.

Student Participation and Education

Messaging about suicide has an effect on suicidal thinking and behaviors. Consequently, Encore along with its partners has carefully reviewed and will continue to review all materials and resources used in awareness efforts to ensure they align with best practices for safe messaging about suicide. Suicide prevention strategies may include, but not be limited to, efforts to promote a positive school climate that enhances students’ feelings of connectedness with Encore and is characterized by caring staff and harmonious interrelationships among students.

Encore’s instructional and student support program shall promote the healthy mental, emotional, and social development of students including, but not limited to, the development of problem-solving skills, coping skills, and resilience. The instruction shall not use the stress model to explain suicide.

Encore’s instructional curriculum may include information about suicide prevention, as appropriate or needed. If suicide prevention is included in the Charter School’s instructional curriculum, it shall consider the grade level and age of the students and be delivered and discussed in a manner that is sensitive to the needs of young students. Under the supervision of an appropriately trained individual acting within the scope of her/his credential or license, students shall:

1. Receive developmentally appropriate, student-centered education about the warning signs of mental health challenges and emotional distress. The content of the education may include:

- a. Coping strategies for dealing with stress and trauma.
 - b. How to recognize behaviors (warning signs) and life issues (risk factors) associated with suicide and mental health issues in oneself and others.
 - c. Help-seeking strategies for oneself and others, including how to engage school-based and community resources and refer peers for help.
 - d. Emphasis on reducing the stigma associated with mental illness and the fact that early prevention and intervention can drastically reduce the risk of suicide.
2. Receive developmentally appropriate guidance regarding Encore’s suicide prevention, intervention, and referral procedures.

Student-focused suicide prevention education can be incorporated into classroom curricula (e.g., health classes, orientation classes, science, and physical education).

Encore will support the creation and implementation of programs and/or activities on campus that raise awareness about mental wellness and suicide prevention (e.g., Mental Health Awareness Week, Peer Counseling, Freshman Success, and National Alliance on Mental Illness on Campus High School Clubs).

Charter School maintains a list of current student trainings and is available upon request. Charter School has shared school-based supports and self-reporting procedures, so students are able to seek help if they are experiencing thoughts of suicide or if they recognize signs with peers. Although confidentiality and privacy are important, students should understand safety is a priority and if there is a risk of suicide, school staff are required to report. Charter-based mental health professionals are legally and ethically required to report suicide risk. **When reporting suicidal ideation or an attempt, school staff must maintain confidentiality and only share information limited to the risk or attempt.**

Charter School shall establish and widely disseminate a referral process to all students, so they know how to access support through school, community-based, and crisis services. Students shall be encouraged to notify a staff member when they are experiencing emotional distress or suicidal ideation, or when they have knowledge or concerns of another student’s emotional distress, suicidal ideation, or attempt.

Intervention and Emergency Procedures

Encore designates the following administrators to act as the primary and secondary suicide prevention liaisons:

3. School Psychologist

4. Principal

Whenever a staff member suspects or has knowledge of a student’s suicidal intentions, they shall promptly notify the primary designated suicide prevention liaison. If this primary suicide prevention liaison is unavailable, the staff shall promptly notify the secondary suicide prevention liaison.

The suicide prevention liaison shall immediately notify the Executive Director or designee, who shall then notify the student’s parent/guardian as soon as possible if appropriate and in the best interest of the student. Determination of notification to parents/guardians/caregivers should follow a formal initial assessment to ensure that the student is not endangered by parental notification.

The suicide prevention liaison shall also refer the student to mental health resources at Encore or in the community.

When a student is in imminent danger (has access to a gun, is on a rooftop, or in other unsafe conditions), a call shall be made to 911. The call shall NOT be made in the presence of the student and the student shall not be left unsupervised. Staff shall NOT physically restrain or block an exit.

When a suicide attempt or threat is reported on campus or at a school-related activity, the suicide prevention liaison shall, at a minimum:

1. Ensure the student’s physical safety by one or more of the following, as appropriate:
 - a. Securing immediate medical treatment if a suicide attempt has occurred.
 - b. Securing law enforcement and/or other emergency assistance if a suicidal act is being actively threatened.
 - c. Keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene.
 - d. Remaining calm, keeping in mind the student is overwhelmed, confused, and emotionally distressed.
 - e. Moving all other students out of the immediate area.
 - f. Not sending the student away or leaving him/her alone, even to go to the restroom.
 - g. Providing comfort to the student, listening and allowing the student to talk and being comfortable with moments of silence.
 - h. Promising privacy and help, but not promising confidentiality.
2. Document the incident in writing as soon as feasible.

3. Follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed. **Determination of notification to parents/guardians/caregivers should follow a formal initial assessment to ensure that the student is not endangered by parental notification.**
4. After a referral is made, Encore shall verify with the parent/guardian that the follow up treatment has been accessed. Parents/guardians will be required to provide documentation of care for the student. If parents/guardians refuse or neglect to access treatment for a student who has been identified to be at risk for suicide or in emotional distress, the suicide prevention liaisons shall meet with the parent to identify barriers to treatment (e.g., cultural stigma, financial issues) and work to rectify the situation and build understanding of care. If follow up care is still not provided, Encore may contact Child Protective Services.
5. Provide access to counselors or other appropriate personnel to listen to and support students and staff who are directly or indirectly involved with the incident at Encore.
6. Provide an opportunity for all who respond to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

In the event a suicide occurs or is attempted on the Encore campus, the suicide prevention liaison shall follow the crisis intervention procedures contained in Encore's safety plan. After consultation with the Executive Director or designee and the student's parent/guardian about facts that may be divulged in accordance with the laws governing confidentiality of student record information, the Executive Director or designee may provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. Encore staff may receive assistance from Encore counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

In the event a suicide occurs or is attempted off the Encore campus and unrelated to school activities, the Executive Director or designee shall take the following steps to support the student:

1. Contact the parent/guardian and offer support to the family.
2. Discuss with the family how they would like Encore to respond to the attempt while minimizing widespread rumors among teachers, staff, and students.
3. Obtain permission from the parent/guardian to share information to ensure the facts regarding the crisis are correct.
4. The suicide prevention liaisons shall handle any media requests.

5. Provide care and determine appropriate support to affected students.
6. Offer to the student and parent/guardian steps for re-integration to school. Re-integration may include obtaining a written release from the parent/guardian to speak with any health care providers; conferring with the student and parent/guardian about any specific requests on how to handle the situation; informing the student's teachers about possible days of absences; allowing accommodations for make-up work (being understanding that missed assignments may add stress to the student); appropriate staff maintaining ongoing contact with the student to monitor the student's actions and mood; and working with the parent/guardian to involve the student in an aftercare plan; providing parent's/guardians/caregivers/families local emergency numbers for after school and weekend emergency contacts.

Supporting Students during or after a Mental Health Crisis

Students shall be encouraged through the education program and in Encore activities to notify a teacher, the Executive Director, another Encore administrator, psychologist, Encore counselor, suicide prevention liaisons, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions. Encore staff should treat each report seriously, calmly, and with active listening and support. Staff should be non-judgmental to students and discuss with the student, and parent/guardian, about additional resources to support the student.

Responding After a Suicide Death (Postvention)

A death by suicide in the school community (whether by a student or staff member) can have devastating consequences on the school community, including students and staff. Encore shall follow the below action plan for responding to a suicide death, which incorporates both immediate and long-term steps and objectives:

The suicide prevention liaison shall:

1. Coordinate with the Executive Director to conduct an initial meeting of the Suicide Prevention Crisis Team to:
 - a. Confirm death and cause.
 - b. Identify a staff member to contact deceased's family (within 24 hours).
 - c. Enact the Suicide Postvention Response.

- d. Notify all staff members (ideally in-person or via phone, not via e-mail or mass notification).
2. Coordinate an all-staff meeting, to include:
 - a. Notification (if not already conducted) to staff about suicide death.
 - b. Emotional support and resources available to staff.
 - c. Notification to students about suicide death and the availability of support services (if this is the protocol that is decided by administration).
 - d. Share information that is relevant and that which you have permission to disclose.
3. Prepare staff to respond to needs of students regarding the following:
 - a. Review of protocols for referring students for support/assessment.
 - b. Talking points for staff to notify students.
 - c. Resources available to students (on and off campus).
4. Identify students significantly affected by suicide death and other students at risk of imitative behavior, and refer them to a school-based mental health professional.
5. Identify students affected by suicide death but not at risk of imitative behavior.
6. Communicate with the larger school community about the suicide death. Staff shall not share explicit, graphic, or dramatic content, including the manner of death.
7. Consider funeral arrangements for family and school community.
8. Respond to memorial requests in respectful and non-harmful manner; responses should be handled in a thoughtful way and their impact on other students should be considered.
9. Identify media spokesperson if needed.
10. Ensure that all communications, documents, materials related to messaging about suicide avoid discussing details about method of suicide, avoid oversimplifying (i.e. identifying singular cause of suicide), avoid sensational language, and only includes clear, respectful, people-first language that encourages an environment free of stigma. As part of safe messaging for suicide, we use specific terminology when referring to actions related to suicide or suicidal behavior:

Use	Do Not Use
<p>“Died by suicide” or “Took their own life”</p>	<p>“Committed suicide” Note: Use of the word “commit” can imply crime/sin</p>
<p>“Attempted suicide”</p>	<p>“Successful” or “unsuccessful” Note: There is no success, or lack of success, when dealing with suicide</p>

11. Include long-term suicide postvention responses:

- a. Consider important dates (i.e., anniversary of death, deceased birthday, graduation, or other significant event) and how these will be addressed.
- b. Support siblings, close friends, teachers, and/or students of deceased.
- c. Consider long-term memorials and how they may impact students who are emotionally vulnerable and at risk of suicide.

Student Identification Cards

Charter School will include the telephone numbers on all student identification cards:

- National Suicide Prevention Lifeline/Suicide Crisis Lifeline:
 - Call or Text “988”
 - Call 1-800-273-8255
- National Domestic Violence Hotline: Call 1-800-799-7233
- Crisis Text Line: Text “HOME” to 741741
- Teen Line: Text “TEEN” to 839863
- Trevor Project: Text “START” to 678678
- Trans Lifeline: 1-877-565-8860
- Local suicide prevention hotline telephone number

Classroom-Based Attendance Policy

Absences

Encore is a seat-based traditional program UNLESS you have signed an independent study agreement. The state projects that all seat-based schools will have an attendance rate of 95% or higher. This means that all students are required to attend school 95% or more during the school year.

Did You Know?

Any child that misses more than 9 school days over the course of the school year is considered a high risk student for graduation? When a student misses more than 9 school days, they are listed as a chronically absent student and is placed in this high risk category. One of Encore's LCAP goals for this school year is to lower the percentage of chronically absent students.

YOU CANNOT MISS A DAY OF SCHOOL, THEN PARTICIPATE IN AN AFTER SCHOOL ACTIVITY. – This includes rehearsals, shows, dances, field trips, mock trial, concerts, spelling bees, and any other school activity that takes place outside of school hours. We know the schedule is hectic, but your first commitment is to your regular school day. **If you miss school on Friday, you are ineligible to participate in weekend activities (like prom or shows).**

Students will be given an opportunity to complete work, which is reasonably close to, but not necessarily identical to, missed work for full credit within a reasonable time to make up work. Encore encourages all students to sign an independent study / short term agreement that can help students recover attendance for absences that happen throughout the school year using encorestudent.com, Cyber High, and Google classroom to complete schoolwork even when not on campus. With the technology resources available, it is important to log on to school every day.

Periodically, Encore students will be offered an opportunity to makeup absent days on minimum days and Saturday Absence School to help students retain good attendance. If a student misses a day of school, they should prepare to complete work off site using an approved agreement OR come to makeup absent days to complete scheduled assignments.

Excused Absences

There will be times when missing a day of school or arriving late will be unavoidable. At Encore, there are very specific reasons that are outlined as excused absences. Any absence for a reason that is not listed here is an unexcused absence, whether or not a parent or guardian clears it.

- Personal illness, including an absence for the benefit of the pupil's mental or behavioral health
- (Encore will require a doctor's note verifying absence after 8 days of missed school due to illness in a single school year.)
- Personal medical, dental, optometric or chiropractic appointment. Students in grades 7-12, inclusive, may be excused from school for the purpose of obtaining confidential medical services without the consent of the student's parent or guardian.
- Funeral services for a member of the immediate family (limited to one day in state and three days out of state)
- Jury duty

- Due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent, including absences to care for a sick child. (The school does not require a note from the doctor for this excusal).
- To permit the student to spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the Charter School.
- For the purpose of serving as a member of a precinct board for an election pursuant to Election Code section 12302.
- Attendance at the student's naturalization ceremony to become a United States citizen.
- Authorized parental leave for a pregnant or parenting student for up to eight (8) weeks, which may be extended if deemed medically necessary by the student's physician.
- Authorized at the discretion of the Executive Director or designee, based on the facts of the student's circumstances, are deemed to constitute a valid excuse.
- A student who holds a work permit to work for a period of not more than five (5) consecutive days in the entertainment or allied industries shall be excused from school during the period that the student is working in the entertainment or allied industry for a maximum of up to five (5) absences per school year subject to the requirements of Education Code section 48225.5.
- In order to participate with a not-for-profit performing arts organization in a performance for a public-school student audience for a maximum of up to five (5) days per school year provided the student's parent or guardian provides a written note to the school authorities explaining the reason for the student's absence.
- For the purpose of participating in a cultural ceremony or event. "Cultural" for these purposes means relating to the habits, practices, beliefs, and traditions of a certain group of people.
- For the purpose of a middle or high school pupil engaging in a civic or political event as indicated below, provided that the pupil notifies the school ahead of the absence. A "civic or political event" includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls.
 - A middle school or high school pupil who is absent pursuant to this provision is required to be excused for only one school day-long absence per school year.
 - A middle school or high school pupil who is absent pursuant to this provision may be permitted additional excused absences in the discretion of a school administrator.

- For the following justifiable personal reasons for a maximum of five (5) school days per school year, upon advance written request by the student’s parent or guardian and approval by the Executive Director or designee pursuant to uniform standards:
 - Appearance in court.
 - Observance of a holiday or ceremony of the pupil’s religion.
 - Attendance at religious retreats.
 - Attendance at an employment conference.
 - Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization.

- Exclusion from school because student is either the carrier of a contagious disease or not immunized for a contagious disease.

Unexcused Absences

The following list of UNEXCUSED reasons for absences will be marked as unexcused, not cleared absences. Although sometimes unavoidable, these are not accepted reasons for absences.

- Bus not available lack of transportation
- Going to work with parent or other family member
- Babysitting, taking care of other family members
- Personal problems
- Waiting for service or repair people to arrive
- Vacation, family reunions, camping, going to the beach, lake, river, amusement park, mountains
- Attending a sporting event
- Under the influence of alcohol or drugs, joy riding or partying
- Repairing car or household items
- Participating in a student demonstration
- Any other reason not included in the list of “excused Absences”

Absence Procedure

When a student is absent, the parent is to call the office the day of the absence at 760-956-2632. A written note stating the reason and date(s) of the absence is also required the day the student returns to school. Parents can also fill out the absence verification form on the school’s website. Please include the following information in the note:

- Student's full legal name (please print name clearly)
- The day(s) and date(s) of absence(s)
- Reason for the absence
- Writer’s name and the relationship to the student
- Home and work phone numbers

All absences not cleared within three days will be considered truanancies and will be counted in assigning Attendance Codes. "Class Cut" days are NOT sanctioned by Encore and any such absences will be considered truanancies. Students who do not maintain 90% attendance (unexcused or unverified absences) will not be able to take part in traditional school activities such as extracurricular activities, performances, dances, field trips, etc.

If a student needs to be picked up from school, the guardian must report to the attendance office. Students will not be pulled from class the last 30 minutes of any school day. We apologize for the inconvenience, but we cannot pull students from class until their ride has arrived on campus.

As a true pre-college block schedule, attendance is very important to every student every day. If a student misses five class meetings within a single class that is the equivalent of two weeks of missed coursework in that class. Parents, if you attended college after high school, think of how much course content you would miss if you did not attend five classes during a single term. Many college professors drop you after two to three consecutive absences. The Encore classes are pre-college paced. Help us help your students by making sure that they attend school every day.

Homework for extended leave

If a student is going on vacation or family business for two (2) or more days, a parent may request the student be put on independent study. This must be done at least four (4) days before the student leaves. A parent will need to sign a contract agreeing that their student will complete the assigned work. Assigned work will be available for pick-up in the front office prior to leaving. Upon return to school, the student is to turn in the work to the office for processing. If a student is ill and will be missing two or more days, they can also go on independent study if the parent notifies our independent study coordinator and the student can complete the work while at home.

Office Tardies

If a student is late for class in the morning, they will receive an office tardy. The student will be required to enter their student number at the main office before proceeding to class. Office tardies are cumulative for the semester.

Class Tardies

If a student is late for class during the school day, they will receive a class tardy. Class tardies are recorded by the office. Parents are called using an automated system after the first class tardy. Class tardies are recorded by semester. Disciplinary actions are cumulative for the span of the semester.

Attendance Eligibility

It is crucial for the success of a student at Encore both academically and in the arts departments to attend school every day. With Encore's full calendar and block scheduling, miss a day miss a lot.

- Students cannot participate in any event on a day that they are absent.
- If the event happens over the weekend, the student must be present on Friday.
- Students with less than a 90% attendance rate are not eligible to participate in productions, teams, or competitions.
-

Students can alleviate absenteeism by signing up for short term independent study and long term independent study. Encore will help with attendance success. See your counselor for tailored ideas.

Incentivizing Good Attendance

Encore Education Corporation has always had attendance incentives for the students. Encore is currently working on new ideas and "games" that can be added to give appropriate incentives to students to have good attendance. Some attendance incentives that have been executed in the past:

- \$10 off letterman's jacket coupons for each month of perfect attendance
- Earning of a Varsity letter for any student with a 95% or higher attendance rate annually
- Scholarships for perfect attendance since kindergarten
- Participation in "It's a Gas" car giveaways in the high desert
- Certificates for perfect attendance
- Recognition for improved attendance
- Special field trips for students with perfect attendance
- Attendance requirements of 92% or better to participate in productions and special events

Unexcused Absences/Truancy for Classroom Based Attendance

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

Process for Addressing Truancy

1. Each of the first two (2) unexcused absences or unexcused tardies over 30 minutes will result in a call home to the parent/guardian by the Executive Director or designee. The student’s classroom teacher may also call home.
 2. Each of the third (3rd) and fourth (4th) unexcused absences or unexcused tardies over 30 minutes will result in a call home to the parent/guardian by the Executive Director or designee. In addition, the student’s classroom teacher may also call home and/or the Charter School may send the parent an e-mail notification. In addition, upon reaching three (3) unexcused absences or unexcused tardies over 30 minutes in a school year, the parent/guardian will receive **“Truancy Letter #1 – Truancy Classification Notice”** from the Charter School notifying the parent/guardian of the student’s “Truant” status. This letter must be signed by the parent/guardian and returned to the Charter School. This letter shall also be accompanied by a copy of this Attendance Policy. This letter, and all subsequent letter(s) sent home, shall be sent by Certified Mail, return receipt requested, or some other form of mail that can be tracked. This letter shall be re-sent after a fourth (4th) unexcused absence.
 3. Upon reaching five (5) unexcused absences or unexcused tardies over 30 minutes, the parent/guardian will receive **“Truancy Letter #2 – Habitual Truant Classification Notice and Conference Request,”** notifying the parent/guardian of the student’s “Habitual Truant” status and a parent/guardian conference will be scheduled to review the student’s records and develop an intervention plan/contract. In addition, the Charter School will consult with a school counselor regarding the appropriateness of a home visitation and/or case management.
 4. Upon reaching six (6) unexcused absences or unexcused tardies over 30 minutes, the parent/guardian will receive a **“Truancy Letter #3 – Referral to SART Meeting”** and the student will be referred to a Student Success Team (SST) and the SART.
2. If the conditions of the SART contract are not met, the student may incur additional administrative action up to and including disenrollment from the Charter School, consistent with the Involuntary Removal Process described below. If the student is disenrolled after the Involuntary Removal Process has been followed, notification will be sent within thirty (30) days to the student’s last known school district of residence.
 3. For all communications set forth in this process, the Charter School will use the contact information provided by the parent/guardian in the registration packet. It is the parent’s or guardian’s responsibility to update the Charter School with any new contact information.

4. If a student is absent ten (10) or more consecutive school days without valid excuse and the student’s parent/guardian cannot be reached at the number or address provided in the registration packet and does not otherwise respond to the Charter School’s communication attempts, as set forth above, the student will be in violation of the SART contract, and the SART panel will recommend that the student be disenrolled in compliance with the Involuntary Removal Process described below. The Involuntary Removal Process can be started immediately upon the Charter School receiving documentation of the student’s enrollment and attendance at another public or private school (i.e., a CALPADS report).

***Process for Students Who Are Not in Attendance at the Beginning of the School Year
Involuntary Removal Process***

No student shall be involuntarily removed by the Charter School for any reason unless the parent or guardian of the student has been provided written notice of the Charter School’s intent to remove the student (“Involuntary Removal Notice”). The Involuntary Removal Notice must be provided to the parent or guardian no less than five (5) schooldays before the effective date of the proposed disenrollment date.

The written notice shall be in the native language of the student or the student’s parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student’s educational rights holder. The Involuntary Removal Notice shall include:

1. The charges against the student
2. An explanation of the student’s basic rights including the right to request a hearing before the effective date of the action
3. The CDE Enrollment Complaint Notice and Form

The hearing shall be consistent with the Charter School’s expulsion procedures. If the student’s parent, guardian, or educational rights holder requests a hearing, the student shall remain enrolled and shall not be removed until the Charter School issues a final decision. As used herein, “involuntarily removed” includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions or expulsions pursuant to the Charter School’s suspension and expulsion policy.

Upon a parent’s or guardian’s request for a hearing, the Charter School will provide notice of hearing consistent with its expulsion hearing process, through which the student has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the student has the right to bring legal counsel or an advocate. The notice of hearing shall be in the native language of the student or the student’s parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student’s

educational rights holder and shall include a copy of the Charter School's expulsion hearing process.

If the parent/guardian is nonresponsive to the Involuntary Removal Notice, the student will be disenrolled as of the effective date set forth in the Involuntary Removal Notice. If parent/guardian requests a hearing and does not attend on the date scheduled for the hearing, the student will be disenrolled effective the date of the hearing.

If as a result of the hearing the student is disenrolled, notice will be sent to the student's last known school district of residence within thirty (30) calendar days.

A hearing decision not to disenroll the student does not prevent the Charter School from making a similar recommendation in the future should student truancy continue or re-occur.

Referral to Appropriate Agencies or County District Attorney

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

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

Non-Discrimination

These policies will be enforced fairly, uniformly, and consistently without regard to the characteristics listed in Education Code section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Penal Code section 422.55, including immigration status, pregnancy, or association with an individual who has any of the aforementioned characteristics).

Reports

The Executive Director, or designee, shall gather and report to the Board the number of absences both excused and unexcused as well as students who are truant, and the steps taken to remedy the problem.

APPENDIX C : SCHOOL CALENDAR & BELL SCHEDULE

JULY							August							September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24*	25*	26*	27*	28*	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31											19								20
October							November							December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
						21						16	31						14	
January							February							March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6					1	2	3						1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
						17						19	31						16	
April							May							June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
						22						17	30							
BLUE/ BLUE	A OR B HALF DAY						RED	A DAY PERIODS 1-4						TOTAL SCHOOL DAYS						181
GREEN	PERIODS 1-8						BLACK	B DAY PERIODS 5-8						TOTAL INSTRUCTIONAL MINUTES						65,021
PURPLE	CARNIVAL						YELLOW	NO SCHOOL/HOLIDAY												
DARK BLUE	JUMP START																			

Monday - Friday				Last Day of School Periods 1-8			
Periods	Time		Minutes	Periods	Time		Minutes
Breakfast	8:00 AM	8:25 AM	25	Breakfast	8:00 AM	8:25 AM	25
Passing	8:25 AM	8:30 AM	5	Passing	8:25 AM	8:30 AM	5
AP1 / BP5	8:30 AM	10:00 AM	90	AP1	8:30 AM	9:04 AM	34
Passing	10:00 AM	10:04 AM	4	Passing	9:04 AM	9:08 AM	4
AP2 / BP6	10:04 AM	11:24 AM	80	AP2	9:08 AM	9:39 AM	31
Passing	11:24 AM	11:28 AM	4	Passing	9:39 AM	9:43 AM	4
P9-HS/Jr. High Lunch	11:28 AM	12:03 PM	35	AP3	9:43 AM	10:14 AM	31
Passing Period	12:03 PM	12:07 PM	4	Passing	10:14 AM	10:18 AM	4
P9-Jr./ High School Lunch	12:07 PM	12:42 PM	35	AP4	10:18 AM	10:49 AM	31
Passing	12:42 PM	12:46 PM	4	Passing	10:49 AM	10:53 AM	4
AP3 / BP7	12:46 PM	2:06 PM	80	AP5	10:53 AM	11:24 AM	31
Passing	2:06 PM	2:10 PM	4	COMBINED LUNCH	11:24 AM	12:04 PM	40
AP4 / BP8	2:10 PM	3:30 PM	80	Passing	12:04 PM	12:08 PM	4
Total Instructional Minutes			365	AP6	12:08 PM	12:39 PM	31
				Passing	12:39 PM	12:43 PM	4
				AP7	12:43 PM	1:14 PM	31
				Passing	1:14 PM	1:18 PM	4
				AP8	1:18 PM	1:49 PM	31
				Total Instructional Minutes			251
						Min	Mins per day
				Regular Day	174	365	63,510
				Half Day	6	210	1,260
				Last Day	1	251	251
					181		65,021
				Grade Level	Required Mins	School Total	
				High School	64,800		65,021
				Jr. High School	54,000		65,021

Holiday and Schedule Breakdown

2023-24		FULL DAY	HALF DAY	LAST DAY OF SCHOOL	RED DAYS	BLACK DAYS
JULY		0	0	0	0	0
AUGUST		18	1	0	10	9
SEPTEMBER		19	1	0	9	11
OCTOBER		20	1	0	11	10
NOVEMBER		16	0	0	8	8
DECEMBER		14	0	0	7	7
JANUARY		16	1	0	8	9
FEBRUARY		18	1	0	9	10
MARCH		15	1	0	8	8
APRIL		22	0	0	11	11
MAY		16	0	1	9	7
JUNE		0	0	0	0	0
		174	6	1	90	90
TOTAL INSTRUCTIONAL DAYS 2023-24		174	6	1		
STAFF PROFESSIONAL DEVELOPMENT- HALF DAY						
8/18/2023	Staff PD					
9/22/2023	Staff PD					
10/13/2023	Staff PD					
1/26/2024	Staff PD					
2/23/2024	Staff PD					
3/15/2024	Staff PD					
School Holidays						
9/4/2023	Labor Day					
10/9/2023	Indigenous Peoples' Day					
11/10/2023	Veterans Day					
11/20/2023- 11/24/2023	Thanksgiving Break					
12/21/2023 - 1/05/2024	Winter Break					
1/15/2024	Martin Luther King Day					
2/12/2024	Lincoln's Birthday					
2/19/2024	Presidents' Day					
3/25/2024-3/29/2024	Spring Break					

Coversheet

Approval of 5000 Series Policies - Students

Section: VII. Governance
Item: B. Approval of 5000 Series Policies - Students
Purpose: Vote

Submitted by:

Related Material:

BP 5030 Student Wellness Policy (2023-10-23 Board approval).pdf

BP 5111 ADMISSIONS POLICY (2023-10-23 Board Approval).pdf

BP 5113 Classroom Based Attendance Policy (2023-10-23 Board Approval).pdf

ENCORE



Junior & Senior High School for the Arts

BP 5030

STUDENT WELLNESS POLICY



STUDENT WELLNESS POLICY

The Governing Board recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. According to the Centers for Disease Control and Prevention, establishing healthy behaviors during childhood is easier than changing unhealthy behaviors during adulthood. Further, improving student health and safety increases students' capacity to learn, reduces absenteeism, and improves physical fitness and mental alertness. To this end, the Director or designee shall coordinate and align district efforts to support student wellness through health education, physical education and activity, health services, nutrition services, psychological and counseling services, and a safe and healthy school environment. In addition, the Director or designee shall develop strategies for promoting staff wellness and for involving parents/guardians and the community in reinforcing students' understanding and appreciation of the importance of a healthy lifestyle.

[Student Wellness Committee](#)

The Director or designee shall encourage parents/guardians, students, Nutrition Service employees, physical education teachers, school health professionals, Board members, school administrators, and members of the public to participate in the development, implementation, and periodic review and update of the District's student wellness policy. (42 USC 1758b) To fulfill this requirement, the Superintendent or designee may appoint a school health committee whose membership may include representatives of these groups. He/she also may invite participation of other groups as he/she deems appropriate. The Director or designee will receive input offered by members of the public regarding the implementation and effectiveness of the District's student wellness policy.

The Student Wellness Committee shall advise the district on health-related issues, activities, policies, and programs. The committee shall ensure compliance with Encore policies and practices. At the discretion of the Director or designee, the duties of the committee may also include the planning, implementation, and evaluation of activities to promote health among students, staff, and/or the community.

[Goals for Nutrition, Physical Activity, and Other Wellness Activities](#)

The Board shall adopt goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. (42 USC 1758b)

Encore's nutrition education and physical education programs shall be consistent with the expectations established in the state's curriculum frameworks and content standards and shall be designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.

The nutrition education program may include, but is not limited to, information about the benefits of healthy eating for learning, disease prevention, weight management, and oral health. Nutrition education shall be provided as part of the health education program and may be integrated into other academic subjects in the regular educational program, before- and after-school programs, summer learning programs, and school garden programs as appropriate.

The Board prohibits the marketing and advertising of non-nutritious foods and beverages through signage, vending machine fronts, logos, scoreboards, school supplies, advertisements in school publications during the school day, which here shall mean from midnight to thirty minutes after the release of students. Non-nutritious foods are those that do not meet federal and state Smart-Snack guidelines.

The Board may enter into a joint use agreement or memorandum of understanding to make Encore's facilities or grounds available for recreational or sports activities outside the school day and/or to use community facilities to expand students' access to opportunity for physical activity.

Professional development regularly offered to health education and physical education teachers, coaches, activity supervisors, food services staff, and other staff may include appropriate training to enhance employees' health knowledge and skills.

The Director or designee may disseminate to parents/guardians through district or school newsletters, handouts, parent/guardian meetings, district and school web sites the Student Wellness Policy and/or health information that emphasizes wellness both at home and at school, and shall encourage student wellness by educating students on changes they can make at home as well as at school. Outreach to parents/guardians may emphasize the relationship between student wellness and academic performance.

In order to ensure that students have access to comprehensive health services, the district may provide access to health services at or near district schools and/or may provide referrals to community resources. To provide a safe, positive school environment conducive to physical and mental health and wellness, the Board prohibits bullying and harassment of all students, including but not limited to bullying and harassment on the basis of weight, health conditions, or disability.

The Director or designee shall encourage staff to serve as positive role models for healthy eating and physical fitness. He/she shall promote work-site wellness programs and may provide opportunities for regular physical activity among employees, including activities that involve physical activity among students.

To encourage student wellness, the Director or designee may develop incentive programs at Encore's campus.

Nutritional Guidelines for Foods Available at School

The Board believes that all foods and beverages sold to students during the school day at Encore, including those available outside the district's food services program, should support the health curriculum and promote optimal health. Nutritional standards adopted by the Encore for foods and beverages sold through student stores, vending machines, or other venues shall meet or exceed state and federal nutritional standards. Selling includes any exchange of food or beverages for money, coupons, vouchers, or order forms, when any part of the exchange occurs on school campus.

For all foods sold on campus during the school day, the Encore shall adopt nutritional guidelines which are consistent with 42 USC 1773 and 1779 and state and federal regulations which support the objectives of promoting student health and reducing childhood obesity (42 USC 1758b). All foods sold on campus during the school day shall comply with federal and state Smart-Snack guidelines.

In order to maximize the Encore's ability to provide nutritious meals and snacks, Encore shall participate in available federal school nutrition programs, including, but not limited to, the National School Lunch and School Breakfast Programs and after-school snack programs, to the extent possible. When approved by the California Department of Education, Encore may sponsor available nutrition programs.

The Director or designee shall provide access to free, potable water during meal times in the food service area in accordance with Education Code 38086 and 42 USC 1758. Students' consumption of water shall be encouraged by educating them about the health benefits of water. School organizations shall follow state and federal Smart-Snack guidelines when selling food or beverages for fundraising purposes. The Director or designees shall encourage the use of healthy food and beverages when being given to students as a reward for students' academic performance, accomplishments, or behavior.

Staff, parents, guardians, or other classroom volunteers shall be encouraged to support Encore's nutrition education program by considering nutritional quality or Smart-Snack alternatives when selecting any food items which they may donate for any class parties or events. Class parties or celebrations shall be held after the lunch period when possible. To prevent over-production of meals prepared by Nutrition Services, prior to class parties, celebrations, school-wide events, or reward programs in which food is provided to students, every effort shall be made to notify the on-site cafeteria lead/supervisor.

Program Implementation and Evaluation

The Director designates the individual identified below as the individual responsible for ensuring that Encore complies with the wellness policy. (42 USC 1758b)(7 CFR 210.31)

➡ **Dr. Sabrina Bow, Executive Director**

The Director or designee shall assess the implementation and effectiveness of this policy at least once every three years.

The assessment shall include the extent to which district schools are in compliance with this policy, the extent to which this policy compares to model wellness policies available from the U.S. Department of Agriculture, and a description of the progress made in attaining the goals of the wellness policy. (42 USC 1758b)

The Director or designee shall establish indicators that will be used to measure the implementation and effectiveness of the district activities related to student wellness. Such indicators may include, but are not limited to:

1. Descriptions of Encore's nutrition education, physical education, and health education curricula and the extent to which they align with state academic content standards and legal requirements.
2. An analysis of the nutritional content of school meals and snacks served in all district programs, based on a sample of menus and production records
3. Student participation rates in all school meal and/or snack programs, including the number of students enrolled in the free and reduced-price meals program compared to the number of students eligible for that program.
4. Extent to which foods sold on campus outside the food services program, such as through vending machines, student stores, or fundraisers, comply with nutritional standards
5. Results of the state's physical fitness test at applicable grade levels
6. Number of minutes of physical education offered at each grade span, and the estimated percentage of class time spent in moderate to vigorous physical activity
7. A description of district efforts to provide additional opportunities for physical activity outside of the physical education program
8. A description of Encore's wellness activities offered, including the number of students participating, as appropriate

The Director or designee shall invite feedback on district and school wellness activities from appropriate persons such as, but not limited to: food service personnel, school administrators, the Student Wellness Committee, parents/guardians, students, teachers, before and after school program staff, and/or other appropriate persons.

As feasible, the assessment report may include a comparison of results across multiple years, a comparison of district data with county, statewide, or national data, and/or a comparison of wellness data with other student outcomes such as academic indicators.

The Director or designee shall inform and update the public, including parents/guardians, students, and others in the community, about the content and implementation of this policy and assessment results. (42 USC 1758b)

In addition, the assessment results shall be submitted to the Board for the purposes of evaluating policy and practice, recognizing accomplishments, and making policy adjustments as needed to focus Encore's resources and efforts on actions that are most likely to make a positive impact on student health and achievement.

Posting Requirements

Encore shall post the Student Wellness policies and regulations on nutrition and physical activity in public view within all school cafeterias or in other central eating areas. (Education Code 49432)

Non-Discrimination Policy

The District shall abide by the USDA anti-discrimination, as follows:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

ENCORE



Junior & Senior High School for the Arts

BP 5111

ADMISSIONS POLICY



ELEMENT 8: ADMISSION POLICIES AND PROCEDURES

Governing Law: Admission policies and procedures, consistent with [Education Code Section 47605] subdivision (e). (Education Code Section 47605(c)(5)(H).)

- Encore will admit all students who wish to attend and are residents of the State of California, subject to Encore’s capacity.
- Encore will comply with all laws establishing minimum and maximum age for public school attendance in charter schools.
- Admission, except in the case of a public random drawing, shall not be determined by the place of residence of the pupil or his or her parent or legal guardian within the state.
- In accordance with Education Code Sections 49011 and 47605(e)(2)(B)(iv), admission preferences shall not require mandatory parental volunteer hours as a criterion for admission or continued enrollment.
- In accordance with Education Code Section 47605(e)(4)(A), the Charter School shall not discourage a pupil from enrolling or seeking to enroll in the charter school for any reason, including, but not limited to, academic performance of the pupil or because the pupil exhibits any of the characteristics described in Education Code Section 47605(e)(2)(B)(iii), including pupils with disabilities, academically low-achieving pupils, English learners, neglected or delinquent pupils, homeless pupils, or pupils who are economically disadvantaged, as determined by eligibility for any free or reduced-price meal program, foster youth, or pupils based on nationality, race, ethnicity, or sexual orientation.
- Similarly, in accordance with Section 47605(e)(4)(C), the Charter School shall not encourage a pupil currently attending the Charter School to disenroll from the Charter School or transfer to another school for any reason, including, but not limited to the academic performance of the pupil or because the pupil exhibits any of the characteristics described in Education Code Section 47605(e)(2)(B)(iii), as listed above.
- Pursuant to Education Code Section 47605(e)(4)(D), the Charter School shall post a notice developed by the CDE on the Charter School website, outlining the requirements of Section 47605(e)(4), and make this notice available to parents.
- Encore shall be nonsectarian in its programs, admission policies, employment practices, and all other operations, shall not charge tuition, and shall not discriminate against any pupil based upon any of the characteristics listed in Education Code Section 220.
- Encore administration reserves the right to reasonably increase (by not more than 10%)/decrease student population numbers.
- Only students who are California residents and who are properly enrolled in Encore as their full-time educational program may participate in Encore’s educational program.

Recruitment and Enrollment

Encore’s recruitment and enrollment processes are described below and shall be consistent with the law. Encore may not change or deviate from the admissions or public random drawing processes set forth below without the approval of a material revision to the Charter. While

prospective families are encouraged to tour the school, or attend an in person or virtual interest meeting, in no event shall attendance at a school recruiting or information event, school tour, or equivalent have any impact on admission to Encore nor shall Encore indicate that such attendance affects admission.

Encore shall maintain on its website instructions for applying and information on the public random drawing and enrollment processes, including all pertinent dates and deadlines, and hardcopies of all such instructions and information shall be provided upon request. Copies of all such materials, including both information and application materials, shall be publicly available on Encore's website without the need to establish a password, account, or similar, though the use of an account or password in order to submit the application shall be permitted if necessary to protect the privacy of individual student and family application, admissions, and enrollment information. Applications may also be obtained and submitted in hardcopy format.

In accordance with Education Code Section 47605(e)(4)(A), the Charter School shall not discourage a pupil from enrolling or seeking to enroll in the charter school for any reason, including, but not limited to, academic performance of the pupil or because the pupil exhibits any of the characteristics described in Education Code Section 47605(e)(2)(B)(iii), including pupils with disabilities, academically low-achieving pupils, English learners, neglected or delinquent pupils, homeless pupils, or pupils who are economically disadvantaged, as determined by eligibility for any free or reduced-price meal program, foster youth, or pupils based on nationality, race, ethnicity, or sexual orientation. Similarly, in accordance with Section 47605(e)(4)(C), the Charter School shall not encourage a pupil currently attending the Charter School to disenroll from the Charter School or transfer to another school for any reason, including, but not limited to the academic performance of the pupil or because the pupil exhibits any of the characteristics described in Education Code Section 47605(e)(2)(B)(iii), as listed above.

Pursuant to Education Code Section 47605(e)(4)(D), the Charter School shall post a notice developed by the CDE on the Charter School website, outlining the requirements of Section 47605(e)(4), and make this notice available to parents.

Admission and Application Procedures

In accordance with Education Code Section 47605(c)(5)(H) and (e), in order for students apply for admission and to be included in the public random drawing for admission to Encore (if a public random drawing is necessary), families must submit an application that includes **only** the student's name, grade, birthdate, and contact information for the family, including address, the current school that the student may attend, as well as voluntary disclosure of information directly and specifically limited to information necessary in order to determine if the pupil is entitled to a District Board-approved admission preference. The admission application and information submitted prior to any public random drawing and before a student is offered a space at Encore shall specifically be limited only to the above-listed general information, and in no event shall any application/registration/admission materials that are requested or required prior to the student

being offered a place at Encore include any additional information, including any information concerning any protected characteristic of the student or his/her parent/guardian, including, but not limited to, mental or physical disability or current or prior eligibility for services pursuant to the IDEIA, Section 504, or the Americans with Disabilities Act or any information indicating whether the parent/guardian attended or participated in any Encore recruitment or informational event, and shall not include any type of parent involvement or volunteer agreement. **As mandated by Education Code Section 47605(e)(4)(B), Encore shall not request a pupil's records or require a parent, guardian, or pupil to submit the pupil's records to Encore before enrollment.** A parent or guardian can fill out the application online or in person.

Encore shall advertise its open enrollment period prominently on its website for at least 30 days prior to the commencement of the open enrollment period. Encore's admissions process, including applicable dates and links to the admission application, shall be prominently posted on its website.

As required by the Charter Schools Act, Education Code Section 47605(c)(5)(H) and (e), Encore shall admit all students who are residents of California, subject only to capacity limitations. In the case that there are more applicants than spaces, admission shall be determined based on a public random drawing ("lottery"). Only current students of Encore are exempt from the lottery requirement. Admission preference shall be granted in accordance with the admission preferences approved by the District Board, though the approved preferences are not exemptions from the public drawing. In no event may admission be provided to students who apply after the close of the open enrollment period ahead of students who applied during open enrollment and were either granted admission or placed on the waitlist in the drawing, without regard to whether the later applicant would have qualified for an admission preference had s/he applied during the open enrollment period.

The lottery procedures shall be as follows:

- The Encore Board will make all necessary efforts to ensure lottery procedures are fairly executed.
- The lottery will take place within 90 calendar days of closing the open enrollment period.
- The lottery will take in a location open to the public.
- The number of open spaces in each grade level shall be publicly stated prior to the commencement of the lottery.
- The lottery will be conducted in accordance with all laws.
- Lottery spaces are pulled by the designated lottery official (appointed by the Chief Executive Officer).
- The lottery shall continue until all names are drawn.

- Separate lotteries shall be conducted for each grade in which there are fewer vacancies than pupils interested in attending.
- All lotteries shall take place on the same day in a single location.
- Lotteries will be conducted in ascending order beginning with the lowest applicable grade level.
- There is no weighted priority assigned to the preference categories; rather, within each grade level, students will be drawn from pools beginning with all applicants who qualify for the first preference category, and shall continue with that preference category until all vacancies within that grade level have been filled. If there are more students in a preference category than there are spaces available, a random drawing will be held from within that preference category until all available spaces are filled. If all students from the preference category have been selected and there are remaining spaces available in that grade level, students from the second preference category will be drawn in the lottery, and the drawing shall continue until all spaces are filled and preference categories are exhausted in the order provided below.
- After all spaces are filled, students' names will continue to be drawn in the preference category order until all applicants' names have been drawn, and names will be placed on a waitlist in the order drawn.

Any admissions waitlist shall remain in place only for the school year for which it was created, and in no event shall it carry over from year to year. Instead all students, except existing Encore students, shall be subject to the application process for each new school year.

A minimum of 30 days before the open enrollment period for 2021-22, Encore shall update its Admissions and Enrollment Policy and corresponding admissions and enrollment information on Encore's website to be consistent with the Charter.

Admission Preferences

The following admission preferences will be used in the event that there are more applicants than places for students at Encore in any year. These admission preferences may not be amended or deviated from without prior approval by the District Board in accordance with the procedures and requirements specified in the Charter Schools Act. These admissions preferences are preferences, not exemptions from the admissions process, including the public random drawing process, and the drawing shall be implemented in the manner described in the Charter.

Admission preferences in the case that there are more applicants than space shall be given to the following students in the following order:

1. Siblings of students admitted to or attending Encore High School
2. Children of Encore educators, administration, and staff

3. Students attending or residing in the attendance area for Juniper Elementary (if Encore is receiving an SB 740 Charter School Facilities Grant)
4. Residents of the Hesperia Unified School District
5. Other California residents

Should Encore qualify for a grant that includes requirements relative to admissions preferences and/or procedures that differ from those described and approved by the District Board in the Charter, Encore must seek approval of the additional preference(s) in accordance with the requirements of Education Code Section 47605(e)(2) in order to adopt and/or implement any such changes.

Notice to Families on Waitlist

At the completion of the lottery, all families will be notified of their admission or their place on the waitlist.

When a vacancy in any grade level occurs, Encore will call the first family on the waitlist for that grade level to notify them of the vacancy. Families promoted from the waitlist shall be notified by phone. The school will call all numbers listed on the application in order to make every attempt to contact the family. Families called shall have two business days from the date of first notification to respond. Those families not responding within the two day period will forfeit their right to enroll their student in Encore, and the next student on the waitlist shall be contacted to fill the open position. Families who forfeit their right to accept enrollment when offered, but who are still interested in enrolling at Encore at another time, must reapply.

School Transcripts

Once accepted and enrolled, a student must supply the final transcripts from the last school attended before enrolling in Encore. These records are critical to creating an appropriate academic plan. Fax and/or certified copies of transcripts are acceptable for out of state transcripts for initial enrollment, but must be replaced with actual transcripts within 90 days of enrollment.

Mid Term Acceptance

If a student is accepted for admission midterm, they will have a maximum of two days to respond and enroll into Encore. If they do not enroll within two business days, their spot will go to the next available candidate.

Conservatory Arts Audition

Students wishing to enroll in CONSERVATORY LEVEL arts courses are required to take part in an arts audition. This audition DOES NOT exclude any person from admission into Encore. It is a placement test for the level at which they should be placed in our Arts Conservatories.

Specific audition requirements will be posted on the Encore web site. This is a school of the Arts and will have intensive Arts training for all students. Students will be expected to fully participate in the arts programs that they are enrolled in. Under no circumstances will poor academic or arts performance result in a student being encouraged to disenroll or transfer or in a student being disenrolled, including involuntary dismissal, from Encore.

Free Schools

Encore shall at all times comply with the terms and requirements of the free schools guarantee of the California Constitution, Article IX, Section 5, Education Code Section 49010-49013, Education Code Section 47605(n), and California Code of Regulations, Title 5, Section 350, in all aspects of Encore's program. Pursuant to these legal requirements, under no circumstances shall any student be adversely impacted, in any manner, in admission, registration, offers of course credit, or educational activities for financial reasons, including without limitation a failure to make a financial contribution of any kind or for failure to make donations of goods or services, including in-kind or volunteer services, to Encore, nor shall any course credit or privileges related to Charter School education activities be provided in exchange for money or donations of goods or services, including in-kind and/or volunteer services. Any and all volunteer policies, documents, or other communications requesting or encouraging parents/guardians to volunteer or make donations, including any information (whether written or oral) regarding volunteering included during recruitment or admissions events or documents that the parents/guardians of admitted students are requested to sign as part of the registration process, shall clearly specify that donations and volunteer hours, while encouraged, are purely optional, and are not required as a condition of or factor in admission, continued enrollment, or any other privilege offered by Encore. In no event shall any parent/guardian be requested to sign any type of agreement or other indication of interest in volunteering during the application process prior to being offered admission. In no event shall any parent/guardian be *required* to sign any type of agreement or other indication of interest in volunteering, as a requirement for enrollment at Encore. Encore shall notify parents/guardians of applicant students and currently enrolled students on all admissions and enrollment applications/forms, in font at least as large as the font on the remainder of the document(s), and at least annually, that parental involvement is not a requirement of acceptance to, or continued enrollment at, Encore.

While Encore may encourage parents/guardians to volunteer, including by explaining the educational benefits of parent involvement, volunteer hours are not mandatory at Charter School, and parents may volunteer at Encore only to the extent that they choose to do so. Charter School shall train all officers and employees, including teachers and coaches, as well as members of volunteer groups, team parents, and similar, who may seek additional parent volunteers, on free schools requirements and the prohibitions against mandating volunteer hours and/or donations or in any way implying to parents that such volunteer hours and/or donations are required. Available volunteer opportunities will include on-campus and off-campus opportunities for parents who are unable to help during school hours. Parents will be offered multiple ways to be involved at Encore. Some involvement activities may include working the box office, chaperoning a school dance, field trips, general school maintenance, attending

classes or events, attending events and conferences, or compiling forms at home.

Any complaints alleging unlawful pupil fees shall be processed by Encore in accordance with Education Code Section 49013 and the Uniform Complaint Procedures.

ENCORE



Junior & Senior High School for the Arts

BP 5113

CLASSROOM BASED ATTENDANCE POLICY



CLASSROOM-BASED ATTENDANCE POLICY

Absences

Encore is a seat-based traditional program UNLESS you have signed an independent study agreement. The state projects that all seat-based schools will have an attendance rate of 95% or higher. This means that all students are required to attend school 95% or more during the school year.

Did You Know?

Any child that misses more than 9 school days over the course of the school year is considered a high risk student for graduation? When a student misses more than 9 school days, they are listed as a chronically absent student and is placed in this high risk category. One of Encore's LCAP goals for this school year is to lower the percentage of chronically absent students.

YOU CANNOT MISS A DAY OF SCHOOL, THEN PARTICIPATE IN AN AFTER SCHOOL ACTIVITY. – This includes rehearsals, shows, dances, field trips, mock trial, concerts, spelling bees, and any other school activity that takes place outside of school hours. We know the schedule is hectic, but your first commitment is to your regular school day. **If you miss school on Friday, you are ineligible to participate in weekend activities (like prom or shows).**

Students will be given an opportunity to complete work, which is reasonably close to, but not necessarily identical to, missed work for full credit within a reasonable time to make up work. Encore encourages all students to sign an independent study / short term agreement that can help students recover attendance for absences that happen throughout the school year using encorestudent.com, Cyber High, and Google classroom to complete schoolwork even when not on campus. With the technology resources available, it is important to log on to school every day.

Periodically, Encore students will be offered an opportunity to makeup absent days on minimum days and Saturday Absence School to help students retain good attendance. If a student misses a day of school, they should prepare to complete work off site using an approved agreement OR come to makeup absent days to complete scheduled assignments.

Excused Absences

There will be times when missing a day of school or arriving late will be unavoidable. At Encore, there are very specific reasons that are outlined as excused absences. Any absence for a reason that is not listed here is an unexcused absence, whether or not a parent or guardian clears it.

- Personal Illness, including an absence for the benefit of the pupil's mental or behavioral health
- (Encore will require a doctor's note verifying absence after 8 days of missed school due to illness in a single school year.)

- Personal medical, dental, optometric or chiropractic appointment. Students in grades 7-12, inclusive, may be excused from school for the purpose of obtaining confidential medical services without the consent of the student's parent or guardian.
- Funeral services for a member of the immediate family (limited to one day in state and three days out of state)
- Jury duty
- Due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent, including absences to care for a sick child. (The school does not require a note from the doctor for this excusal).
- To permit the student to spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the Charter School.
- For the purpose of serving as a member of a precinct board for an election pursuant to Election Code section 12302.
- Attendance at the student's naturalization ceremony to become a United States citizen.
- Authorized parental leave for a pregnant or parenting student for up to eight (8) weeks, which may be extended if deemed medically necessary by the student's physician.
- Authorized at the discretion of the Executive Director or designee, based on the facts of the student's circumstances, are deemed to constitute a valid excuse.
- A student who holds a work permit to work for a period of not more than five (5) consecutive days in the entertainment or allied industries shall be excused from school during the period that the student is working in the entertainment or allied industry for a maximum of up to five (5) absences per school year subject to the requirements of Education Code section 48225.5.
- In order to participate with a not-for-profit performing arts organization in a performance for a public-school student audience for a maximum of up to five (5) days per school year provided the student's parent or guardian provides a written note to the school authorities explaining the reason for the student's absence.
- For the purpose of participating in a cultural ceremony or event. "Cultural" for these purposes means relating to the habits, practices, beliefs, and traditions of a certain group of people.

- For the purpose of a middle or high school pupil engaging in a civic or political event as indicated below, provided that the pupil notifies the school ahead of the absence. A “civic or political event” includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls.
 - A middle school or high school pupil who is absent pursuant to this provision is required to be excused for only one schoolday-long absence per school year.
 - A middle school or high school pupil who is absent pursuant to this provision may be permitted additional excused absences in the discretion of a school administrator.

- For the following justifiable personal reasons for a maximum of five (5) school days per school year, upon advance written request by the student’s parent or guardian and approval by the Executive Director or designee pursuant to uniform standards:
 - Appearance in court.
 - Observance of a holiday or ceremony of the pupil’s religion.
 - Attendance at religious retreats.
 - Attendance at an employment conference.
 - Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization.

- Exclusion from school because student is either the carrier of a contagious disease or not immunized for a contagious disease.

Unexcused Absences

The following list of UNEXCUSED reasons for absences will be marked as unexcused, not cleared absences. Although sometimes unavoidable, these are not accepted reasons for absences.

- Bus not available lack of transportation
- Going to work with parent or other family member
- Babysitting, taking care of other family members
- Personal problems
- Waiting for service or repair people to arrive
- Vacation, family reunions, camping, going to the beach, lake, river, amusement park, mountains
- Attending a sporting event
- Under the influence of alcohol or drugs, joy riding or partying
- Repairing car or household items
- Participating in a student demonstration
- Any other reason not included in the list of “excused Absences”

Absence Procedure

When a student is absent, the parent is to call the office the day of the absence at 760-956-2632. A written note stating the reason and date(s) of the absence is also required the day the student returns to school. Parents can also fill out the absence verification form on the school’s website. Please include the following information in the note:

- Student's full legal name (please print name clearly)
- The day(s) and date(s) of absence(s)
- Reason for the absence
- Writer's name and the relationship to the student
- Home and work phone numbers

All absences not cleared within three days will be considered truanancies and will be counted in assigning Attendance Codes. "Class Cut" days are NOT sanctioned by Encore and any such absences will be considered truanancies. Students who do not maintain 90% attendance (unexcused or unverified absences) will not be able to take part in traditional school activities such as extracurricular activities, performances, dances, field trips, etc.

If a student needs to be picked up from school, the guardian must report to the attendance office. Students will not be pulled from class the last 30 minutes of any school day. We apologize for the inconvenience, but we cannot pull students from class until their ride has arrived on campus.

As a true pre-college block schedule, attendance is very important to every student every day. If a student misses five class meetings within a single class that is the equivalent of two weeks of missed coursework in that class. Parents, if you attended college after high school, think of how much course content you would miss if you did not attend five classes during a single term. Many college professors drop you after two to three consecutive absences. The Encore classes are pre-college paced. Help us help your students by making sure that they attend school every day.

Homework for extended leave

If a student is going on vacation or family business for two (2) or more days, a parent may request the student be put on independent study. This must be done at least four (4) days before the student leaves. A parent will need to sign a contract agreeing that their student will complete the assigned work. Assigned work will be available for pick-up in the front office prior to leaving. Upon return to school, the student is to turn in the work to the office for processing. If a student is ill and will be missing two or more days, they can also go on independent study if the parent notifies our independent study coordinator and the student can complete the work while at home.

Office Tardies

If a student is late for class in the morning, they will receive an office tardy. The student will be required to scan their identification (ID) card at the main office before proceeding to class. Office tardies are cumulative for the semester.

Class Tardies

If a student is late for class during the school day, they will receive a class tardy. Class tardies are recorded by the office. Parents are called using an automated system after the first class tardy. Class tardies are recorded by semester. Disciplinary actions are cumulative for the span of the semester.

Attendance Eligibility

It is crucial for the success of a student at Encore both academically and in the arts departments to attend school every day. With Encore's full calendar and block scheduling, miss a day miss a lot.

- Students cannot participate in any event on a day that they are absent.
- If the event happens over the weekend, the student must be present on Friday.
- Students with less than a 90% attendance rate are not eligible to participate in productions, teams, or competitions.

Students can alleviate absenteeism by signing up for short term independent study and long term independent study. Encore will help with attendance success. See your counselor for tailored ideas.

Incentivizing Good Attendance

Encore Education Corporation has always had attendance incentives for the students. Encore is currently working on new ideas and "games" that can be added to give appropriate incentives to students to have good attendance.

Some attendance incentives that have been executed in the past:

- \$10 off letterman's jacket coupons for each month of perfect attendance
- Earning of a Varsity letter for any student with a 95% or higher attendance rate annually
- Scholarships for perfect attendance since kindergarten
- Participation in "It's a Gas" car giveaways in the high desert
- Certificates for perfect attendance
- Recognition for improved attendance
- Special field trips for students with perfect attendance
- Attendance requirements of 92% or better to participate in productions and special events

Unexcused Absences/Truancy for Classroom Based Attendance

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

Process for Addressing Truancy

1. Each of the first two (2) unexcused absences or unexcused tardies over 30 minutes will result in a call home to the parent/guardian by the Executive Director or designee. The student's classroom teacher may also call home.
 2. Each of the third (3rd) and fourth (4th) unexcused absences or unexcused tardies over 30 minutes will result in a call home to the parent/guardian by the Executive Director or designee. In addition, the student's classroom teacher may also call home and/or the Charter School may send the parent an e-mail notification. In addition, upon reaching three (3) unexcused absences or unexcused tardies over 30 minutes in a school year, the parent/guardian will receive **"Truancy Letter #1 – Truancy Classification Notice"** from the Charter School notifying the parent/guardian of the student's "Truant" status. This letter must be signed by the parent/guardian and returned to the Charter School. This letter shall also be accompanied by a copy of this Attendance Policy. This letter, and all subsequent letter(s) sent home, shall be sent by Certified Mail, return receipt requested, or some other form of mail that can be tracked. This letter shall be re-sent after a fourth (4th) unexcused absence.
 3. Upon reaching five (5) unexcused absences or unexcused tardies over 30 minutes, the parent/guardian will receive **"Truancy Letter #2 – Habitual Truant Classification Notice and Conference Request,"** notifying the parent/guardian of the student's "Habitual Truant" status and a parent/guardian conference will be scheduled to review the student's records and develop an intervention plan/contract. In addition, the Charter School will consult with a school counselor regarding the appropriateness of a home visitation and/or case management.
 4. Upon reaching six (6) unexcused absences or unexcused tardies over 30 minutes, the parent/guardian will receive a **"Truancy Letter #3 – Referral to SART Meeting"** and the student will be referred to a Student Success Team (SST) and the SART.
2. If the conditions of the SART contract are not met, the student may incur additional administrative action up to and including disenrollment from the Charter School, consistent with the Involuntary Removal Process described below. If the student is disenrolled after the Involuntary Removal Process has been followed, notification will be sent within thirty (30) days to the student's last known school district of residence.

3. For all communications set forth in this process, the Charter School will use the contact information provided by the parent/guardian in the registration packet. It is the parent's or guardian's responsibility to update the Charter School with any new contact information.
4. If a student is absent ten (10) or more consecutive school days without valid excuse and the student's parent/guardian cannot be reached at the number or address provided in the registration packet and does not otherwise respond to the Charter School's communication attempts, as set forth above, the student will be in violation of the SART contract, and the SART panel will recommend that the student be disenrolled in compliance with the Involuntary Removal Process described below. The Involuntary Removal Process can be started immediately upon the Charter School receiving documentation of the student's enrollment and attendance at another public or private school (i.e., a CALPADS report).

Process for Students Who Are Not in Attendance at the Beginning of the School Year

When a student is not in attendance on the first five (5) days of the school year, the Charter School will attempt to reach the student's parent/guardian on a daily basis for each of the first five (5) days to determine whether the student has an excused absence, consistent with the process outlined in this policy. If the student has a basis for an excused absence, the student's parent/guardian must notify the Charter School of the absence and provide documentation consistent with this policy. However, consistent with process below, students who are not in attendance by the sixth (6th) day of the school year due to an unexcused absence will be disenrolled from the Charter School roster after following the Involuntary Removal Process described below, as it will be assumed that the student has chosen another school option.

1. Students who are not in attendance on the first (1st) day of the school year will be contacted by phone to ensure their intent to enroll in the Charter School.
2. Students who have indicated their intent to enroll but have not attended by the third (3rd) day of the school year and do not have an excused absence will receive a letter indicating the student's risk of disenrollment.
3. Students who have indicated their intent to enroll but have not attended by the fifth (5th) day of the school year and do not have an excused absence will receive a phone call reiterating the content of the letter.

4. Students who are not in attendance by the sixth (6th) day of the school year and do not have an excused absence will receive an Involuntary Removal Notice and the CDE Enrollment Complaint Notice and Form. The Charter School will follow the Involuntary Removal Process described below, which includes an additional five (5) schooldays for the parent/guardian to respond to the Charter School and request a hearing before disenrollment.
5. The Involuntary Removal Process can be started immediately upon the Charter School receiving documentation of the student's enrollment and attendance at another public or private school (i.e., a CALPADS report).
6. The Charter School will use the contact information provided by the parent/guardian in the registration packet.
7. Within thirty (30) calendar days of disenrollment, the Charter School will send the student's last known school district of residence a letter notifying it of the student's failure to attend the Charter School.

Involuntary Removal Process

No student shall be involuntarily removed by the Charter School for any reason unless the parent or guardian of the student has been provided written notice of the Charter School's intent to remove the student ("Involuntary Removal Notice"). The Involuntary Removal Notice must be provided to the parent or guardian no less than five (5) schooldays before the effective date of the proposed disenrollment date.

The written notice shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder. The Involuntary Removal Notice shall include:

1. The charges against the student
2. An explanation of the student's basic rights including the right to request a hearing before the effective date of the action
3. The CDE Enrollment Complaint Notice and Form

The hearing shall be consistent with the Charter School's expulsion procedures. If the student's parent, guardian, or educational rights holder requests a hearing, the student shall remain enrolled and shall not be removed until the Charter School issues a final decision. As used herein, "involuntarily removed" includes disenrolled, dismissed, transferred, or terminated, but

does not include suspensions or expulsions pursuant to the Charter School's suspension and expulsion policy.

Upon a parent's or guardian's request for a hearing, the Charter School will provide notice of hearing consistent with its expulsion hearing process, through which the student has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the student has the right to bring legal counsel or an advocate. The notice of hearing shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder and shall include a copy of the Charter School's expulsion hearing process.

If the parent/guardian is nonresponsive to the Involuntary Removal Notice, the student will be disenrolled as of the effective date set forth in the Involuntary Removal Notice. If parent/guardian requests a hearing and does not attend on the date scheduled for the hearing, the student will be disenrolled effective the date of the hearing.

If as a result of the hearing the student is disenrolled, notice will be sent to the student's last known school district of residence within thirty (30) calendar days.

A hearing decision not to disenroll the student does not prevent the Charter School from making a similar recommendation in the future should student truancy continue or re-occur.

[Referral to Appropriate Agencies or County District Attorney](#)

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

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

[Non-Discrimination](#)

These policies will be enforced fairly, uniformly, and consistently without regard to the characteristics listed in Education Code section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Penal Code

section 422.55, including immigration status, pregnancy, or association with an individual who has any of the aforementioned characteristics).

Reports

The Executive Director, or designee, shall gather and report to the Board the number of absences both excused and unexcused as well as students who are truant, and the steps taken to remedy the problem.

Coversheet

Approval of August and September Financial Reports

Section: VIII. Business and Finance
Item: A. Approval of August and September Financial Reports
Purpose: Vote
Submitted by:
Related Material: Aug '23 Encore Financial Report.pdf
Sep '23 Encore Financial Report.pdf

ENCORE



Junior & Senior High School for the Arts

FINANCIAL REPORT AS OF: AUGUST 31, 2023

PROVIDED BY: ICON School Management



BALANCE SHEET

Description	Actual Aug 2023
ASSETS	
Current Assets	
Cash	\$ 1,177,930.32
Accounts Receivable	2,256,684.41
Prepaid Expenditures (Expenses)	42,670.61
Total Current Assets	3,477,285.34
Fixed Assets, Net of Depreciation	17,359,063.78
Total Assets	\$ 20,836,349.12
LIABILITIES & NET ASSETS	
Current Liabilities	
Accounts Payables	\$ 366,559.63
Accrued Liabilities	897,801.96
Unearned Revenues	78,626.53
Total Current Liabilities	1,342,988.12
Long-Term Debt	15,168,604.20
Total Liabilities	16,511,592.32
Net Assets	
Economic Uncertainty (5%)	539,982.00
Unrestricted	3,784,774.80
Total Net Assets	4,324,756.80
Total Liabilities & Net Assets	\$ 20,836,349.12

- Accounts receivable include mainly State Aid and 22-23 revenue which has not been received as of Aug 31st.
- Prepaid expenses – expenses incurred in prior year and allocated on a month-to-month basis during the 23-24 FY.
- Accounts Payable – No issues noted.
- Accrued Liabilities – Payroll, payroll tax, and retirement contribution related to 22-23 and July.
- Deferred Revenue – there are a couple grants that we received in prior years and will recognize as revenue when we spend this year.



CASH ANALYSIS

- Cash Balance as of August 31, 2023 : \$1,177,930.32
- Days of Cash on Hand: 41

PROFIT & LOSS (YTD)

- LCFF revenues consist of three different funding sources; State Aid, EPA, and In-Lieu of Property tax.
- Expenses are minimal due to low activity in July.

Description	Actual YTD Aug 2023
REVENUES	
LCFF Revenues	\$ 527,478
Federal Revenues	-
State Revenues	-
Local Revenues	-
Total Revenues	527,478
EXPENDITURES	
Certificated Salaries	173,677
Classified Salaries	147,952
Employee Benefits	79,797
Books & Supplies	99,997
Services and Operations	402,235
Capital Outlay	-
Total Expenditures	903,658
NET INCOME (LOSS)	\$ (376,180)



BUDGET COMPARISON (YTD)

Description	Actual Aug 2023	Adopted Budget	% Used
REVENUES			
LCFF Revenues	\$ 527,478	\$ 7,123,997	7.40%
Federal Revenues	-	812,558	0.00%
State Revenues	-	1,793,531	0.00%
Local Revenues	-	935,000	0.00%
Total Revenues	527,478	10,665,086	4.95%
EXPENDITURES			
Certificated Salaries	173,677	2,922,711	5.94%
Classified Salaries	147,952	1,738,249	8.51%
Employee Benefits	79,797	1,805,856	4.42%
Books & Supplies	99,997	393,550	25.41%
Services and Operations	402,235	3,616,189	11.12%
Capital Outlay	-	180,000	0.00%
Total Expenditures	903,658	10,656,555	8.48%
NET INCOME (LOSS)	\$ (376,180)	\$ 8,531	-4409.56%

- 1st month of the year completed. Summer month where school had very little activity.

OTHER MATTERS

- Check Register has been provided. Nothing noted in the monthly Check Register.

ENCORE EDUCATION CORPORATION
BALANCE SHEET
AS OF AUGUST 31, 2023
FUND: 0971 - Encore Jr./Sr. High School for the Performing and Visual Arts

		Total
ASSETS		
9120	Operating (Wells Fargo)	\$ 1,178,289.80
9125	Cash in Banks - Umpqua Bank	(359.48)
9200	Accounts Receivable	1,729,206.41
9290	Due from Grantor Governments	527,478.00
9330	Prepaid Expenses	28,941.61
9335	Emburse - Prepaid Exp	13,729.00
9430	Buildings	140,405.04
9435	Accumulated Depreciation - Buildings	(18,853.42)
9440	Equipment	2,169,886.01
9445	Accumulated Depreciation - Equipment	(1,679,874.25)
9450	Work in Progress	65,104.00
9460	Lease Assets	15,702,957.28
9461	Lease Adj for SL Amortization	1,212,101.66
9465	Accumulated Amortization - Lease Assets	(232,662.54)
TOTAL ASSETS		<u><u>\$ 20,836,349.12</u></u>
LIABILITIES AND EQUITY		
LIABILITIES		
9500	Accounts Payable (Current Liabilities)	\$ 366,559.63
9501	Accrued Liabilities	176,084.77
9502	Accrued Payroll	234,301.15
9503	Accrued Payroll Taxes	73,879.80
9504	PERS Payable	22,992.81
9505	STRS Payable	37,259.38
9506	Wage Garnishments	900.00
9508	FSA Payable	2,108.10
9590	Due to Grantor Governments	350,275.95
9650	Deferred Revenue	78,626.53
9667	Lease Payable	15,168,604.20
TOTAL LIABILITIES		<u><u>16,511,592.32</u></u>
EQUITY		
9791	Beginning Balance	4,909,056.37
9793	Audit Adjustments	(208,119.93)
	Net Income (Loss)	(376,179.64)
TOTAL EQUITY		<u><u>4,324,756.80</u></u>
TOTAL LIABILITIES AND EQUITY		<u><u>\$ 20,836,349.12</u></u>

**ENCORE EDUCATION CORPORATION
 PROFIT & LOSS STATEMENT
 JULY 01, 2023 THROUGH JULY 31, 2023
 FUND: 0971**

		YTD
REVENUES		
8011	LCFF State Aid - Current Year	\$ 527,478.00
8010-8099	LCFF Sources	<u>527,478.00</u>
8100-8299	Federal Revenue	<u>-</u>
8300-8599	Other State Revenue	<u>-</u>
8600-8799	Other Local Revenue	<u>-</u>
	TOTAL, REVENUES	<u>527,478.00</u>
EXPENSES		
1100	Certificated Teachers' Salaries	103,440.63
1200	Certificated Pupil Support Salaries	22,766.32
1300	Certificated Supervisors' and Administrators' Salaries	<u>47,470.02</u>
1000-1999	Certificated Salaries	<u>173,676.97</u>
2100	Classified Instructional Salaries	11,320.06
2200	Classified Support Salaries	46,856.52
2300	Classified Supervisors' and Administrators' Salaries	75,233.60
2400	Clerical, Technical and Office Staff Salaries	<u>14,541.66</u>
2000-2999	Classified Salaries	<u>147,951.84</u>
3101	State Teachers' Retirement System, certificated positions	24,135.68
3102	State Teachers' Retirement System, classified positions	3,930.26
3201	Public Employees' Retirement System, certificated positions	10,683.76
3202	Public Employees' Retirement System, classified positions	33,344.90
3301	OASDI/Medicare/Alternative, certificated positions	4,955.21
3302	OASDI/Medicare/Alternative, classified positions	9,671.93
3401	Health & Welfare Benefits, certificated positions	(2,860.43)
3402	Health & Welfare Benefits, classified positions	(4,261.66)
3501	State Unemployment Insurance, certificated positions	175.76
3502	State Unemployment Insurance, classified positions	<u>21.42</u>
3000-3999	Employee Benefits	<u>79,796.83</u>
4100	Approved Textbooks and Core Curricula Materials	50,664.12
4300	Materials and Supplies	9,378.77
4310	Instructional Materials and Supplies	3,378.57
4320	Office Supplies	3,474.01
4340	Student Events	2,965.69
4390	Other Supplies	669.45
4400	Noncapitalized Equipment	405.46
4700	Food	<u>29,060.67</u>
4000-4999	Books and Supplies	<u>99,996.74</u>
5200	Travel and Conferences	1,250.70
5300	Dues and Memberships	82,747.96
5400	Insurance	42,979.22
5500	Operations and Housekeeping Services	4,520.86
5510	Utilities	7,985.21
5520	Janitorial Services	2,981.80
5610	Rent, parking, other occupancy	60.90
5620	Equipment Leases	2,425.83
5630	Maintenance & Repair	18,114.08

**ENCORE EDUCATION CORPORATION
 PROFIT & LOSS STATEMENT
 JULY 01, 2023 THROUGH JULY 31, 2023
 FUND: 0971**

		YTD
5800	Professional/Consulting Services and Operating Expenditures	51,636.19
5810	Legal	8,080.50
5813	Business Services	22,600.00
5816	Payroll Fees	2,055.60
5820	Audits	10,316.25
5830	Non-Instructional Software Licenses/Fees	9,287.00
5840	Advertising & Recruitment	18,892.00
5860	Service Fees	679.16
5865	Bus Transportation	86,880.00
5870	Technology Services and Expenses	134.50
5880	Instructional Vendors & Consultants	12,376.00
5900	Communications	552.00
5910	Telephone	3,525.92
5920	Postage, shipping, delivery	12,153.58
5000-5999	Services and Other Operating Expenses	<u>402,235.26</u>
	TOTAL, EXPENSES	<u>903,657.64</u>
	 NET INCREASE (DECREASE) IN NET POSITION	 <u><u>\$ (376,179.64)</u></u>

**ENCORE EDUCATION CORPORATION
PROFIT & LOSS STATEMENT
JULY 01, 2023 THROUGH JULY 31, 2023
FUND: 0971**

		YTD	Adopted Budget	%
REVENUES				
8011	LCFF State Aid - Current Year	\$ 527,478.00	\$ 4,944,045.00	10.67%
8012	Education Protection Account State Aid - Current Year	-	1,960,692.00	0.00%
8096	Transfers to Charter Schools in Lieu of Property Taxes	-	219,260.00	0.00%
8010-8099	LCFF Sources	<u>527,478.00</u>	<u>7,123,997.00</u>	7.40%
8181	Special Education - Entitlement	-	86,235.00	0.00%
8220	Child Nutrition Programs	-	192,069.00	0.00%
8290	All Other Federal Revenue	-	534,254.00	0.00%
8100-8299	Federal Revenue	<u>-</u>	<u>812,558.00</u>	0.00%
8311	Other State Apportionments - Current Year	-	495,169.00	0.00%
8520	Child Nutrition	-	198,077.00	0.00%
8550	Mandated Cost Reimbursements	-	24,732.00	0.00%
8560	State Lottery Revenue	-	137,934.00	0.00%
8590	All Other State Revenue	-	937,619.00	0.00%
8300-8599	Other State Revenue	<u>-</u>	<u>1,793,531.00</u>	0.00%
8699	All Other Local Revenue	-	935,000.00	0.00%
8600-8799	Other Local Revenue	<u>-</u>	<u>935,000.00</u>	0.00%
	TOTAL, REVENUES	<u>527,478.00</u>	<u>10,665,086.00</u>	4.95%
				N/A
EXPENSES				
1100	Certificated Teachers' Salaries	103,440.63	2,503,197.00	4.13%
1200	Certificated Pupil Support Salaries	22,766.32	281,814.00	8.08%
1300	Certificated Supervisors' and Administrators' Salaries	47,470.02	137,700.00	34.47%
1000-1999	Certificated Salaries	<u>173,676.97</u>	<u>2,922,711.00</u>	5.94%
2100	Classified Instructional Salaries	11,320.06	246,779.00	4.59%
2200	Classified Support Salaries	46,856.52	627,209.00	7.47%
2300	Classified Supervisors' and Administrators' Salaries	75,233.60	374,880.00	20.07%
2400	Clerical, Technical and Office Staff Salaries	14,541.66	489,381.00	2.97%
2000-2999	Classified Salaries	<u>147,951.84</u>	<u>1,738,249.00</u>	8.51%
3101	State Teachers' Retirement System, certificated positions	24,135.68	522,816.00	4.62%
3102	State Teachers' Retirement System, classified positions	3,930.26	11,410.00	34.45%
3201	Public Employees' Retirement System, certificated positions	10,683.76	38,259.00	27.92%
3202	Public Employees' Retirement System, classified positions	33,344.90	447,826.00	7.45%
3301	OASDI/Medicare/Alternative, certificated positions	4,955.21	42,379.00	11.69%
3302	OASDI/Medicare/Alternative, classified positions	9,671.93	132,976.00	7.27%
3401	Health & Welfare Benefits, certificated positions	(2,860.43)	354,444.00	-0.81%
3402	Health & Welfare Benefits, classified positions	(4,261.66)	197,484.00	-2.16%
3501	State Unemployment Insurance, certificated positions	175.76	1,461.00	12.03%
3502	State Unemployment Insurance, classified positions	21.42	869.00	2.46%
3601	Workers' Compensation Insurance, certificated positions	-	35,073.00	0.00%
3602	Workers' Compensation Insurance, classified positions	-	20,859.00	0.00%
3000-3999	Employee Benefits	<u>79,796.83</u>	<u>1,805,856.00</u>	4.42%
4100	Approved Textbooks and Core Curricula Materials	50,664.12	25,000.00	202.66%
4300	Materials and Supplies	9,378.77	75,000.00	12.51%
4310	Instructional Materials and Supplies	3,378.57	-	N/A
4320	Office Supplies	3,474.01	-	N/A
4330	Office Supplies	-	20,000.00	0.00%
4350	Student Activities & Supplies (Include Field Trips)	2,965.69	35,000.00	8.47%
4390	Other Supplies	669.45	-	N/A
4400	Noncapitalized Equipment	405.46	10,000.00	4.05%
4700	Food	29,060.67	228,550.00	12.72%
4000-4999	Books and Supplies	<u>99,996.74</u>	<u>393,550.00</u>	25.41%
5110	District Oversight Fee	-	177,000.00	0.00%
5200	Travel and Conferences	1,250.70	-	N/A
5210	Travel	-	1,000.00	0.00%
5300	Dues and Memberships	82,747.96	15,000.00	551.65%
5400	Insurance	42,979.22	354,842.00	12.11%
5500	Operations and Housekeeping Services	4,520.86	20,000.00	22.60%
5510	Utilities	7,985.21	300,000.00	2.66%
5520	Janitorial Services	2,981.80	-	N/A
5600	Rentals Leases, Repairs and Noncapitalized Improvements	-	991,080.00	0.00%
5610	Rent, parking, other occupancy	60.90	17,792.00	0.34%
5620	Equipment Leases	2,425.83	-	N/A
5630	Maintenance & Repair	18,114.08	-	N/A
5640	Repairs	-	86,000.00	0.00%
5800	Professional/Consulting Services and Operating Expenditures	51,636.19	75,000.00	68.85%
5810	Legal	8,080.50	-	N/A
5811	Instructional Consultants	-	30,000.00	0.00%

**ENCORE EDUCATION CORPORATION
PROFIT & LOSS STATEMENT
JULY 01, 2023 THROUGH JULY 31, 2023
FUND: 0971**

		YTD	Adopted Budget	%
5813	Business Services	22,600.00	135,600.00	16.67%
5816	Payroll Fees	2,055.60	-	N/A
5820	Audits	10,316.25	-	N/A
5825	Non Instructional Consultants	-	45,000.00	0.00%
5829	Advertising and Recruitment	-	60,000.00	0.00%
5830	Non-Instructional Software Licenses/Fees	9,287.00	-	N/A
5830	Legal & Auditing	-	175,633.00	0.00%
5836	Fingerprinting Fees	-	1,000.00	0.00%
5840	Advertising & Recruitment	18,892.00	-	N/A
5843	Student Field Trips	-	868,800.00	0.00%
5846	Student Incentives	-	53,542.00	0.00%
5860	Service Fees	679.16	-	N/A
5865	Bus Transportation	86,880.00	-	N/A
5870	Technology Services and Expenses	134.50	127,200.00	0.11%
5880	Instructional Vendors & Consultants	12,376.00	-	N/A
5890	Misc Operating Expenses	-	28,200.00	0.00%
5900	Communications	552.00	-	N/A
5910	Telephone	3,525.92	-	N/A
5913	Internet	-	20,000.00	0.00%
5920	Postage, shipping, delivery	12,153.58	3,500.00	347.25%
5940	Telephone & Telecommunications	-	30,000.00	0.00%
5000-5999	Services and Other Operating Expenses	402,235.26	3,616,189.00	11.12%
6900	Depreciation Expense	-	180,000.00	0.00%
6000-6999	Depreciation	-	180,000.00	0.00%
	TOTAL, EXPENSES	903,657.64	10,656,555.00	8.48%
				N/A
	NET INCREASE (DECREASE) IN NET POSITION	\$ (376,179.64)	\$ 8,531.00	-4409.56%

**ENCORE EDUCATION CORPORATION
CHECK REGISTER
FOR WELLS FARGO (OPERATIONS) (9120)
08/01/2023 - 08/30/2023**

No.	Date	Vendor/Payee	Memo	Description	Amount
10047	08-02-2023	Staples Technology Solutions	Payments processed on 08-02-2023	Office Supplies	154.65
10048	08-02-2023	CINTAS CORP	Invoice #4161354419	Janitorial Supplies	284.90
10049	08-02-2023	MPS	Invoice #29023319	Inst. Materials & Supplies	2,310.02
10050	08-02-2023	WestEd	Invoice #23-2689	Consulting Services	397.60
10051	08-03-2023	ICON School Management	Invoice #1402	August 2023 Monthly Contract Fee	11,300.00
10052	08-04-2023	PresenceLearning, Inc.	Invoice #INV61454	Subagreements	257.00
10053	08-04-2023	Mesquit's Supply, LLC	Invoice #00029671	Janitorial Supplies	767.23
10054	08-04-2023	Quill LLC	Payments processed on 08-04-2023	Office Supplies	836.41
10055	08-04-2023	IDVille	Invoice #4081918	Office Supplies	579.03
10056	08-07-2023	DKG Media, LP	Invoice #EA000015523	Professional Development	650.70
10057	08-08-2023	County of San Bernardino	Invoice #IN0412435	Dues & Memberships	576.00
10058	08-08-2023	AmTrust Financial Services Inc.	Invoice #INV20230725	Insurance	1,194.50
10059	08-15-2023	San Bernardino County Superintendent of Schools	July 2023 - STRS/PERS Contributions	STRS/PERS Contributions	42,372.76
10060	08-21-2023	AmTrust Financial Services Inc.	Invoice #INV20230726	Insurance	13,513.00
10061	08-22-2023	Advance Disposal Co. & Recycling Center	Invoice #0002109900	Rents & Leases	60.90
10062	08-22-2023	CINTAS CORP	Invoice #4162092930	Janitorial Supplies	259.14
10063	08-22-2023	Measure Education Inc.	Invoice #201807011909	Consulting Services	2,306.88
10064	08-22-2023	Mesquit's Supply, LLC	Invoice #00029833	Janitorial Supplies	307.82
10065	08-22-2023	San Bernardino & RIVERSIDE COUNTIES FIRE EQUIPMENT	Payments processed on 08-22-2023	Maintenance & Repair	2,245.41
10066	08-22-2023	Terminix	Invoice #19421363048	Custodial Housekeeping	124.66
10067	08-22-2023	Verizon Wireless	Invoice #9940337234	Communication	250.50
10068	08-22-2023	Western NRG, Inc	Invoice #176175	Telecom & Internet	135.00
10069	08-24-2023	Advance Disposal Co. & Recycling Center	Invoice #0002109642	Utilities & Trash	149.73
10070	08-24-2023	Advance Disposal Co. & Recycling Center	Invoice #0002108114	Utilities & Trash	1,937.39
10071	08-24-2023	Christensen Brothers General Engineering, Inc.	Invoice #612-01	Maint & Repairs	6,773.00
10072	08-24-2023	Green Comfort	Payments processed on 08-24-2023	Maint & Repairs	450.00
10073	08-24-2023	Hi Desert Alarm	Invoice #P56523	Maint & Repairs	15.00
10074	08-25-2023	Document Tracking Services	Invoice #9234503	Business Services	395.00
10075	08-25-2023	Mesquit's Supply, LLC	Payments processed on 08-25-2023	Janitorial	1,804.20
10076	08-28-2023	ASCAP	Invoice #INV20230720	Student Events	594.00
10077	08-28-2023	Advance Disposal Co. & Recycling Center	Invoice #0002091295	Storage Rental	60.90
10078	08-28-2023	Amazon Capital Services	Payments processed on 08-28-2023	Maint & Repairs	674.05
10079	08-28-2023	BankDirect Capital Finance	Invoice #INV20230719	Insurance	25,418.04
10080	08-28-2023	CA SCHOOL FINANCE AUTHORITY	Invoice #SF23-A48	Dues & Memberships	2,263.50
10081	08-28-2023	CINTAS CORP	Payments processed on 08-28-2023	Janitorial Supplies	661.47
10082	08-28-2023	California Enterprise Development Authority	Invoice #178060	Insurance	500.00
10083	08-28-2023	Christy White, Inc	Invoice #19661	Auditors	8,066.25
10084	08-28-2023	Desiree Huffine	Invoice #REIMB20230802	Expense Reimbursement - School Lunches	16.72
10085	08-28-2023	Ebmeyer Charter and Tour	Invoice #606	Bus Transportation	1,816.50
10086	08-28-2023	FRONTIER	Invoice #INV20230716	Internet	63.33
10087	08-28-2023	Hesperia Water District	Invoice #INV20230718	Utilities	80.68
10088	08-28-2023	Hesperia Water District	Invoice #INV20230718	Utilities	149.28
10089	08-28-2023	Jennifer Grant	Invoice #REIMB20230804	Livescan	74.50

**ENCORE EDUCATION CORPORATION
CHECK REGISTER
FOR WELLS FARGO (OPERATIONS) (9120)
08/01/2023 - 08/30/2023**

No.	Date	Vendor/Payee	Memo	Description	Amount
10090	08-28-2023	Justin's Tractor Service & Weed Abatement	Invoice #INV0350	Custodial Housekeeping	1,800.00
10091	08-28-2023	Lyon's Floor Covering	Invoice #2400	Bathroom Flooring Project	7,000.00
10092	08-28-2023	Madison Dennison	Invoice #REIMB20230801	Livescan	60.00
10093	08-28-2023	Mesquit's Supply, LLC	Invoice #00030100	Janitorial	52.93
10094	08-28-2023	Orange County Dept. of Education	Invoice #94TI0293	Prof Dev Instruction	600.00
10095	08-28-2023	Rush Order Tees	Invoice #1950367	Admin Supplies	1,101.63
10096	08-28-2023	SOS Survival Products	Invoice #868257	Other Supplies	669.45
10097	08-28-2023	San Bernardino County Superintendent of Schools	Invoice #QLC-04-2023	Charter School Quarterly Retirement Reporting	650.00
10098	08-28-2023	VFS Fire & Security	Payments processed on 08-28-2023	Maint & Repairs	4,280.00
10099	08-29-2023	Amazon Capital Services	Invoice #1T1D-RL76-6DXY	Maint & Repairs	126.84
10100	08-29-2023	CINTAS CORP	Invoice #4164187145	Janitorial Supplies	170.21
10101	08-30-2023	Amazon Capital Services	Invoice #1C6Q-31GK-JWQ9	Classroom Materials	299.75

ENCORE



Junior & Senior High School for the Arts

FINANCIAL REPORT AS OF: SEPTEMBER 30, 2023

PROVIDED BY: ICON School Management



BALANCE SHEET

Description	Actual Sep 2023
ASSETS	
Current Assets	
Cash	\$ 3,589,912.52
Accounts Receivable	1,958,809.96
Prepaid Expenditures (Expenses)	39,433.15
Other Current Assets	-
Total Current Assets	5,588,155.63
Fixed Assets, Net of Depreciation	676,667.38
Right-To-Use Lease	16,682,396.40
Total Assets	\$ 22,947,219.41
LIABILITIES & NET ASSETS	
Current Liabilities	
Accounts Payables	\$ 240,528.78
Accrued Liabilities	639,942.40
Unearned Revenues	78,626.53
Total Current Liabilities	959,097.71
Long-Term Debt	15,168,604.20
Total Liabilities	16,127,701.91
Net Assets	
Economic Uncertainty (5%)	539,982.00
Unrestricted	6,279,535.50
Total Net Assets	6,819,517.50
Total Liabilities & Net Assets	\$ 22,947,219.41

- Accounts receivable include mainly State Aid, EPA and 22-23 revenue which has not been received as of Sep 30th.
- Prepaid expenses – expenses incurred in prior year and allocated on a month-to-month basis during the 23-24 FY.
- Accounts Payable – No issues noted.
- Accrued Liabilities – Payroll, payroll tax, and retirement contribution related to 22-23 and July.
- Deferred Revenue – there are a couple grants that we received in prior years and will recognize as revenue when we spend this year.



CASH ANALYSIS

- \$1.7M received for 22-23 LCFF (received in July)
- \$972K received for Employee Retention Credit (received in July)

	Sep 2023	Aug 2023	Jun 2023
Operating (Wells Fargo)	\$ 2,821,084.03	\$ 4,187,715.71	\$ 1,448,082.58
ASB (Wells Fargo)	70,212.16	73,844.66	76,987.03
Cash in Banks - Umpqua Bank	(359.48)	(359.48)	(359.48)
Operating (CHASE)	698,975.81	-	
Total Cash in Banks	3,589,912.52	4,261,200.89	1,524,710.13
Days of Cash on Hand	125	148	48

PROFIT & LOSS (YTD)

- LCFF revenues consist of three different funding sources; State Aid, EPA, and In-Lieu of Property tax.
- Federal Revenue is made up of the Employee Retention Credit, ESSER Funding, and Cafeteria Program.
- Expenses appear to be normal for a school this size.

Description	Actual YTD Sep 2023
REVENUES	
LCFF Revenues	\$ 1,453,158
Federal Revenues	1,159,173
State Revenues	92,448
Local Revenues	37,755
Total Revenues	2,742,534
EXPENDITURES	
Certificated Salaries	432,526
Classified Salaries	289,713
Employee Benefits	317,050
Books & Supplies	300,860
Services and Operations	708,249
Capital Outlay	-
Total Expenditures	2,048,398
NET INCOME (LOSS)	\$ 694,136



BUDGET COMPARISON (YTD)

Description	Actual Sep 2023	Adopted Budget	% Used
REVENUES			
LCFF Revenues	\$ 1,453,158	\$ 7,123,997	20.40%
Federal Revenues	1,159,173	812,558	142.66%
State Revenues	92,448	1,793,531	5.15%
Local Revenues	37,755	935,000	4.04%
Total Revenues	2,742,534	10,665,086	25.72%
EXPENDITURES			
Certificated Salaries	432,526	2,922,711	14.80%
Classified Salaries	289,713	1,738,249	16.67%
Employee Benefits	317,050	1,805,856	17.56%
Books & Supplies	300,860	393,550	76.45%
Services and Operations	708,249	3,616,189	19.59%
Capital Outlay	-	180,000	0.00%
Total Expenditures	2,048,398	10,656,555	19.22%
NET INCOME (LOSS)	\$ 694,136	\$ 8,531	8136.63%

- Will revise budget for Employee Retention Credit being received.
- LCFF appears to be on track with 19-20% received by the end of September.
- Salaries and Benefits appear to fall within budgetary guidelines.
- Books and Supplies expected to be large at the beginning of the year. Will re-evaluate at 1st Interim



OTHER MATTERS

- Check Register has been provided. Nothing noted in the monthly Check Register.
- 1st Interim Budget reporting starts in November. Will work with the Administration Team to ensure deadlines are met.
- CARES and ELOP grants submitted on 10/13/2023.

**ENCORE EDUCATION CORPORATION
BALANCE SHEET**

AS OF SEPTEMBER 30, 2023

FUND: 0971 - ENCORE JR./SR. HIGH SCHOOL FOR THE PERFORMING AND VISUAL ARTS

		Total
ASSETS		
9120	Operating (Wells Fargo)	\$ 2,821,084.03
9121	Wells Fargo (ASB)	70,212.16
9122	Umpqua Bank	(359.48)
9123	CHASE Operating (8332)	698,975.81
9200	Accounts Receivable	1,729,206.41
9290	Due from Grantor Governments	229,603.55
9299	Inter-Resource Receivables	972,313.02
9330	Prepaid Expenditures (Expenses)	25,704.15
9331	Emburse - Prepaid Expenses	13,729.00
9430	Buildings	140,405.04
9435	Accumulated Depreciation - Buildings	(18,853.42)
9440	Equipment	2,169,886.01
9445	Accumulated Depreciation - Equipment	(1,679,874.25)
9450	Work in Progress	65,104.00
9460	Lease Assets	15,702,957.28
9461	Lease Adj for SL Amortization	1,212,101.66
9465	Accumulated Amortization - Lease Assets	(232,662.54)
	TOTAL ASSETS	<u><u>\$ 23,919,532.43</u></u>
 LIABILITIES AND EQUITY		
LIABILITIES		
9500	Accounts Payable (Current Liabilities)	\$ 240,528.78
9501	Accrued Liabilities	153,088.84
9502	Accrued Payroll	145,596.49
9503	Accrued Payroll Taxes	44,909.08
9504	PERS Payable	(25,524.52)
9505	STRS Payable	(33,079.84)
9506	403(B) Payable	2,300.00
9508	FSA Payable	2,376.40
9590	Due to Grantor Governments	350,275.95
9599	Inter-Resource Payables	972,313.02
9650	Unearned Revenue	78,626.53
9667	Lease Payable	15,168,604.20
	TOTAL LIABILITIES	<u><u>17,100,014.93</u></u>
 EQUITY		
9791	Beginning Balance	6,333,501.32
9793	Audit Adjustments	(208,119.93)
	Net Income (Loss)	694,136.11
	TOTAL EQUITY	<u><u>6,819,517.50</u></u>
	TOTAL LIABILITIES AND EQUITY	<u><u>\$ 23,919,532.43</u></u>

ENCORE EDUCATION CORPORATION
PROFIT & LOSS STATEMENT
JULY 01, 2023 THROUGH SEPTEMBER 30, 2023
FUND: 0971 - ENCORE JR./SR. HIGH SCHOOL FOR THE PERFORMING AND VISUAL ARTS

		YTD
REVENUES		
8011	LCFF State Aid - Current Year	\$ 914,910.01
8012	Education Protection Account State Aid - Current Year	503,707.00
8096	Transfers to Charter Schools in Lieu of Property Taxes	34,541.00
8010-8099	LCFF Sources	<u>1,453,158.01</u>
8220	Child Nutrition Programs	27,072.14
8290	All Other Federal Revenue	159,788.01
8299	All Other Federal Revenue	972,313.02
8100-8299	Federal Revenue	<u>1,159,173.17</u>
8520	Child Nutrition	87,739.57
8590	All Other State Revenue	4,708.00
8300-8599	Other State Revenue	<u>92,447.57</u>
8699	All Other Local Revenue	37,755.22
8600-8799	Other Local Revenue	<u>37,755.22</u>
	TOTAL, REVENUES	<u>2,742,533.97</u>
EXPENSES		
1100	Certificated Teachers' Salaries	298,938.05
1200	Certificated Pupil Support Salaries	46,447.76
1300	Certificated Supervisors' and Administrators' Salaries	87,140.04
1000-1999	Certificated Salaries	<u>432,525.85</u>
2100	Classified Instructional Salaries	34,313.63
2200	Classified Support Salaries	98,098.84
2300	Classified Supervisors' and Administrators' Salaries	133,514.81
2400	Clerical, Technical and Office Staff Salaries	23,785.22
2000-2999	Classified Salaries	<u>289,712.50</u>
3101	State Teachers' Retirement System, certificated positions	65,277.37
3102	State Teachers' Retirement System, classified positions	7,839.04
3201	Public Employees' Retirement System, certificated positions	20,886.79
3202	Public Employees' Retirement System, classified positions	64,429.41
3301	OASDI/Medicare/Alternative, certificated positions	11,054.66
3302	OASDI/Medicare/Alternative, classified positions	18,609.96
3401	Health & Welfare Benefits, certificated positions	115,420.67
3402	Health & Welfare Benefits, classified positions	(7,887.22)
3501	State Unemployment Insurance, certificated positions	7,720.53
3502	State Unemployment Insurance, classified positions	65.66
3601	Workers' Compensation Insurance, certificated positions	13,633.51
3000-3999	Employee Benefits	<u>317,050.38</u>
4100	Approved Textbooks and Core Curricula Materials	114,793.95
4300	Materials and Supplies	16,048.31
4310	Instructional Materials and Supplies	5,198.46
4320	Office Supplies	4,825.34
4340	Student Events	14,602.20
4390	Other Supplies	669.45
4400	Noncapitalized Equipment	54,212.35
4700	Food	90,510.11
4000-4999	Books and Supplies	<u>300,860.17</u>

ENCORE EDUCATION CORPORATION
PROFIT & LOSS STATEMENT
JULY 01, 2023 THROUGH SEPTEMBER 30, 2023
FUND: 0971 - ENCORE JR./SR. HIGH SCHOOL FOR THE PERFORMING AND VISUAL ARTS

		YTD
5200	Travel and Conferences	3,387.88
5300	Dues and Memberships	33,265.44
5400	Insurance	58,081.79
5500	Operations and Housekeeping Services	4,918.52
5510	Utilities	10,147.99
5520	Janitorial Services	3,812.30
5600	Rentals Leases, Repairs and Noncapitalized Improvements	82,589.99
5610	Rent, parking, other occupancy	146.83
5620	Equipment Leases	3,949.09
5630	Maintenance & Repair	44,575.25
5800	Professional/Consulting Services and Operating Expenditures	77,305.57
5810	Legal	9,717.47
5813	Business Services	33,900.00
5815	Bank Charges	39,054.62
5816	Payroll Fees	4,027.18
5820	Audits	10,316.25
5830	Non-Instructional Software Licenses/Fees	10,172.00
5840	Advertising & Recruitment	28,431.00
5860	Service Fees	3,331.06
5865	Bus Transportation	180,285.60
5870	Fingerprinting	608.00
5880	Instructional Vendors & Consultants	39,615.00
5900	Communications	552.00
5910	Telephone	6,801.34
5913	Internet	18,940.91
5920	Postage, shipping, delivery	315.88
5000-5999	Services and Other Operating Expenses	<u>708,248.96</u>
	TOTAL, EXPENSES	<u>2,048,397.86</u>
	NET INCREASE (DECREASE) IN NET POSITION	<u>\$ 694,136.11</u>

**ENCORE EDUCATION CORPORATION
PROFIT & LOSS STATEMENT
JULY 01, 2023 THROUGH SEPTEMBER 30, 2023
FUND: 0971 - ENCORE JR./SR. HIGH SCHOOL FOR THE PERFORMING AND VISUAL ARTS**

		YTD	Adopted Budget	%
REVENUES				
8011	LCFF State Aid - Current Year	\$ 914,910.01	\$ 4,944,045.00	18.51%
8012	Education Protection Account State Aid - Current Year	503,707.00	1,960,692.00	25.69%
8096	Transfers to Charter Schools in Lieu of Property Taxes	34,541.00	219,260.00	15.75%
8010-8099	LCFF Sources	<u>1,453,158.01</u>	<u>7,123,997.00</u>	20.40%
8181	Special Education - Entitlement	-	86,235.00	0.00%
8220	Child Nutrition Programs	27,072.14	192,069.00	14.10%
8290	All Other Federal Revenue	159,788.01	534,254.00	29.91%
8299	All Other Federal Revenue	972,313.02	-	N/A
8100-8299	Federal Revenue	<u>1,159,173.17</u>	<u>812,558.00</u>	142.66%
8311	Other State Apportionments - Current Year	-	495,169.00	0.00%
8520	Child Nutrition	87,739.57	198,077.00	44.30%
8550	Mandated Cost Reimbursements	-	24,732.00	0.00%
8560	State Lottery Revenue	-	137,934.00	0.00%
8590	All Other State Revenue	4,708.00	937,619.00	0.50%
8300-8599	Other State Revenue	<u>92,447.57</u>	<u>1,793,531.00</u>	5.15%
8699	All Other Local Revenue	37,755.22	935,000.00	4.04%
8600-8799	Other Local Revenue	<u>37,755.22</u>	<u>935,000.00</u>	4.04%
	TOTAL, REVENUES	<u>2,742,533.97</u>	<u>10,665,086.00</u>	25.72%
EXPENSES				
1100	Certificated Teachers' Salaries	298,938.05	2,503,197.00	11.94%
1200	Certificated Pupil Support Salaries	46,447.76	281,814.00	16.48%
1300	Certificated Supervisors' and Administrators' Salaries	87,140.04	137,700.00	63.28%
1000-1999	Certificated Salaries	<u>432,525.85</u>	<u>2,922,711.00</u>	14.80%
2100	Classified Instructional Salaries	34,313.63	246,779.00	13.90%
2200	Classified Support Salaries	98,098.84	627,209.00	15.64%
2300	Classified Supervisors' and Administrators' Salaries	133,514.81	374,880.00	35.62%
2400	Clerical, Technical and Office Staff Salaries	23,785.22	489,381.00	4.86%
2000-2999	Classified Salaries	<u>289,712.50</u>	<u>1,738,249.00</u>	16.67%
3101	State Teachers' Retirement System, certificated positions	65,277.37	522,816.00	12.49%
3102	State Teachers' Retirement System, classified positions	7,839.04	11,410.00	68.70%
3201	Public Employees' Retirement System, certificated positions	20,886.79	38,259.00	54.59%
3202	Public Employees' Retirement System, classified positions	64,429.41	447,826.00	14.39%
3301	OASDI/Medicare/Alternative, certificated positions	11,054.66	42,379.00	26.09%
3302	OASDI/Medicare/Alternative, classified positions	18,609.96	132,976.00	13.99%
3401	Health & Welfare Benefits, certificated positions	115,420.67	354,444.00	32.56%
3402	Health & Welfare Benefits, classified positions	(7,887.22)	197,484.00	-3.99%
3501	State Unemployment Insurance, certificated positions	7,720.53	1,461.00	528.44%
3502	State Unemployment Insurance, classified positions	65.66	869.00	7.56%
3601	Workers' Compensation Insurance, certificated positions	13,633.51	35,073.00	38.87%
3602	Workers' Compensation Insurance, classified positions	-	20,859.00	0.00%
3000-3999	Employee Benefits	<u>317,050.38</u>	<u>1,805,856.00</u>	17.56%
4100	Approved Textbooks and Core Curricula Materials	114,793.95	25,000.00	459.18%
4300	Materials and Supplies	16,048.31	75,000.00	21.40%
4310	Instructional Materials and Supplies	5,198.46	-	N/A
4320	Office Supplies	4,825.34	-	N/A
4330	Office Supplies	-	20,000.00	0.00%
4350	Student Activities & Supplies (Include Field Trips)	14,602.20	35,000.00	41.72%
4390	Other Supplies	669.45	-	N/A
4400	Noncapitalized Equipment	54,212.35	10,000.00	542.12%
4700	Food	90,510.11	228,550.00	39.60%
4000-4999	Books and Supplies	<u>300,860.17</u>	<u>393,550.00</u>	76.45%
5110	District Oversight Fee	-	177,000.00	0.00%
5200	Travel and Conferences	3,387.88	-	N/A
5210	Travel	-	1,000.00	0.00%
5300	Dues and Memberships	33,265.44	15,000.00	221.77%
5400	Insurance	58,081.79	354,842.00	16.37%
5500	Operations and Housekeeping Services	4,918.52	20,000.00	24.59%
5510	Utilities	10,147.99	300,000.00	3.38%
5520	Janitorial Services	3,812.30	-	N/A
5600	Rentals Leases, Repairs and Noncapitalized Improvements	82,589.99	991,080.00	8.33%
5610	Rent, parking, other occupancy	146.83	17,792.00	0.83%
5620	Equipment Leases	3,949.09	-	N/A
5630	Maintenance & Repair	44,575.25	-	N/A
5640	Repairs	-	86,000.00	0.00%
5800	Professional/Consulting Services and Operating Expenditures	77,305.57	75,000.00	103.07%
5810	Legal	9,717.47	-	N/A

ENCORE EDUCATION CORPORATION
PROFIT & LOSS STATEMENT
JULY 01, 2023 THROUGH SEPTEMBER 30, 2023
FUND: 0971 - ENCORE JR./SR. HIGH SCHOOL FOR THE PERFORMING AND VISUAL ARTS

		YTD	Adopted Budget	%
5811	Instructional Consultants	-	30,000.00	0.00%
5813	Business Services	33,900.00	135,600.00	25.00%
5815	Bank Charges	39,054.62	-	N/A
5816	Payroll Fees	4,027.18	-	N/A
5820	Audits	10,316.25	-	N/A
5825	Non Instructional Consultants	-	45,000.00	0.00%
5829	Advertising and Recruitment	-	60,000.00	0.00%
5830	Non-Instructional Software Licenses/Fees	10,172.00	-	N/A
5830	Legal & Auditing	-	175,633.00	0.00%
5836	Fingerprinting Fees	-	1,000.00	0.00%
5840	Advertising & Recruitment	28,431.00	-	N/A
5843	Student Field Trips	-	868,800.00	0.00%
5846	Student Incentives	-	53,542.00	0.00%
5860	Service Fees	3,331.06	-	N/A
5865	Bus Transportation	180,285.60	-	N/A
5870	Fingerprinting	608.00	127,200.00	0.48%
5880	Instructional Vendors & Consultants	39,615.00	-	N/A
5890	Misc Operating Expenses	-	28,200.00	0.00%
5900	Communications	552.00	-	N/A
5910	Telephone	6,801.34	-	N/A
5913	Internet	18,940.91	20,000.00	94.70%
5920	Postage, shipping, delivery	315.88	3,500.00	9.03%
5940	Telephone & Telecommunications	-	30,000.00	0.00%
5000-5999	Services and Other Operating Expenses	708,248.96	3,616,189.00	19.59%
6900	Depreciation Expense	-	180,000.00	0.00%
6000-6999	Depreciation	-	180,000.00	0.00%
	TOTAL, EXPENSES	2,048,397.86	10,656,555.00	19.22%
				N/A
	NET INCREASE (DECREASE) IN NET POSITION	\$ 694,136.11	\$ 8,531.00	8136.63%

**ENCORE EDUCATION CORPORATION
CHECK REGISTER
FOR WELLS FARGO (OPERATIONS) (9120)
09/01/2023 - 09/30/2023**

No.	Date	Vendor/Payee	Memo	Amount
10105	09-01-2023	Amazon Capital Services	Invoice #1L3N-7MVD-R6VJ Maint & Repairs	41.90 -
10106	09-08-2023	ICON School Management	Invoice #1432 September 2023 Monthly Contract Fee	11,300.00 -
10107	09-07-2023	San Bernardino County Superintendent of Schools	Aug 2023 - STRS/PERS Contributions	118,311.20
10108	09-13-2023	Quill LLC	Payments processed on 09-13-2023 Office Supplies	1,014.83 -
10109	09-13-2023	Raymond Munoz	Invoice #REIMB20230901 Expense Reimbursement - 8/1/23 Live Scan - Raymond Munoz	91.50 -
10110	09-13-2023	School Nurse Supply, Inc.	Invoice #0961345-IN First Aid supplies	1,910.74 -
10111	09-13-2023	Scoot Education	Payments processed on 09-13-2023 Sub - Joelle Schwarck - 8/7 - 8/11/2023 Sub - Joelle Schwarck - 8/14 - 8/18/2023 Sub - Joelle Schwarck - 8/22 - 8/25/2023	12,376.00 - - -
10112	09-13-2023	St Claire Adriaan	Invoice #REIMB20230901 Expense Reimbursement - Harvard Tuition Reimb - 7/6/2023	5,000.00 -
10113	09-13-2023	Young, Minney & Corr, LLP	Invoice #5254 Legal Services - July 2023	2,514.00 -
10115	09-14-2023	Amazon Capital Services	Payments processed on 09-14-2023 Kitchen Supplies	773.80 -
10116	09-14-2023	CINTAS CORP	Payments processed on 09-14-2023 Janitorial Supplies	862.58 -
10117	09-14-2023	Charter Tech Services	Invoice #15930 Replacement Toner	1,213.75 -
10118	09-14-2023	Ebmeyer Charter and Tour	Payments processed on 09-14-2023 Inv # 26678 Bus, School -10th Installment Inv # 27654 School Bus (6) (1 of 10 pymts)-Aug2023	159,864.56 - -
10119	09-14-2023	Employee Benefits Corporation	Invoice #4140088 EE Benefits - COBRA	120.00 -
10120	09-14-2023	Enrollment Professor West	Invoice #EEC081523ARMS ARMS Prg 09/1/23-08/31-24	6,500.00 -
10121	09-14-2023	FRONTIER	Invoice #INV20230816 Web Annual Student License	77.44 -
10122	09-14-2023	FRONTIER	Invoice #INV20230812 Internet	6,610.00 -
10123	09-14-2023	Fonality	Invoice #IN-US1204344 Telephones	1,512.65 -
10124	09-14-2023	Green Comfort	Payments processed on 09-14-2023 Maint & Operations Kitchen Grant	4,933.96 - -
10125	09-14-2023	Hands of Health Chiropractic	Payments processed on 09-14-2023 Sport Physicals - 2nd Sport Physicals	1,843.00 - -
10126	09-14-2023	Hesperia Unified School District	Invoice #240000 Oversight Fees	66,742.96 -
10127	09-14-2023	Hesperia Water District	Invoice #INV20230822 Utility - Water Bill	82.49 -
10128	09-14-2023	Hesperia Water District	Invoice #INV20230822 Utility - Water Bill	3,111.67 -
10129	09-14-2023	Hi Desert Alarm	Invoice #R 100531 Maint & Repairs	1,396.20 -
10130	09-14-2023	Jenna Kamp	Invoice #8142023 Prof Services	750.00 -
10131	09-14-2023	Mark Ziesmer	Invoice #REIMB20230901 Expense Reimbursement Instructional Materials & Supplies	16.30 -
10132	09-14-2023	Mesquit's Supply, LLC	Payments processed on 09-14-2023 Janitorial Supplies	566.42 -
10133	09-14-2023	Music Theatre International	Invoice #1060612 Student Event	2,341.89 -
10134	09-14-2023	School Nutrition Partners	Invoice #1198 Nutrition Program Consulting - July 2023	1,000.00 -
10135	09-16-2023	Advance Disposal Co. & Recycling Center	Invoice #0002128036 Trash Disposal - Aug 2023	749.54 -
10136	09-16-2023	American Family Life Assurance Company	Payments processed on 09-16-2023 EE Benefits - K.White Aug 2023	354.68 -

**ENCORE EDUCATION CORPORATION
CHECK REGISTER
FOR WELLS FARGO (OPERATIONS) (9120)
09/01/2023 - 09/30/2023**

No.	Date	Vendor/Payee	Memo	Amount
10137	09-16-2023	Ecolab Inc.	Invoice #6340129223 Kitchen Supplies	452.47 -
10138	09-16-2023	El Dorado Broadcasters LLC	Invoice #MCC-1230858355	1,096.00
10139	09-16-2023	Faucette Micro Systems, Inc.	Invoice #8327 Dues & Membership	945.00 -
10140	09-16-2023	Fonality	Invoice #IN-US1200763 Telephones	1,512.07 -
10141	09-16-2023	Music Theatre International	Invoice #1060619 Student Event	1,572.35 -
10142	09-16-2023	Pearson Education, Inc.	Invoice #22271056 BASC-3 Q-Global Administration - Psychology related	350.00 -
10143	09-22-2023	Advance Disposal Co. & Recycling Center	Invoice #0002128121 September 2023 Storage Rental	85.93 -
10144	09-22-2023	Advance Disposal Co. & Recycling Center	Invoice #0002126343 September 2023 Trash Services	1,937.39 -
10145	09-22-2023	Amazon Capital Services	Payments processed on 09-22-2023 Classroom supplies Kitchen Supplies	193.83 - -
10146	09-22-2023	CINTAS CORP	Invoice #4166999549 Janitorial Supplies	170.21 -
10147	09-22-2023	Green Comfort	Payments processed on 09-22-2023 Maintenance & Repairs	4,192.66 -
10148	09-22-2023	Measure Education Inc.	Invoice #201807011946 Consulting Services	2,306.88 -
10149	09-22-2023	Quill LLC	Payments processed on 09-22-2023 Kitchen Supplies	110.08 -
10152	09-22-2023	Scout Education	Payments processed on 09-22-2023 Subagreement	12,062.00 -
10153	09-22-2023	Verizon Wireless	Invoice #9942729315 Communications	250.50 -
10154	09-22-2023	Western NRG, Inc	Invoice #177990 Urgent Care Support Services	135.00 -
10155	09-22-2023	Young, Minney & Corr, LLP	Invoice #6197 Legal Services	1,636.97 -
10156	09-25-2023	Accrediting Commission for Schools	Invoice #1319216 23-24 Annual Accreditation Membership	1,190.00 -
10157	09-25-2023	American Heritage Life Insurance Company	Payments processed on 09-25-2023 Insurance	3,414.80 -
10158	09-25-2023	Austin Entertainment Services	Invoice #013-2023 DJ Services for Homecoming Dance	360.00 -
10159	09-25-2023	BoardOnTrack, Inc.	Invoice #2023-23701 11/05/23 - 11/04/24 Membership	5,995.00 -
10160	09-25-2023	Fresh Start Healthy Meals	Invoice #ENCHSA -0823 August 2023 Meals	26,505.00 -
10161	09-25-2023	Hi Desert Alarm	Invoice #R 100531 Repair & Maintenance	1,396.20 -
10162	09-25-2023	Houghton Mifflin Harcourt	Payments processed on 09-25-2023 Textbooks & Core Curriculum	27,724.68 -
10163	09-25-2023	McGraw Hill LLC	Invoice #128830775001 Textbooks & Core Curriculum	13,339.44 -
10164	09-25-2023	Revolution Office	Invoice #INV8621 Copier Equipment Lease	190.93 -
10165	09-25-2023	Roll Over Beethoven's Music	Invoice #INV20230913 Instructional Materials Repair	1,440.00 -
10166	09-25-2023	Sysco Riverside, Inc	Payments processed on 09-25-2023 School Lunches	5,394.38 -
10167	09-25-2023	Wappingers Falls Shopper, Inc.	Invoice #37473 Advertising	191.00 -
10168	09-27-2023	Citali Rios	Invoice #REIMB20230919 Expense Reimbursement Livescan	67.00 -
10169	09-27-2023	Esperanza Hedger	Invoice #REIMB20230919 Expense Reimbursement Livescan	84.00 -
10170	09-27-2023	Fonality	Invoice #IN-US1206162 Telephone	1,512.65 -
10171	09-27-2023	Heartland School Solutions	Invoice #HSSRECD030605 Student events	325.00 -
10172	09-27-2023	Janay Lupercio	Invoice #REIMB20230905	72.00

**ENCORE EDUCATION CORPORATION
CHECK REGISTER
FOR WELLS FARGO (OPERATIONS) (9120)
09/01/2023 - 09/30/2023**

No.	Date	Vendor/Payee	Memo	Amount
			Expense Reimbursement Livescan	-
10173	09-27-2023	LEAF	Invoice #15288066	1,040.67
			Copier Lease	-
10174	09-27-2023	Mariana Valdez	Invoice #REIMB20230907	60.00
			Expense Reimbursement Livescan	-
10175	09-27-2023	Scoot Education	Payments processed on 09-27-2023	8,026.00
			Subagreement	-
10176	09-28-2023	AmTrust Financial Services Inc.	Invoice #INV20230818	1,189.50
			Instl Fee, Pol# TCL 1726027 01 - Aug 23	-
10177	09-29-2023	Green Comfort	Payments processed on 09-29-2023	20,193.22
			Kitchen Infrastructure Grant	-
			Kitchen Grant	-
10178	09-29-2023	San Bernardino County Superintendent of Schools	Sept 2023 - STRS/PERS Contributions	122,571.84
DB090123-01	09-01-2023	Emburse	Emburse Transfer - Exxon Shop N Go	60.00
DB090523-01	09-05-2023	Wells Fargo	Bankcard Discount	240.00
DB090523-02	09-05-2023	Emburse	Emburse Transfer	255.63
DB090523-03	09-05-2023	Emburse	Emburse Transfer	1,443.15
DB090623-01	09-06-2023	Employee Benefits Corporation	Insurance	119.79
DB090723-01	09-07-2023	Emburse	Emburse Transfer	128.53
DB090823-01	09-08-2023	Emburse	Emburse Transfer	63.00
DB091123-02	09-11-2023	Emburse	Emburse Transfer	6,052.41
DB091223-01	09-12-2023	Emburse	Emburse Transfer	176.50
DB091323-01	09-13-2023	Emburse	Emburse Transfer	486.21
DB091423-01	09-14-2023	Emburse	Emburse Transfer	66.95
DB091523-01	09-15-2023	Emburse	Emburse Transfer	665.16
DB091823-01	09-18-2023	Emburse	Emburse Transfer	77.05
DB091823-02	09-18-2023	Emburse	Emburse Transfer	1,715.88
DB091923-01	09-19-2023	Emburse	Emburse Transfer	1,228.05
DB092023	09-20-2023	Wells Fargo	Failed Wire Transfer Fee	50.00
DB092023-02	09-20-2023	American Family Life Assurance Company	Insurance	177.34
DB092023-03	09-20-2023	American Family Life Assurance Company	Insurance	177.34
DB092023-04	09-20-2023	Emburse	Emburse Transfer	855.61
DB092023-05	09-20-2023	The Hanover Insurance Group, Inc.	Insurance	6,485.31
DB092123-01	09-21-2023	Emburse	Emburse Transfer	2,410.14
DB092523-01	09-25-2023	Emburse	Emburse Transfer	200.60
DB092623-01	09-26-2023	SOUTHWEST GAS	Utilities	11.00
DB092623-02	09-26-2023	SOUTHWEST GAS	Utilities	11.00
DB092623-03	09-26-2023	SOUTHWEST GAS	Utilities	17.08
DB092623-04	09-26-2023	SOUTHWEST GAS	Utilities	19.11
DB092623-05	09-26-2023	Terminix	Custodial Housekeeping	133.00
DB092623-07	09-26-2023	Emburse	Emburse Transfer	3,430.97
DB092623-09	09-26-2023	Anthem Insurance Companies, Inc.	Insurance	39,612.48
DB092723-02	09-27-2023	Emburse	Emburse Transfer	1,189.53
DB092823-01	09-28-2023	Emburse	Emburse Transfer	74.00
DB092923-01	09-29-2023	Employee Benefits Corporation	Insurance	120.00
DB092923-02	09-29-2023	Emburse	Emburse transfer	4,226.08
PACH091523	09-15-2023	Paycom Payroll, LLC	09-15-2023 Payroll	186,797.82

Coversheet

Approval of Fiscal Policies and Procedures

Section: VIII. Business and Finance
Item: B. Approval of Fiscal Policies and Procedures
Purpose: Vote
Submitted by:
Related Material:
ENCORE_Fiscal_Policies_and_Procedures_2023-10-23_FOR_BOARD_APPROVAL_BLACKLINE.pdf



ENCORE EDUCATION CORPORATION

Fiscal Policies & Procedures Manual

APPROVED BY THE ENCORE BOARD OF DIRECTORS
September 25, 2023

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CASH/CHECKS HANDLING AND DEPOSIT POLICY

BOARD POLICY

In the course of normal school business, many activities (fundraising, transportation, labs, field trips, lunch program, etc.) involve the receipt of cash and checks, to be deposited in the school's bank account upon receipt. All cash and checks must be deposited when there is more than \$500 in cash or within two (2) days, whichever comes first. Since the school receives cash and checks from a variety of sources for a wide range of activities, extra care must be taken at all stages of the deposit process to ensure accurate records and proper accounting controls are maintained. **All cash received must be held in safe or locked storage until deposited into a School bank account and may not be retained outside of the school's bank account to spend or to hold for future expenses. The School has no petty cash accounts.** The specific procedures outlined below are to be kept updated and current.

Objective:

To establish proper controls and cash handling procedures throughout all School departments. Controls are required to safeguard against loss and to define responsibilities in the handling of cash. All departments receiving cash are designated as cash collection points. "Cash" may consist of currency, checks, money orders, credit card transactions, fed wires and electronic fund transfers.

Persons responsible for handling cash/checks

In order to maintain proper accounting controls, the School shall designate an on-site staff member at each school site (the "Cash Coordinator") to coordinate all transactions involving the deposit of cash/checks. The Cash Coordinator will be responsible for ensuring proper documentation is in place, verifying the source, amount, and itemization of amounts received, placing all items to be deposited in safekeeping prior to deposit, preparing Deposit Summaries, and making bank deposits.

Cash Handling Procedures

1. All departments responsible for cash collection must maintain a clear separation of duties. An individual should not have responsibility for more than one of the cash handling components: receipt, deposit or reconciliation. All cash collections require two signatures – the individual collecting and handling the money, and the individual recording the money.
2. All checks, cash and credit card receipts must be protected by using a safe or lockbox until they are deposited. A secure area for processing and safeguarding funds received must be maintained and access restricted to authorized personnel.
3. All checks should be made payable to Encore Education Corporation. Checks will be restrictively endorsed immediately upon receipt with "For Deposit Only". Post-dated checks should

not be accepted and will be returned to the check writer.

4. The "Cash Coordinator" is responsible for making the deposit to the appropriate bank account.
5. Generally, the timely deposit of cash receipts requires a School to deposit receipts daily. However, it may not be practical or cost effective for the School that receives small amounts of cash on an irregular basis. In cases where the amounts of cash deposits are small and an adequate safekeeping facility is available, an aggregate un-deposited total may not exceed \$500 and may be retained in the School's safekeeping facility for a period not to exceed two (2) business days. Although this option is available, the School must be aware that these monies must be deposited with the bank within seven (7) business days of receipt, even if the amount does not exceed \$500.
6. Under no circumstances will employees or students make disbursements from the undeposited receipts. All cash or other receipts must be deposited with the bank, in total.
7. Any person delivering a deposit to the bank should take adequate precautions for their personal security and safety. If it is practical, more than one person should make the deposit.
8. Never mail cash or checks to the bank.
9. All funds received must be counted by totaling the cash, checks and credit card collections and recording the result on a Cash Box Tally Sheet.
10. Cash boxes with up to \$50 startup cash are available for events/fundraisers by completing a cash box request form. Cash boxes with up to \$100 will be made available for ticket sales. All requests require a one (1) week notice in order for the School to be able to manage the cash needs. The startup funds denomination needed must be included on the cash box request form.
11. Always issue some type of receipt in return for cash received from students, parents, or others. Be sure to include at a minimum: date cash received, amount received, purpose and initials/signature verification. A receipt can be a pre-numbered slip, a pre-numbered ticket stub, etc.

Storing cash/checks

All cash and checks must be kept in a safe or locked office lockbox for safekeeping when not under the immediate supervision of the Cash Coordinator. The office lockbox should be used for this purpose. Cash and checks may not under any circumstances be left in the office or volunteer area unattended. Although the frequency of deposits must be balanced with other School needs, all efforts should be made to ensure quick turnaround and deposit of checks and cash received by the School (see "Deposits" below).

To expedite processing and tracking, items scheduled for deposit may be removed from safekeeping under the direct supervision of the Cash Coordinator for scanning, copying, and preparation of summary documents prior to the deposit date, to be returned to safekeeping immediately following such preparation activities.

Procedure for receiving cash/checks

- a. FROM CASH/CHECKS RECEIVED IN THE MAIL: For any cash or checks received in the mail, the Cash Coordinator or assigned designee shall receive all monies through the front office cash register and then place the received mail (including cash, checks, and all supporting documentation) into the safe or office lockbox pending deposit. All checks received must be logged in on the electronic check receipt log shared with all front office staff.

FROM CASH/CHECKS DROPPED OFF AT OFFICE: For cash/checks dropped off at the front desk by hand, staff shall ring the money in through the front register or provide the individual dropping off the item(s) with an On-Site Payment envelope. The individual shall place the cash/checks in the On-Site Payment envelope, together with the name of the person dropping off the item, the name of the depositor (if different) and the purpose and amount of the deposit, and seal and sign the On-Site Payment envelope. An office staff member must then immediately place the payment and all supporting documentation or envelope in the office lockbox pending deposit (see below). All checks received must be logged in on the electronic check receipt log shared with all front office staff.

- b. FROM VOLUNTEER EVENTS: For each fundraising event in which cash or checks will be collected, two Volunteer Coordinators will be designated, who will be responsible for collecting and holding all cash and checks for the purpose of the fundraising activity. The Volunteer Coordinators shall be Encore Staff members. The Volunteer Coordinators shall maintain a written record of each donation at the time the donation is made, with each confirming donations received by the other Coordinator as an accounting control. The Volunteer Coordinators will provide receipts to the donor for all cash donations showing the date, amount, and nature of the donation, and for checks if requested by the donor. The receipts shall be in written form, with the original provided to the donor and the duplicate (carbon copy) maintained in a designated receipt book.

Within no more than two (2) business days following the event, the Volunteer Coordinators shall use the written record maintained at the time of receipt to prepare an Event Payments envelope, containing a summary of all checks and cash received. All original checks and cash received must be included with the summary, along with copies of donor receipts. The total of the checks and cash listed in the Event Payments summary must match up with the written record of donations prepared at the time of the event and confirmed by both Event Coordinators as discussed in the above paragraph.

One of the Volunteer Coordinators will then seal the Event Payments envelope containing all cash, checks, receipts, and the event summary, and deliver the sealed Event Payments envelope to the Cash Coordinator no later than close of business on the second business day following the event. When delivered to the Cash Coordinator, the Cash Coordinator will open the envelope, count the total cash and checks, and both parties must verify and agree on the amounts shown in the deposit packet while in each other's presence, placing their signature on the Event Summary form. The Cash Coordinator then returns all items to the Event Payments envelope and holds the funds in safekeeping until a bank deposit can be made (see below).

Procedure for Depositing Cash & Checks:

- a. **THE DEPOSIT SUMMARY:** At least once per week or when the cash collected is more than \$500, and more often whenever needed, the Cash Coordinator shall prepare a deposit of all cash and checks held in safekeeping. The first step in this deposit process is preparing the Deposit Summary, as follows:
 - i. The Cash Coordinator shall gather all mailed items, On-Site Payment envelopes, Event Payment envelopes, and any other items for deposit.
 - ii. For any items not scanned previously, the Cash Coordinator and/or designee under direct supervision of the Cash Coordinator shall scan each item into PDF format, including:
 - a. For mailed items: all checks, front and back, and all supporting documentation;
 - b. For On-Site Payments: all checks, front and back, and a summary page;
 - c. For Event Payments: All checks, front and back, and the Event Summary.
 - iii. The Cash Coordinator or designee shall then prepare a Deposit Summary that totals all cash and checks to be deposited, including payor, source, date, etc. The Cash Coordinator will do a dual verification of all monies being deposited into the bank with another Administrative staff member or with the Accounts Payable clerk using the cash verification form.

BANK DEPOSITS: Once the Deposit Summary is completed, the Cash Coordinator shall take the Deposit Summary and all items for deposit to the bank branch, prepare a deposit slip that matches the Deposit Summary amount, and deposit all funds at the bank, obtaining a bank deposit receipt.

UPLOAD DEPOSIT BATCH: Within one (1) business day of the deposit, the Cash Coordinator or designee or designee shall enter the deposit into ASB Works for ASB or the main account. Then the Cash Coordinator shall scan the bank deposit receipt to PDF and append the Deposit Summary and all scanned items, saving the document to a single PDF on the School's office computer. Once saved, the document shall be uploaded to the Back Office Provider file share/cloud storage site for processing by the Back Office Provider, with the original kept in the school office. Additional copies may be provided to authorized individuals responsible for tracking volunteer activities, as approved by the Executive Director/CEO.

Returned Checks and Improper Checks

The School should attempt to deposit returned checks a second time; if the check does not clear on the second attempt, the payment should be returned to the vendor and the general ledger account to which it was applied adjusted. No check should be withheld from the deposit unless it is legally imperfect (e.g., no maker signature), in which case the Finance Office should immediately contact the payer and discuss the best method to remedy the imperfect check.

The School should never provide cash to any individual or organization in exchange for their personal

checks.

Fundraising

Each fundraising activity must be approved by the Executive Director, Principal or designee. In order to be approved, the individual planning the fundraiser must submit a proposal two weeks in advance of the event so that all fundraising efforts may be coordinated.

For sales of small items – for example fundraisers, cookouts, concessions, or supplies sales – use the Fundraising Inventory Form to create an inventory control sheet for items purchased, less items leftover to report items sold.

Services performed – for example car washes. Use the Fundraiser Service Form to keep a roster of which services were performed or how many cars were washed, then multiply by fee charged to report total collected.

Donations – Submit a completed Donation Information Sheet with the deposit for all cash donations and all gifts of property (tangible goods).

*No staff member is to accept any special gifts or bonuses of more than nominal value offered by an outside supplier or vendor for any reason or purpose.

Cash Boxes

A portable locking cash box issued by the Finance Office may be used to collect money at fundraising activities, ticket sales and other events or activities. Individuals who collect cash for fundraisers and activities for which a cash box is issued should safeguard the cash properly. Once all cash has been collected, it should be recorded on a cash count form. Two individuals should count the cash together, and both should sign and date the cash count form and remit the funds to the principal or Finance Office. Every effort should be made to turn in the cash the same day as fundraiser or activity. Any funds collected but not turned in to the Finance Office for the final counting and deposit to the bank should never be taken home or left in any unprotected environment. Instead, they should be sealed in a secured lockbox or some other secured facility on the School premises.

When the Finance Office receives the cash box funds, the funds should be counted again by the Finance Office staff member and a witness, and each should sign the cash count form as verification of their confirmation. The cash and the verified cash count form should be placed in a secured lockbox or some other secured facility until the cash is remitted to the bank for deposit.

Cash box proceeds should be controlled and processed in the same manner as other cash receipts. If the cash balance exceeds \$500, a bank deposit should be made the same day. Otherwise, all bank deposits should be made within 5 business days. No funds should be left in the cash box after deposit.

Meals for Professional Development or other School Activities

1. School-related meals at meetings, professional development, and other school activities occur on a regular basis. If the meal is not pre-approved by Executive Director or Principal, the employee runs the risk of bearing the full cost of the meal if it is ultimately denied. For meals to be charged to the

School or reimbursable to an employee, the employee must provide the following information:

- a. Purpose of the meeting or agenda;
 - b. Items ordered as reflected on a detailed receipt;
 - c. Number of individuals in the party;
 - d. Names of the attendees or a sign-in sheet;
 - e. Pre-approval by the Executive Director or Principal
2. For meals during professional development:
 - a. Non-School days, staff may purchase meals for staff for meetings lasting three or more hours.
 - b. On School days, staff may purchase meals or snacks for staff meetings. Any meals that fall outside of these parameters must be Executive Director or Principal approved.
 3. Each department has a budget of \$20/employee/event for meals for team building, professional development and morale. Any meals that fall outside of these parameters must be Executive Director or Principal approved.

PURCHASING

PURCHASING: All school purchases must be pre-approved. A purchase requisition will be submitted to the Executive Director/CEO, Principal or Director of Operations and Finance for pre-approval. The primary person responsible for approving all purchase orders shall be the Executive Director/CEO, who may designate additional individuals as purchasing approvers as needed. The Executive Director/CEO shall, at a minimum, designate one individual to approve purchases if the Executive Director/CEO is not available. For purchases exceeding \$25,000, Board approval is also required, as outlined in the specific procedures below. Recurring expenses such as monthly rent, copier lease payments, recurring office supplies, or other periodic payments for which overall approval has already been granted do not require individual approval.

Transactions that do not require purchase orders:

1. Professional fees to back office service providers, and legal services
2. Outsourced services (e.g. special education services, security, etc.)
3. Payment of health and welfare benefits
4. Risk management costs (e.g. insurance)
5. Utilities
6. Communications (e.g. internet, wireless, etc.)
7. Payroll taxes
8. Facility costs pursuant to a Board-approved lease or other agreement

Budgeted costs, such as:

1. Existing and replacement positions (i.e. payroll)
2. Expenditures listed in awarded grants
3. Software subscriptions (e.g. productivity tools, license, etc.)
4. Student materials and supplies, unless for a vendor contract over \$50,000, except for vendors that offer student packaged programs.

Mandatory Costs, such as:

1. Expenditures required in an IEP (i.e. individualized education program).
2. Expenditures from duly approved legal settlements

INVOICING & RECEIPTS: All purchases must be accompanied by an invoice or receipt, depending upon the nature of the item and the purchase method. For payments made using a credit/debit card, a receipt shall be obtained and/or printed at the time of purchase. Checks may never be made out to "Cash" or "Bearer" unless accompanied by a signed statement by the Executive Director/CEO indicating no other reasonable method was available for payment of the good/service, and the memo of the check clearly indicates exactly what was being purchased.

USE OF SCHOOL EMBURSE CARDS

PURPOSE:

The Board of Directors of the School recognizes the efficiency and convenience afforded the day-to-day operation of the School, for payments and recordkeeping for certain expenses, through the use of School Emburse cards. However, the Board recognizes the need to establish control measures for the use of these cards. The Board agrees that it has a responsibility to ensure that credit card expenses incurred by the School must clearly be linked to the business of the School. This policy addresses and establishes the proper use and assignment of School Emburse cards.

School Emburse cards should be issued only to School personnel who travel on School business or who have legitimate need to purchase goods and services, either in person or online, when a purchase cannot be approved in time or when a vendor will not accept a purchase order. Emburse cards should not be used to bypass established purchasing procedures, including advanced approval processes.

DEFINITIONS:

Cardholder/User: The person for which the school Emburse card has been issued.

School credit card: The physical or virtual card and number associated with the card issued to the cardholder.

Administrator: The Finance Office staff member assigned to establish or terminate Cardholder rights, reassign card limits, or change budget access.

SCHOOL EMBURSE CARD USERS:

A list of those individuals issued a School Emburse card will be maintained by the Executive Director, Principal and the Finance Office and reported to the Board of Directors annually.

A Cardholder/User employee who is no longer employed by the School shall return his or her School Emburse card upon termination or resignation to the Director of Operations and Finance or Executive Director/CEO or designee.

Emburse cards will be disabled immediately upon the termination or resignation of a Cardholder/User by the card Administrator. Accounting for Emburse cards and settlement of Emburse card billings shall be part of the employee separation checklists.

USER RESPONSIBILITIES:

Emburse Cardholders/Users must take proper care of their School Emburse card(s) and take all reasonable precautions against damage, loss or theft by adherence to the following provisions:

1. All Cardholders/Users must keep secure and confidential all School Emburse card numbers and information.
2. Cardholders/Users shall not store sensitive School credit card data, including full account number, type, expiration and track data, in any method on computers or networks. This is not allowed because it does make it easier for those who have access to your computer or mobile device to utilize your card fraudulently or for personal purchases to be made using the stored card information.
3. Cardholders/Users shall not transmit in an insecure manner, such as by email, unsecured fax or via mail, School Emburse card information.
4. Cardholders/Users shall restrict access to credit card data and processing to the Administrator or other authorized individuals.
5. Cardholders/Users shall maintain card information in a secure environment accessed only by the issued Cardholder/User
6. Cardholders/Users shall not be allowed to authorize payment of their own travel expenses. Travel expenses for any Cardholder/User other the Executive Director must be pre-approved by Executive Director or designee and the Executive Director's travel expenses shall be approved by a board member.
7. Cardholders/Users are responsible for retaining detailed receipts and/or supplier documentation for all purchases made with their School Emburse card, without which the Cardholder/User is responsible for the purchase.
8. Cardholders/Users shall submit detailed documentation, such as itemized receipts and/or supplier documentation for services, support all purchases made on their School Emburse card, including travel and/or other actual and necessary expenses which have been incurred

in connection with School-related business for which the School Emburse card has been used.

9. Failure to take proper care of School Emburse card(s) or failure to report damage, loss or theft may subject the Cardholder/User to financial liability and discipline.
10. If the Finance Dept identifies any inadvertent personal charges or unauthorized uses of the card, the card statement and all backup documentation will be forwarded to the Executive Director , Principal and Director of Operations and Finance for review, or if such charges or users are those of the Executive Director, to the Board chairperson.
11. Purchases made using a Emburse card are subject to the same approval thresholds and other procurement requirements as all other purchases.

CHECKBOOK, EMBURSE CARD: Any school checkbook or purchase card should be kept under locked supervision in the Cash Coordinator's or Executive Director/CEO's desk/office at all times. Any checkbook or purchase card is to remain on school property unless expressly required for a particular purchase (e.g. trip to Office Depot, conference) by an authorized user. Any Emburse card must bear the names of both the School and the staff member to whom the card was issued and all Emburse cards must be signed out by staff and turned in at the end of each school year.

CHECKBOOK, EMBURSE CARD: Any school checkbook or Emburse card should be kept under locked supervision in the Cash Coordinator's or Executive Director/CEO's desk/office at all times. Any checkbook or Emburse card is to remain on school property unless expressly required for a particular purchase (e.g. trip to Office Depot, conference) by an authorized user. Any Emburse card must bear the names of both the School and the staff member to whom the card was issued and all Emburse cards must be signed out by staff and turned in at the end of each school year.

PURCHASING GUIDELINES:

School Emburse cards may only be used for legitimate School Business expenses and in accordance with Board Policies, as defined below.

1. Emburse cards shall only be used for transactions for which payment of check disbursement is not accepted or is not practicable, such as if the transaction would cause undue hardship to the School or the Cardholder/User.
2. School Emburse card usage is limited to the following types of expenses. Any deviations from this usage policy must have prior written approval from the Board of Directors.
 - a. School services, including catering or advertising.
 - b. School supplies, including office supplies, educational supplies, operation and maintenance supplies.
 - c. Travel, including transportation services, hotel fees, airfare, car rental expenses, or payments to a travel agency.
 - d. Payments to educational and charitable organizations, including Schools, colleges, vocational Schools and membership organizations.
 - e. Educational conferences and seminars.

- f. Other expenses necessary for the education of students or for the continuous operations of the school.

Procedure for approving purchases

- a. Any desired purchase must be approved by the Executive Director/CEO or designee, as evidenced by:
 - 1. An Approved Purchase Requisition
 - 2. An Approved Purchase Order
- b. Documented evidence of authorized approval must be obtained prior to purchase .
- c. For purchases of \$24,999, only approval of the Executive Director/CEO is necessary. The Executive Director/CEO may seek Board approval for purchases of any dollar amount at their discretion.
- d. For purchases of \$25,000 and above, Board approval is required prior to purchase.
- e. Once the Executive Director/CEO or designee has approved the purchase, School purchasing staff shall a) create a purchase order (PO) and deliver the signed PO to the vendor.
- f. Regularly recurring expenditures exceeding \$10,000 (rent, etc.) require only initial Board approval.

item must be identified as a recurring expenditure to Board. Such recurring expenditures are otherwise exempt from Board and Executive Director/CEO pre-approval and Purchase Requisition requirements.
- g. A Warrant Report will be included in each month’s Board packet as a consent agenda item, listing all non-payroll warrants paid in the prior calendar month.

EMBURSE APPROVAL PROCEDURES

- 1. The Finance Office will verify that documents have been provided for all charges on the Emburse card statement.
- 2. Any charges not made by the Cardholder/User will be identified and discussed with the Principal and forwarded to the Executive Director/CFO.
- 3. All cardholders should report the loss or theft of their School Emburse card immediately to the credit card company and the Director of Operations and Finance, even if the loss or theft occurs on a weekend or holiday.

EXCLUSIONS:

School Emburse cards shall not be used for alcohol, cash advances, ATM, gifts, gifts certificates, money orders, gift cards, jewelry or clothing, medical expenses, or payment of fines, auto tickets or penalties, bereavement or congratulatory related items like cards or flowers, unless prior written approval is received from the Executive Director/CEO or designee. In no event shall a School Emburse card be used for a Cardholder/User’s personal expenses.

Employees’ Personal Credit Cards

An employee may use their personal credit or debit card for legitimate School business-related purchases and submit a request for reimbursement, but only with pre-approval from the Executive Director/CEO, Principal or designee.

Gratuity

Employees are allowed to tip up to 5% of the subtotal cost, rounded up to the nearest dollar, when gratuity is customary. Any incremental excess is the responsibility of the employee.

Invoicing & Receipt Procedure

School Staff deliver copies of all original receipts to the Back Office Provider as part of the ongoing AP batch processing, retaining the original at the school as backup documentation. For businesses or individuals seeking payment, an invoice must be provided prior to payment. Upon payment of invoices, a copy of the signed warrant paying the invoice shall be attached to the invoice prior to filing. These invoices shall be available online through the Back Office Provider.

Procedure for contracts and agreements

All contracts or agreements, including those for ongoing services, shall be negotiated by the Executive Director/CEO or designee to obtain such services in the most efficient and cost-effective manner and in the best interests of the school.

All such agreements must clearly define the scope of services to be performed, and the price for such services. A file shall be maintained by staff containing all documentation related to the reason for the contract/agreement as well as any research showing that the purchase is in the best interests of the school, including but not limited to any alternate bids received for the good/service. Any such agreements in excess of \$25,000, once negotiated, must be approved by the Board prior to commencement of the contract to ensure they are in the best interest of the School and reflect reasonable market values. The Board may also recommend changes or revisions pending final approval. Any modifications or changes to existing contracts/agreements shall be made only in writing.

Procedure for handling invoices and vendor requests

- a. Approved invoices will be delivered electronically to the Back Office Provider at least once per week.
- b. The Back Office Provider shall be responsible for tracking all accounts payable and preparing warrants for payment.
- c. The Executive Director/CEO shall approve invoices for payment on a weekly or bi-weekly basis. Assuming sufficient cash flow the Back Office Provider shall process these approved invoices for payment. paying all invoices via warrant generated by the Back Office Provider.
- d. Recurring invoices such as insurance premiums and utilities may be set up for ACH payment. The School is responsible for providing the Back Office Provider with any and all ACH applications.

Receipt of Ordered Goods Procedure

All ordered goods should be shipped to the School's (16955 Lemon Street, Hesperia, CA 92345) even during times of school closure during vacations and holidays.

If goods are expected to be received during periods when school is closed, a staff member shall be directed to contact the appropriate shipping provider and instruct them to re-deliver the goods when school is again open.

EMBURSE APPROVAL PROCEDURES

1. The Finance Office will verify that documents have been provided for all charges on the Emburse card statement.
2. Any charges not made by the Cardholder/User will be identified and discussed with the Principal and forwarded to the Executive Director/CFO.
3. All cardholders should report the loss or theft of their School Emburse card immediately to the credit card company and the Director of Operations and Finance, even if the loss or theft occurs on a weekend or holiday.

EXCLUSIONS:

School Emburse cards shall not be used for alcohol, cash advances, ATM, gifts, gifts certificates, money orders, gift cards, jewelry or clothing, medical expenses, or payment of fines, auto tickets or penalties, bereavement or congratulatory related items like cards or flowers, unless prior written approval is received from the Executive Director/CEO or designee. In no event shall a School Emburse card be used for a Cardholder/User's personal expenses.

Employees' Personal Credit Cards

An employee may use their personal credit or debit card for legitimate School business-related purchases and submit a request for reimbursement, but only with pre-approval from the Executive Director/CEO, Principal or designee.

Gratuity

Employees are allowed to tip up to 5% of the subtotal cost, rounded up to the nearest dollar, when gratuity is customary. Any incremental excess is the responsibility of the employee.

REIMBURSEMENT POLICY

SIGNATURES & APPROVALS: All reimbursements require two signatures, one from a site-based manager (Department chair or administrator) and one from the Executive Director/CEO or Director of Operations and Finance.

TIMING: All reimbursements must be submitted within 60 days of incurring the expenditure to be eligible for reimbursement.

EXECUTIVE DIRECTOR/CEO: Reimbursements to or expenses by the Executive Director/CEO must be reviewed and approved by the Governing Board in an expense report prior to reimbursements being made.

FAMILY MEMBERS: In the event that the person being reimbursed is a family member of the Executive Director/CEO, the corresponding Department Chair, or the corresponding Administrator, such reimbursement must be Board approved in an expense report prior to reimbursements being made.

NO PETTY CASH: Reimbursements may not be paid directly by School from cash awaiting deposit. All reimbursements must be processed through the Back Office Provider using deposited funds.

Procedure for Reimbursements:

- a. Reimbursement Requests must include complete descriptions of expenses, including travel details if applicable, and must include itemized receipts (credit card statements that do not show what was purchased are not sufficient).
- b. Upon receipt of a Reimbursement Request, School staff shall assist the requestor with obtaining necessary staff and/or Board approvals.
- c. Once all approvals have been successfully obtained, School staff shall upload the Reimbursement Request and all backup documentation to the Back Office Provider SHARE for processing.
- d. The Back Office Provider shall receive and process all uploaded Reimbursement Requests within ten (10) business days, assuming sufficient School cash flow. In the event School cash flow is insufficient, payment shall be prioritized upon receipt of cash by School.

BUDGETING AND CHASE FLOW MANAGEMENT

BUDGETS: Education Code section 47604.33 requires charter schools to prepare a series of annual budget reports to be submitted to the chartering authority and the county superintendent of schools of the county in which their sponsoring district is located.

Cash flow management involves tracking actual and projected revenues, expenditures, and cash receipts and disbursements to ensure that sufficient cash is available to meet all financial needs when due, and that sufficient available reserves are maintained as a contingency in the event of unforeseen financial setbacks.

The School shall provide the following budget reports to its authorizer by the following dates:

1. On or before July 1, a preliminary budget.
2. On or before December 15, a first interim financial report reflecting changes through October 31.
3. On or before March 15, a second interim financial report reflecting changes through January 31.
4. On or before September 15, a final unaudited report for the full prior year.

ENDING BALANCE: At each June 30, School's goal is to maintain an unrestricted available ending balance at or above 5.00% of total expenditures during the fiscal year just ending.

RUNNING CASH BALANCE: School's goal is to maintain a consolidated running cash balance in excess of thirty (30) days cash on hand.

Budget Structure

School's annual budget includes a Statement of Activities that shows projected revenues, expenditures, and changes in fund balance for the fiscal year beginning July 1 and ending June 30 of the following year. The overall budget contains balanced sub-budgets by resource for state categoricals, special education, and other restricted monies in addition to the unrestricted general account. The budget is based on the Statement of Activities but includes notations of balance sheet activities such as asset acquisitions and debt repayment that affect the school's operations.

All annual budgets, including initial, interim and monthly updates, shall include a multi-year projection for the current year and following two fiscal years, as well as a corresponding monthly cash flow statement that shows year-to-date and projected revenues and expenditures as well as other transactions affecting cash, plus a beginning and ending cash balance, broken out monthly.

Annual Budget

In March of each year, the school will begin preparing the draft annual budget under the direction and supervision of the Executive Director/CEO, using all available data including monthly actual revenues and expenditures to date as well as planned adjustments for the coming year.

Prior to June 1 of each year, the Board may hold a special Budget Planning meeting specifically for budget review and planning, in which the draft budget, prepared by the Executive Director/CEO in conjunction with the Back Office Provider, is presented to the Board and each area of the budget is discussed in depth by staff and Board members.

Alternatively, the Board may instead designate members of a Finance Committee that will hold a separate Budget Planning meeting in place of a meeting of the entire Board. In the case of a separate Finance Committee meeting, the results of this meeting will be presented to the Board at their next regular or special Board meeting.

The Executive Director/CEO, with the assistance of the Back Office Provider, will then revise and adjust the draft budget as directed by the Board and/or the Committee to create the Final Operating Budget for the coming fiscal year. Additional Budget Planning meetings may be scheduled if necessary to discuss any further revisions prior to finalizing the budget.

The Board shall hold two meetings in June to fulfill the requirement of a facilitating a public hearing at a meeting separate from the meeting in which the budget is approved. The Board shall approve the final budget no later than June 30 and submit it to the School's authorizer by July 1 annually.

Interim Budgets

On or before December 15 and March 15, the Executive Director/CEO will ensure that the interim budgets (First Interim and Second Interim) are developed and presented to the Board for approval at a regular or special Board meeting. The interim budgets shall reflect adjustments or revisions to the original budget made in response to changing financial conditions or needs of the school. The Board may elect to hold one or more Budget Planning meetings or name a Finance Committee to hold such Budget Planning meetings, if deemed necessary prior to approval of each interim budget. Once approved, the First and Second Interim Budgets will be submitted to the School's Authorizer by December 15 and March 15, respectively, as required by law.

Monthly Updates

Each month beginning in September at either the regularly scheduled or a special meeting of the Board, the Back Office Provider will provide to the Board a monthly update of year-to-date revenues and expenditures, including a comparison of budgeted vs. actual amounts and a brief explanation of significant deviations from the original budget.

The Board may act on the staff's recommendation to approve these monthly updates. The Board may also elect to approve any additions, revisions, or modifications to the Annual or Interim Budgets that it deems necessary, under a separate agenda item at the same or a subsequent meeting, to allow the school to adapt to changing financial conditions. Any such board-approved changes to the Original or Interim budgets will be used as the current operating budget by school staff from that point forward.

TRAVEL POLICY

The School recognizes that employees may be required to travel or incur other expenses from time to time. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Personnel. Our policy is to reimburse only reasonable and necessary expenses actually incurred by Personnel.

When incurring business expenses, the school expects Personnel to:

1. Exercise discretion and good business judgment with respect to those expenses.
2. Be cost-conscious and spend money as carefully and judiciously as the individual would spend his or her own funds.
3. Report expenses, supported by required documentation, as they were actually spent.

Initial Approval

For both single trips and ongoing travel costs, a purchase requisition must be approved by the Executive Director/CEO and or the Director of Operations and Finance prior to travel costs being incurred, and a printed copy of the purchase requisition should be provided along with the Expense Report at the time reimbursement is requested (see below).

The travel approval should contain a brief description of the travel being approved, including dates, destination, and purpose for the trip. Repeat trips may be approved in a single approval (for example, approving a weekly trip).

Cost caps for various travel costs are listed later in this Policy. For reimbursement to be provided in excess of these cost caps, an revised purchase requisition must be approved by the Executive Director/CEO and or the Director of Operations and Finance.

Expense Report

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report. The Expense Report, which shall be submitted within three (3) business of the completion of travel if travel expense reimbursement is requested, must include:

1. The individual's name;
2. The date, destination and purpose of the trip (should match information on the approval document);
3. An itemized list of all expenses for which reimbursement is requested;

4. If item cost exceeds cap, explicit authorization on the approval document to exceed caps.

Receipts

Receipts are required for all expenditures, whether billed directly to the school, paid with a school purchase (e.g. Emburse) card, or paid by the employee for later reimbursement. No expense will be reimbursed to Personnel unless the individual requesting reimbursement submits with the Expense Report original itemized receipts from each vendor showing the vendor's name, a description of the services provided, the date, and the total expenses, including tips (if applicable). A credit card printout showing only the total purchase cost and date is insufficient, except in the case of receipts such as parking garages, tolls, or other single charges that do not provide itemized receipts.

Necessity of Travel

In determining the reasonableness and necessity of travel expenses, the employee and supervisor shall consider the ways in which the school will benefit from the travel and weigh those benefits against the anticipated costs of the travel. Less expensive alternatives, such as participation by telephone or video conferencing, or the availability of local programs or training opportunities, shall be considered. However, cost is not the sole consideration – a reasonable balance should be struck between cost and convenience, with the final goal being the best combination of cost and benefit.

Air Travel

Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. Economy or Premium Economy should be selected in all cases unless explicit authorization, including reason, is provided for Business/First class. Personnel may choose to upgrade school-paid fares to a higher class if paid directly by the staff member (upgrade charge cannot be on a school card or charged to the school and later reimbursed). Airline lounge passes may not be paid or reimbursed by the School.

Lodging

Personnel traveling on behalf of the school may be reimbursed at the single room rate for the reasonable cost of hotel accommodations at a 2-3 star "budget business" hotel such as Embassy Suites, Comfort Inn, Fairfield Inn, Days Inn, Hampton Inn, etc. Convenience, the cost of staying in the city in which the hotel is located, safety and proximity to other venues on the individual's itinerary shall be considered in determining reasonableness. Hotels that do not clearly meet the above criteria should be pre-approved in writing when requesting overall approval for the trip. Personnel shall make use of available corporate and discount rates for hotels. Personnel may choose to upgrade school-paid room charges, add incidental charges, or otherwise increase the cost of stay only if paid directly by the staff

member (upgrade charge cannot be on a school card or charged to the school and later reimbursed). Room service, minibar, valet, laundry or other charges are only reimbursable by the school if other options are unavailable (for example, late check-in after the restaurant has closed but 24-hour room service or minibar snacks are available, no self-parking, etc.) and reason for the incidental charge should be written on the Expense Report. Internet charges are reimbursable if business use of the Internet is required. In-room movies and spa/gym/pool charges are not reimbursable. Latitude shall be given when reviewing hotel incidentals if a reasonable business case can be made for the charge in question. However, repeated events of charging questionable incidentals may lead to revocation of any future hotel incidental charges.

Out-Of-Town Meals

Personnel traveling on behalf of the school are reimbursed on a per meal basis not to exceed the following rates when they actually incur the cost of a meal. They will not be reimbursed for meals paid for or provided by others.

- Breakfast: \$ 10.00
- Lunch: \$ 15.00
- Dinner: \$ 25.00

Meal costs in excess of the above will not be reimbursed unless explicitly pre-authorized in advance. If traveling to an expensive city or area, Personnel are advised to see pre-approval of higher caps when obtaining overall trip approval.

Ground Transportation

Employees are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following, in this order of desirability:

Courtesy Shuttles. Many hotels have courtesy shuttles, which will take you to and from the airport at no charge. Employees should take advantage of this free service whenever possible.

Taxis. When courtesy cars and airport shuttles are not available, a taxi is often the next most economical and convenient form of transportation when the trip is for a limited time and minimal mileage is involved.

Rental Vehicles. Employees will be permitted to rent an automobile while out of town provided that the total cost is estimated to be less than the total cost of alternative methods of transportation. Gas charges to refill the car are reimbursable.

Personal Vehicles

Personnel are compensated for use of their personal vehicles when used for business travel. When individuals use their personal car for such travel, including travel to and from the airport, mileage will be allowed at the currently approved IRS rate per mile.

In the case of individuals using their personal cars to take a trip over 250 miles that could be made more cheaply by air, mileage will be allowed at the currently approved rate; however, the total mileage reimbursement will not exceed the sum of the lowest available round-trip coach airfare.

Parking/Tolls

Parking and toll expenses, including charges for hotel parking, incurred by Personnel traveling on organization business will be reimbursed. The costs of parking tickets, fines, car washes, parking tickets, etc., are the responsibility of the employee and will not be reimbursed.

Lavish/Excessive Expenditures

The school discourages expenses in any category that could be perceived as lavish or excessive, as such expenses are inappropriate for reimbursement by a public school. This includes situations in which these options may actually be less expensive, as charter schools face considerable scrutiny on the nature as well as the cost of business-related expenses. Personnel must be aware that as a public charter school, business travel is funded by taxpayer money and is expected to be functional but not extravagant. Some examples of excessive spending include (the following is not a comprehensive list):

Limousine/town car service;

Beach resort accommodation;

Sporting/golf events;

Music events/festivals/concerts;star and above hotels (unless clear reasons can be shown as to why other options were unavailable);

Excessive meal charges.

FIXED ASSETS

In order to properly track all capitalized and non-capitalized assets, an inventory must be maintained for all items with a value of \$5,000 or more. This Inventory Record shall include the asset description, location, and ID tag/serial number, and for items exceeding \$5,000, shall reference the corresponding entry in the Fixed Asset Register for capitalized assets (see below). All inventoried items shall be tagged with a unique identification tag. A textbook inventory of all textbooks shall also be maintained. The textbook inventory may be kept separate from the overall inventory.

Fixed Asset Register

Assets with a single value of \$5,000 or more (or a collection of items such as a computer lab or set of similar furniture that has a system value of over \$5,000) and a useful life of more than one year are considered “fixed assets,” meaning they are included as assets on the school’s balance sheet (rather than as expenses such as books and supplies) and the cost of these assets is spread out over the useful life of the asset. This process is called “capitalization,” and involves including the value of the asset on the school’s balance sheet at acquisition, and charging a portion of the item’s value as “depreciation” each year over its useful life. To properly account for capitalized assets, a Fixed Asset Register must be maintained for all capitalized assets, and shall include asset description, acquisition date, cost basis, depreciation expense, accumulated depreciation and useful life. The Back Office Provider is responsible for maintaining the fixed asset register.

Procedure for Recording Inventory and Fixed Assets

When any item is acquired with a cost basis of \$5,000 or more, an entry shall be made in the Inventory Record showing asset description, location, and ID tag/serial number, and a numbered identification tag shall be affixed to the item.

When the item (or group of items) that is purchased has a useful life of one year or more and has a cost of \$5,000 or more (or is part of a system or collection that has a collective cost of \$5,000 or more), the item should be entered into the Inventory Record as described in the above paragraph, and three additional steps must also be taken:

- a. A notation is made in the Inventory Record that this item is a fixed asset;
- b. The Back Office Provider is informed that a specific purchase meets the qualifications of a fixed asset;
- c. The Back Office Provider makes an entry is made in the Fixed Asset Register reflecting the acquisition.

Annual Inventory

At the end of each fiscal year upon a date determined by the Executive Director/CEO or their designee, a comprehensive physical inventory shall be conducted of all inventoried assets of \$5,000 or more (including all fixed assets), reconciling the Inventory Record, the Fixed Asset Register, and the information in the general ledger to match the results of the physical inventory.

DEBT MANAGEMENT

The purpose of this policy is to enhance School's ability to manage its debt in a fiscally conservative and prudent manner. The effects of decisions regarding types of borrowing, covenants and terms, interest rates, and payment structure directly impact the school's continuing operation. The school has thus established this Debt Management Policy to provide goals and guidelines for the School's borrowings.

The School's Debt Management Policy is as follows:

1. The School will explore, assess risk, and implement innovative structuring ideas when they are consistent with the above goals.
2. The Executive Director/CEO is responsible for administering and maintaining the School's current obligations under direction of the Board. The Back Office Provider will meet with the Executive Director/CEO and Board, as appropriate, regarding the status of the School's existing debt and to make specific recommendations.
3. No new debt shall be incurred without approval of the Board
4. All approved annual budgets shall include timely repayment of all outstanding debt, or include a reasonable repayment plan for such debt if timely repayment is not possible.
5. Prior to incurring any new borrowing, the Back Office Provider shall prepare a financial analysis showing the effect of the borrowing on current and future operations. The School may not borrow if a reasonable financial analysis cannot show timely repayment of all obligations including the planned borrowing.
6. The School will seek financing options that are at the lowest interest cost and in the best interests of the School.
7. The School will take all practical precautions and proactive measures to avoid borrowing decisions that can negatively impact current or future operations.
8. The School will determine the term, rates, and covenants that will best fit within the overall existing debt structure at the time any new debt is incurred.

BANKING

All bank accounts shall be established in the name of the School with prior board approval of the initial authorized signers. Annually with respect to all existing bank accounts, the Board shall review and approve all authorized signers and approve the continuing need for each account.

All loans or similar agreements shall be negotiated by the Executive Director/CEO to obtain such services in the most efficient and cost-effective manner, using the same procedures as described in "2. PURCHASING POLICY" above. All such agreements must clearly define all terms under which the School will be obligated and the price for such services.

Generally, the timely deposit of cash receipts requires a School to deposit receipts daily. However, it may not be practical or cost effective for the School that receives small amounts of cash on an irregular basis. In cases where the amounts of cash deposits are small and an adequate safekeeping facility is available, an aggregate un-deposited total may not exceed \$500 and may be retained in the School's safekeeping facility for a period not to exceed 5 business days. Although this option is available, the School must be aware that these monies must be deposited with the bank within 5 business days of receipt, even if the amount does not exceed \$500.

Credit Cards

The School shall not maintain credit card accounts.

Debit Cards

The School shall not use debit cards. However, the School may elect to implement a purchase card system (e.g. Emburse) that allows the Executive Director and or the Director of Operations and Finance to issue staff purchase cards that defines:

- named individual users
- designated daily/weekly/monthly spending limits
- designated spending categories (e.g. fuel, maintenance supplies)

All purchase card expenses must be pre-approved through a purchase requisition and purchase order as follows:

Purchase Type	First Approver/s	Second Approver
Curriculum and Instructional Materials; Professional Development i.e. conferences	Principal	Executive Director/CEO or Director of Finance
Non-instructional materials and equipment	Executive Director/CEO or Director of Finance	Executive Director/CEO or Director of Finance
Student Activities (ASB account purchases)	Principal	ASB Director and ASB Student Representative

Reconciliations

All bank statements will be reconciled monthly by the Back Office Provider, who does not participate in cash handling.

Non-Sufficient Funds

As items are returned to Encore Education Corporation for NSF, the check amount is added to the student's account on Aeries, as applicable to checks from parents/guardians are received. A fee of \$30.00 or 5%, whichever is greater (maximum of \$100.00), is charged to the student's account. If the bank only processed the check one time, it will be re-deposited a second time. The fee occurs only once and at the first return. If the item is returned a second time, a letter will be sent to the maker of the check, informing them aware of the returned item along with the fee. The letter requests immediate payment in cash, a cashier's check or other certified funds, in order to clear the item in 10 days.

Electronic Web Payments

If a payor can provide written documentation from their bank that funds were available at the time the payor attempted to pay via web check but made an honest mistake with the bank account information, consideration will be given to waive the NSF fee. For example, if a recent bank merger had taken place and the account code changed by additional digits such as zeroes and the payor left off those additional digits then consideration will be given to waive the fee. Repeated returned web check payments for the same student account will in most cases warrant the fee to remain on the account, and will result in suspension of web check payment privileges.

If no response is made within 10 days, a second letter is mailed. If still no contact is made, a third letter is sent by certified mail. After the third attempt to collect with no contact, the check will be turned over to management to make a decision as to the next step.

Non-Sufficient Funds greater than \$500.00

Items, of \$500.00 or more, for which payment is not received within 10 days after receiving written notice may be presented to the magistrate for the issuance of a criminal warrant or to the district attorney or solicitor-general for criminal prosecution.

GENERALLY ACCEPTED STANDARDS OF FISCAL MANAGEMENT

Charter schools are required to meet generally accepted standards of fiscal management. It is now generally accepted that the primary responsibility for the fair presentation of financial statements rests with the reporting management of an organization. Accordingly, a process must be effected by a school’s management and other personnel and designed to provide reasonable assurance regarding the achievement and maintenance of the following standards:

1. A fiscal year balanced budget that clearly defines achievable goals as defined in the school’s charter and approved by the Board of Directors in the form of a budget resolution.
2. Full compliance with Uniform Education Reporting System (UERS) policies and procedures.
3. Accounting records should properly and accurately record and account for all cash equivalent transactions, including actual cash. Accounting information should be relevant, reliable, comparable and consistent and must be available for the preparation of reliable financial statements.
4. Demonstrated compliance with Federal and state laws/regulations, State Board of Education policies and other compliance requirements.
5. Maintenance of documentation that outlines internal controls on business practices and operation.
6. Transactions are executed in compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a material effect on public funds.
7. Funds, property, and other assets are safeguarded against loss from unauthorized use or disposition.
8. Required independent audits are performed and submitted when due in a timely manner as prescribed by the California Department of Education.
10. School should have documentation that supports its financial statements and that reflect its financial position/condition, results of operations or changes in net assets and where appropriate, cash flows for any fiscal period/year.
12. Any necessary corrective action plans on any audit findings must be filed in writing and proposed changes must be implemented in the subsequent fiscal year.

PAYROLL

CONTROL OBJECTIVE

To ensure that payment of salaries and wages are accurately calculated.

Major Controls

- A. Internal Accounting Controls Time records are periodically reconciled with payroll records by our third party Back-Office.

Procedures

1. Employee time sheets are approved by the Director of Operations and Finance, Principal or Principal's designee. All deviations from normal work schedules as determined by a staff member and their supervisor are approved by the appropriate supervisor.
2. The total time recorded on time and attendance system and the number of employees is calculated by the payroll system and reviewed by the Business Office and the Back-Office provider.
3. Recorded hours from the time clock punches are communicated to the Back-Office electronically.
4. The payroll documents received from payroll software (e.g., calculations, payrolls and payroll summaries) are compared with employee punches, pay rates, payroll deductions, compensated absences etc. by the operations vendor and the BackOffice provider.
5. The Back-Office provider verifies gross pay and payroll deductions.
6. The total hours and number of employees are compared with the totals in the Payroll Register by the Back-Office provider.
7. The Payroll Register is reviewed and approved by the Finance Office.

PAYROLL PAYMENT CONTROL OBJECTIVE: To ensure payment for salaries and wages by check, direct deposit, cash, or other means is made only to employees entitled to receive payment.

PAYROLL WITHHOLDINGS CONTROL OBJECTIVE: To ensure that payment withholdings are correctly reflected and paid to the appropriate third parties.

Major Controls

1. Reconciliation of Payment and Payroll Withholdings Payroll withholdings are recorded in the appropriate General Ledger control accounts and reconciled with payments made to third parties.
2. Internal Accounting Controls The in-house payroll software calculates payroll withholdings, which are reviewed and verified by the Back-Office provider.

Procedures

1. The web based payroll software calculates payroll withholdings for each employee. These are summarized by pay period and recorded in General Ledger.
2. Payments for payroll withholdings are reconciled with the amounts recorded in the General Ledger control accounts by the Back-Office provider.
3. The Back-Office provider reviews the accuracy and timeliness of payments made to third parties for payroll withholdings.
4. Original withholding and benefit election forms, maintained in the employee file, are prepared by employee and reviewed and approved on a periodic basis by the Back-Office provider.

PERSONNEL REQUIREMENTS CONTROL OBJECTIVE: To ensure that the School hires only those employees, full or part-time, it absolutely needs and exerts tight control over hiring new employees.

New Employees

1. Requests for new employees are initiated by the Executive Director/CEO, Principal or other appropriate staff member and compared with the approved annual personnel budget.
2. New employees complete an Application for Employment.
3. New employees complete all necessary paperwork for payroll.
4. Employee is fingerprinted. Fingerprint clearance must be received by School before any employee may start work.

Paid Time Off (PTO)

1. Paid time off (PTO) provides A-Basis (12 Months/10 Months) school based employees with an entitlement of days away from work with pay.
2. Temporary employees, part time employees, workers being paid short or long-term disability insurance, and workers being paid workers' compensation are not eligible to receive or accumulate PTO.
3. On July 1st all A-Basis (12 Months/10 Months) school based employees are credited 10 days of PTO which are accumulated throughout the contracted year.
4. PTO will not accumulate during any unpaid leave of absence.
5. Upon separation of employment, employees will be paid their earned PTO based on their date of separation and their hourly rate of pay.
6. The School monitors vacation and sick time using a web-based tracking system.

Forms:

CASH DEPOSIT VERIFICATION FORM

Date: _____ **Activity:** _____

1st Person Verification: _____
Print Name & Title

2nd Person Verification: _____
Print Name & Title

Coins:

	Total Coin Count	Total Amount
Pennies:	_____	\$ _____
Nickels:	_____	\$ _____
Dimes:	_____	\$ _____
Quarters:	_____	\$ _____
Others:	_____	\$ _____
Coin Total:	\$ _____	

Bills:

	Total Bill Count	Total Amount
Ones:	_____	\$ _____
Fives:	_____	\$ _____
Tens:	_____	\$ _____
Twenties:	_____	\$ _____
Fifties:	_____	\$ _____
Hundreds:	_____	\$ _____
Bill Total:	\$ _____	

Cash Total **\$ _____**

	\$ _____	\$ _____	\$ _____	
Checks	\$ _____	\$ _____	\$ _____	
	\$ _____	\$ _____	\$ _____	
	\$ _____	\$ _____	\$ _____	
	\$ _____	\$ _____	\$ _____	
	\$ _____	\$ _____	\$ _____	
	\$ _____	\$ _____	\$ _____	
	\$ _____	\$ _____	\$ _____	
	\$ _____	\$ _____	\$ _____	
	\$ _____	\$ _____	\$ _____	
	\$ _____	\$ _____	\$ _____	
	Check Total:		\$ _____	

TOTAL DEPOSIT **\$ _____**

Verification:

Signature: _____ **Date:** _____

Signature: _____ **Date:** _____