



Encore JR/SR High School

Regular Encore Board of Directors Meeting - February 26, 2024

Published on February 23, 2024 at 4:18 PM PST

Date and Time

Monday February 26, 2024 at 6:30 PM PST

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. Consent Items			6:39 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
<ul style="list-style-type: none"> • January 29, 2024 Special Board Meeting Minutes • February 2, 2024 Special Board Meeting Minutes 			
B. Personnel Report	Vote	Sabrina Bow	1 m
C. Williams Monitoring Second Quarterly Report 2023-24	Vote	Sabrina Bow	1 m
III. Items Pulled From Consent Calendar			6:42 PM
A. Items Pulled From Consent Calendar	Discuss	Chandale Sutton	3 m
IV. Staff Reports			6:45 PM
A. Executive Director's Report	Discuss	Sabrina Bow	2 m
B. Staff Liaison Report	Discuss	Sandi Del Sole	3 m
V. Budget and Finance			6:50 PM
A. Approval of 2023-24 LCAP Mid Year Report	Vote	Sabrina Bow	3 m

	Purpose	Presenter	Time
B. Approval of January 2023 Financials	Vote	Daniel Lee- ICON School Management	3 m
VI. Curriculum and Instruction			6:56 PM
A. NWEA Mid Year Benchmark	FYI	St. Claire Adriaan	3 m
VII. Operations			6:59 PM
A. Approval of Comprehensive School Safety Plan	Vote	Sabrina Bow	3 m
B. 2024-2025 Bell Schedule	Vote	Sabrina Bow	2 m
C. 2024-2025 Student Calendar	Vote	Sabrina Bow	2 m
D. 2024-2025 Instructional Staff Work Calendar	Vote	Sabrina Bow	2 m
E. 2024-2025 Administrative Staff Work Calendar	Vote	Sabrina Bow	2 m
VIII. Adjourn to Closed Session			7:10 PM
<p>Pursuant to Government Code Section 54957, the Board may adjourn to closed session as agendised 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. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Gov. Code section 54957(b)).			
A. Reconvene from closed session	FYI	Chandale Sutton	45 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>			
IX. Closing Items			7:55 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: II. Consent Items
Item: A. Approval of Board Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: 2024_01_29_board_meeting_minutes DRAFT.pdf
2024_02_02_board_meeting_minutes DRAFT.pdf

DRAFT



Encore JR/SR High School

Minutes

Special Encore Board of Directors Meeting- January 29, 2024

Date and Time

Monday January 29, 2024 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.

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Directors Present

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

Directors Absent

R. Hunt

Guests Present

I. Garcia, J. Grant, J. Simmons (remote), 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 Jan 29, 2024 at 6:45 PM.

B. Record Attendance

C. Public Comment

No public comment offered.

D. Approval of the Agenda

I. Rapier made a motion to approve the amended agenda to reflect the change in agenda item order.

R. Magana seconded the motion.

** C. Sutton asked for the Approval of the December 2023 Financial Report to be moved up in the agenda to be heard immediately after the Consent Calendar/Items Pulled from the Consent Calendar. **

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

Roll Call

R. Hunt Absent

R. Magana Aye

I. Rapier Aye

K. Lutz Aye

C. Sutton Aye

E. Board Member Comments

No board members made comment.

II. Consent Items

A. Approval of December 18, 2023 Board Meeting Minutes

K. Lutz made a motion to approve the minutes from Regular Encore Board of Directors Meeting - December 18, 2023 on 12-18-23.

I. Rapier seconded the motion.

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

Roll Call

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

B. Personnel Report

K. Lutz made a motion to approve the Personnel Report.
I. Rapier seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

C. Approval of BP 1250 Visitor and Volunteer Policy

K. Lutz made a motion to approve the Board Policy (BP) 1250 Visitor and Volunteer Policy.
I. Rapier seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

D. Approval of BP 3540 Transportation Safety Policy

K. Lutz made a motion to approve Board Policy (BP) 3540 Transportation Safety Policy.
I. Rapier seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

III. Items Pulled From Consent Calendar

A.

Items Pulled From Consent Calendar

No items were pulled from the Consent Calendar.

IV. Business and Finance

A. Approval of December 2023 Financial Report

I. Rapier made a motion to approve the December 2023 Financial Report.

R. Magana seconded the motion.

Dan Lee of ICON School Management was in person to present the December 2023 Financial Report.

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

Roll Call

C. Sutton Aye

R. Hunt Absent

I. Rapier Aye

K. Lutz Aye

R. Magana Aye

V. Staff Reports

A. Principal's Report

Dr. Adriaan provided an oral report on the School's 2023 Dashboard metrics. His report was supported by the four Dashboard attachments in the board packet. Additionally, Dr. Adriaan updated the Board that our Class of 2024 of approximately 80 seniors has now reached over \$2 million in scholarship awards, with college acceptances still coming in.

VI. Operations

A. Approval of Revised 2021-22 School Accountability Report Card (SARC)

K. Lutz made a motion to approve the revised 2021-22 SARC.

I. Rapier seconded the motion.

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

Roll Call

K. Lutz Aye

C. Sutton Aye

R. Hunt Absent

I. Rapier Aye

R. Magana Aye

B. Approval of 2022-23 School Accountability Report Card (SARC)

I. Rapier made a motion to approve the 2022-23 SARC.

R. Magana seconded the motion.

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

Roll Call

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

C. Let the record reflect that the board determined that it would hold a special meeting on Friday February 2, 2024 at 3:00 p.m.

VII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:49 PM.

Respectfully Submitted,

S. Bow

Motion to adjourn the meeting.

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

Roll Call

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

Documents used during the meeting

- Personnel Report -BOARD MEETING 2024-01-29.pdf
- BP_1250_Visitor_and_Volunteer_Policy__.pdf
- BP_3540_Transportation_Safety_Policy.pdf
- Dashboard1.pdf
- Dashboard2.pdf
- Dashboard3.pdf
- Dashboard4.pdf
- 2021-22 School_Accountability_Report_Card_Encore_Education_Corporation REVISED Jan 26, 2024.pdf
- 2023_School_Accountability_Report_Card_Encore_Education_Corporation_20240128.pdf

- Dec '23 Encore Financial Report.pdf
-

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DRAFT



Encore JR/SR High School

Minutes

Special Encore Board of Directors Meeting- February 2, 2024

Date and Time

Friday February 2, 2024 at 3:00 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.

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Directors Present

C. Sutton, I. Rapier, K. Lutz, P. Alaimalo (remote), R. Magana

Directors Absent

J. Grant, R. Hunt, S. Adriaan

Guests Present

J. Schwarck

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 Friday Feb 2, 2024 at 3:11 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.
The board **VOTED** to approve the motion.

Roll Call

J. Grant	Absent
K. Lutz	Aye
R. Hunt	Absent
I. Rapier	Aye
R. Magana	Aye
S. Adriaan	Absent
C. Sutton	Aye

II. Adjourn to Closed Session

A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION (Gov. Code section 54956.9(d)(2).): ([2 cases]).

Adjourned to closed session at 3:12pm.

III. Reconvene from Closed Session

A. Report of action taken during closed session

Reconvened from Closed Session at 4:40pm. No action taken.

IV. Closing Items

A. Adjourn Meeting

I. Rapier made a motion to Adjourn.

R. Magana seconded the motion.

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

Roll Call

K. Lutz Aye

J. Grant Absent

I. Rapier Aye

R. Magana Aye

R. Hunt Absent

S. Adriaan Absent

C. Sutton Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:41 PM.

Respectfully Submitted,

C. Sutton

Documents used during the meeting

None

A copy of the agenda will be posted at least 24 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

Personnel Report

Section: II. Consent Items
Item: B. Personnel Report
Purpose: Vote
Submitted by: Sabrina Bow
Related Material: Personnel Report BOARD MEETING 2024-02-26.pdf

BACKGROUND:

The February 26, 2024 Personnel Report is for the time period January 30 - February 23, 2024.

RECOMMENDATION:

The School Administration recommends the Board approve the Personnel Report as part of the consent agenda.

2/13/2024	Employee	Position	Status
2/5/2024	Kirschbaum, Dillon	Theater Coordinator	Rehire
2/13/2024	Keys, Kamai	Campus Aide	New Hire

Coversheet

Williams Monitoring Second Quarterly Report 2023-24

Section: II. Consent Items
Item: C. Williams Monitoring Second Quarterly Report 2023-24
Purpose: Vote
Submitted by:
Related Material: WILL_Encore_2ndQuarterlyRpt_2023-24.pdf



Ted Alejandro
County Superintendent

January 31, 2024

Dr. Sabrina Bow, Executive Director
Encore Jr./Sr. High School for the Performing and Visual Arts
16955 Lemon Street
Hesperia, CA 92345

Dear Dr. Bow:

Thank you for your continued collaboration throughout the Williams monitoring process. As you may know, California Education Code section 1240 requires that I annually visit Williams-monitored schools identified in our county and report to you the results of my findings on a quarterly basis (October, January, April, and July). This report serves as your district's *second quarterly report* for the 2023-24 fiscal year.

Education Code section 1240(c)(2)(C) also requires that the results of the visits and/or reviews be reported to the governing board of each school district at a regularly scheduled meeting held in accordance with public notification requirements. *Please be sure to include this report as an agenda item for your next regularly scheduled Board meeting.*

In summary, there are no findings to report in the following areas:

1. Instructional Materials

The instructional materials sufficiency reviews were conducted during the first quarter of the 2023-24 fiscal year as part of the Williams site visitation process and the findings were reported in the first quarterly reports generated in October 2023.

2. School Facilities

The facilities inspections were conducted during the first quarter of the 2023-24 fiscal year as part of the Williams site visitation process and the findings were reported in the first quarterly reports generated in October 2023.

My findings are as follows:

3. School Accountability Report Cards (SARC)

2021-22 SARCs published in the 2022-23 school year were reviewed for accuracy of information pertaining to the quality, currency, and availability of instructional materials, and facilities good repair. Preliminary findings were provided to districts and charter schools with an opportunity for revision and resubmission, as appropriate. Upon final review, no inaccuracies were reported for your Williams-monitored site(s).

Office of the Superintendent

601 North E Street • San Bernardino, CA 92415-0020 • P: 909.386.2406 • F: 909.888.5480 • www.sbccss.k12.ca.us

Williams Second Quarterly Report
Page 2 of 2

4. Teacher Assignments

Enclosed are the 2022-23 annual assignment monitoring review findings. The annual assignment monitoring review for the 2023-24 fiscal year will begin on or after April 1, 2024, according to data availability from the Commission on Teacher Credentialing (CTC) and the California Department of Education (CDE), and findings will be included in the corresponding quarterly report.

On behalf of the SBCSS Williams team, it has been a pleasure to work in partnership with you and the staff of the Encore Jr./Sr. High School for the Performing and Visual Arts.

Sincerely,



Ted Alejandre
County Superintendent

Enclosure

cc: Mr. Chandale Sutton, Board President
Ms. Patricia Alaimalo, Williams Liaison
Mr. Isaac Newman-Gomez, HUSD Asst. Superintendent - Innovative Technology & Communication
Ms. Jenny Owen, SBCSS Director, Communications and Intergovernmental Relations
Mr. James Fields, SBCSS Senior Manager, Intergovernmental Relations and Communications
Ms. Amanda Shoffner, SBCSS Credentials Manager

**Hesperia Unified School District
Williams Teacher Assignment Monitoring Data
2022-23 Fiscal Year**

School Name	Enrollment	Enrollment	EL Enrollment	Monitoring Determinant(s)			Teacher Vacancies (Based on SARC Data)	Teacher Vacancies Filled (Based on SARC Data)	Overall Teacher Misassignments ¹ (Based on Census Date)	Teacher Misassignments Corrected During CalSAAS Review (Based on Census Date)
				ESSA Assistance Status 2019	15% or More Teachers Not Credentialed	% Teachers Not Credentialed				
Carmel Elementary	813		156	ATSI	NA	NA	1	1	0	0
Cedar Middle	1,009		126	ATSI	NA	NA	0	0	8	0
Encore Jr. St. High School for the Performing Arts and Visual Arts*	630		39	NA	Y	26.5%	5	3	24	0
Eucalyptus Elementary	753		202	ATSI	NA	NA	0	0	0	0
Hesperia Junior High	1,120		280	ATSI	NA	NA	0	0	10	0
Kingston Elementary	799		130	ATSI	NA	NA	1	1	0	0
Lime Street Elementary	925		143	ATSI	NA	NA	0	0	0	0
Maple Elementary	907		220	ATSI	NA	NA	0	0	1	0
Mission Crest Elementary	933		126	ATSI	NA	NA	0	0	1	0
Pathways to College K8*	347		99	NA	Y	30.0%	0	0	3	0
Ranchero Middle	1,106		220	ATSI	NA	NA	0	0	1	0
Summit Leadership Academy - High Desert*	252		42	CSI Grad	Y	16.7%	0	0	5	0
	9,594		1,783				7	5	53	0

Footnotes:

¹Overall misassignments includes both corrected and uncorrected misassignments determined during the CalSAAS review.

*District-authorized-charter school

Definitions & Explanations:

"Teacher vacancy" means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester. [E.C. Section 35186(h)(3) and C.C.R. Title 5 Section 4600(b)]

"Misassignment" means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. [E.C. 35186(h)(2)]

More than one misassignment may be identified within a certificated assignment (e.g., a special education teacher lacking authorization for potentially more than one disability). English learners (EL) misassignments are one per teacher of record and included in the total of misassignments.

Coversheet

Staff Liaison Report

Section: IV. Staff Reports
Item: B. Staff Liaison Report
Purpose: Discuss
Submitted by:
Related Material: Staff Liaison Report for 02-26-2024.pdf

memorandum

date: 02/26/2024
to: Board of Directors
from: Sandi Del Sole
subject: Staff Liaison Report

As we are about 3 months from the end of the school year and are all looking at the events and challenges we face as we are starting to wrap up the year.

We have just finished our Jr High production of Peter Pan Jr. With this show we were able to host 30 guests from the Oak Hills special day class as well as a large group of Encore Jr High students. We offered this student showing as a reward for students who showed growth on their NWEA Map testing and the students loved it. We are hoping that these incentives encourage the students to continue to strive for excellence in their academic classes.

The Arts teachers are busy preparing the students for our end of the year recitals and our academic teachers are working to prepare the students for our upcoming state testing.

Encore Kids Camp is in full swing. The Encore student Mentors are having so much fun leading, planning and teaching while the campers are enjoying the workshops and are looking forward to the performance on 3/16.

On 2/26 we were able to take our Ambassador Team out to Mesa Linda Middle School to perform for 250 students who won the school penny wars. We gave each student a playbill for the performance that promoted Encore and the arts we offer. We are currently working to set up a performance at Discovery School of the Arts where we have been invited to perform for 910 elementary school students.

Coversheet

Approval of 2023-24 LCAP Mid Year Report

Section: V. Budget and Finance
Item: A. Approval of 2023-24 LCAP Mid Year Report
Purpose: Vote
Submitted by:
Related Material:
2024_LCAP_Mid-Year_Monitoring_Report_for_the_2023-24_LCAP_Encore_Education_Corporation_20240226.pdf

ENCORE



Junior & Senior High School for the Arts

Monitoring Goals, Actions, and Resources for the 2023-24 Local Control and Accountability Plan (LCAP)

This template is intended for internal monitoring purposes only. The 2023-24 LCAP template and instructions should be consulted when completing required documents.

(6) (A) The superintendent of the school district shall present a report on the annual update to the local control and accountability plan and the local control funding formula budget overview for parents on or before February 28 of each year at a regularly scheduled meeting of the governing board of the school district. (B) The report shall include both of the following: (i) All available midyear outcome data related to metrics identified in the current year's local control and accountability plan. (ii) All available midyear expenditure and implementation data on all actions identified in the current year's local control and accountability plan.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Encore Jr. & Sr. High School for the Arts	Dr. Sabrina Bow Executive Director	sbow@encorehighschool.com 760-956-2632

Goal 1

Goal Description

Monitoring Goals, Actions, and Resources for the 2023-24 LCAP for Encore Jr. & Sr. High School for the Arts

Encore will ensure a clean, safe, and modern physical environment for teaching and learning--including all classrooms, restroom/auxiliary, campus, and administrative spaces as measured by the Facilities and Inspection Tool demonstrating Satisfactory or above in all areas.

(State Priority 1: Basic/Conditions of Learning & Local Priority 1: Basic Services and Conditions)

Expected Annual Measurable Objectives

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
Increased Ventilation and Quality Air Circulation (FIT)	HVAC Ventilation Systems	Goal met	Goal met	HVAC systems are maintained during bi-annual systems checks by vendor. Repairs requests are tracked via internal work repair order Google form.	Planned HVAC improvements are complete and indoor air quality is improved.
Improved ability to implement CDC sanitation guidelines into the school gym / Big Top Structure (FIT)	Sanitation Standards	Goal met	Goal met	Starting December 2023, Encore contracts with janitorial company to clean Big Top weekly.	Improved sanitation methods and standards in the school gym / big top structure
Improved ability to implement CDC sanitation guidelines for outdoor structures and gathering areas (FIT)	Sanitation Standards	Goal met	Goal met	Campus aides maintain cleanliness of quad space during school hours including power washing of quad and walk spaces as needed.	Improved sanitation methods and standards on outdoor furniture
Improved ability to implement CDC sanitation guidelines for indoor storage spaces. (FIT)	Sanitation Standards	Goal met	Goal met	Janitorial equipment and supplies are stored in newly-created supply room. Since December 2023, Encore has contracted with janitorial company which has access to a separate dedicated supply room.	Improved sanitation methods and standards in staff areas and storage areas
Classrooms and restrooms will be maintained on a daily, weekly, monthly basis. (FIT)	Sanitation Standards			Since December 2023, Encore has contracted with a janitorial company to ensure cleanliness of classrooms, restrooms offices, breakrooms, Big	Maintenance of clean instructional and work spaces throughout the campus.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
				Top, and the theater. Janitorial services are provided after school. During school hours, the student restrooms are maintained by campus aides.	

Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
1.1	Physical Plant Maintain all physical plant systems- -HVAC, electrical, plumbing, kitchen, etc.	No	Partially Implemented	Maintenance and repairs are ongoing	Facilities Inspection Tool; Williams Site Visit Report	\$250,000.00	
1.2	Classroom furniture and storage Replace or repurpose furniture and storage systems to create intentional teaching environment.	No	Partially Implemented	Teachers and staff ensure that unnecessary or broken furniture is removed from classroom spaces. New furniture may be purchased in 2024-25.	Principal provides feedback on classroom environment during walkthroughs.		
1.3	Janitorial/Custodial Staff Hire additional Janitorial/custodial staff.	No	Fully Implemented	Since December 2023, Encore has contracted with a janitorial company to ensure cleanliness of classrooms, restrooms offices, breakrooms, Big Top, and the theater. Janitorial services are provided after school.		\$25,000.00	
1.4	Restroom Maintenance Daily/weekly/monthly janitorial sign-off sheets in restrooms posted and accurate according to maintenance calendar	No	Partially Implemented	Since December 2023, Encore has contracted with a janitorial company to ensure cleanliness of classrooms, restrooms			

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
				offices, breakrooms, Big Top, and the theater. Janitorial services are provided after school. During school hours, the student restrooms are maintained by campus aides.			

Goal 2

Goal Description

Encore will provide a rigorous and relevant instructional program that enables highly-qualified teachers to provide California Common Core State Standards-aligned instruction to all students, including subgroups (e.g. English Learners and Students with Disabilities), that appropriately prepares all students for college and career readiness.

(State Priorities 2: State Standards/Conditions of Learning, 7: Course Access/Conditions of Learning & Local Priority 2: Implementation of State Academic Standards, and 7: Access to a Broad Course of Study)

Expected Annual Measurable Objectives

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
100% of all students have access to and enrollment in a standards-aligned course of study with appropriate standards-aligned curriculum and materials (CALPADS and SARC reports)	For 2022-23: What % of students completing A-G with a "C" or better? For 2021-22?				
10% annual improvement in D & F Report	For 2022-23: What % of students enrolled in CaCCSS-aligned courses? For 2021-22?				

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
100% implementation of standards-based math, English Language Arts, social science, science, and Career Technical Education (CTE) curricula	For 2022-23: % of Teachers with valid CA teaching credentials For 2021-22?			2023-24 All new, standards-based curricula was purchased in ELA, ELD, Math, Social Science, and Science.	100% of Teachers hold Valid Credentials Appropriately Assigned
100% Teachers with valid CA teaching credentials (preliminary or clear credential) appropriately assigned (CAL SAAS)	For 2022-23: % of Teachers with EL certification For 2021-22?				100% of Teachers of English Learners hold CLAD or BCLAD certification
100% Teachers of English Learners hold valid CLAD or BCLAD authorization (CAL SAAS)	For 2022-23: # of GenEd Aides and SPED Aides For 2021-22?				
Employ General Education and Special Education Instructional Aides (School staffing data)		Encore's staffing plan includes special education and general education instructional aides.	Encore's staffing plan includes special education and general education instructional aides.	Encore's staffing plan includes special education and general education instructional aides, including one-on-one aides for students whose IEP requires that support.	Maintain the instructional aide staffing team (gen ed and special ed).

Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
2.1	A-G Coursework School ensures all students including ELs, SWDs, and other sub-groups are enrolled in and successfully complete appropriate A-G courses with a "C" grade or	No	Fully Implemented	All students are enrolled in A-G coursework. A-G completion to be assessed at end of school year.	A-G completion rate for senior class (End of Year)	\$50,000.00	

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	better that prepare them for college or career success						
2.2	<p>CA CCSS-aligned Curriculum</p> <p>School adopts and implements standards-aligned core curriculum in Mathematics, English Language Arts, Social Science, Science, CTE</p>	No	Fully Implemented	For 2023-24, Encore adopted new curriculum for all grades in ELA, ELD, Mathematics, Social Science, and Science	Purchase orders	\$50,000.00	\$126,225.44
2.3	<p>Curriculum Coaching and Training</p> <p>School provides on-going professional development, training, and academic coaching for teachers of new curriculum adoptions and to support teacher growth and retention across the school</p>	No	Fully Implemented	Principal-led PD, conferences, department head meetings.	Meeting agenda	\$282,166.00	
2.4	<p>Highly Qualified Teachers</p> <p>Recruit and maintain highly qualified teachers with valid CA credentials who are appropriately assigned</p>	No	Partially Implemented	Some teachers missing EL authorization	CalSAAS report	\$2,400,000.00	\$1,072,836.51

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
2.5	Teachers of ELLs Recruit and maintain teachers with appropriate EL authorization.	No	Partially Implemented		CalSAAS report	0	\$0
2.6	Instructional Aides Recruit and maintain Instructional Aides to assist in core classrooms and with students with disabilities		Fully Implemented	Encore's staffing plan includes special education and general education instructional aides, including one-on-one aides for students whose IEP requires that support.	Adopted budget; monthly financials, payroll reports.		\$297,769.83

Goal 3

Goal Description

Encore will foster and sustain a safe, supportive, and welcoming learning environment for students, staff, and parents/families.

(State Priorities 3: Parental Involvement/Engagement, 5: Pupil Engagement/Engagement, 6: School Climate/Engagement & Local Priority 3: Parent and Family Engagement, and 6: School Climate)

Expected Annual Measurable Objectives

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
Increased parent engagement with and participation in school events and operations by 10% (SSC, ELAC sign-in sheets, parent-teacher conference sign-in sheets, Coffee or Evening with the Principal sign-in sheets, sign-in sheets for parent	Convene School Site Council	2021-22: School Site Council not formed	2022-23: School Site Council convened ELAC convened	School Site Council calendar adopted at the beginning of the 2023-24 year. SSC meetings held ELAC meetings held in fall 2023	At least 20 parents are actively engaged in School Site Council

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
volunteers e.g. field trip chaperones, etc.)					
Decrease of Chronic Absenteeism to 15% or lower	20.1% chronic absenteeism reported on CA Dashboard in 2019	2021-22 29.2%	2022-23 29.8%	2023-24 annual data not available yet	Encore will decrease the chronic absenteeism rate by 10% each school year.
Staff retention rate	2021-22: TBD	TBD			The average time staff stays employed by Encore increases.
Annual Stakeholder Satisfaction Surveys show 75% satisfaction rate for school safety, school climate, and educational and enrichment opportunities, with a minimum response rate of 50%	Administer the CA Healthy Kids Survey (parent module) and CA Healthy Kids Survey (student module). Minimum baseline response rate of 50%.	2021-22: n/a		Educational partner satisfaction surveys not yet administered for 2023-24.	85% or greater overall student and parent satisfaction
Annual Teacher/Staff Satisfaction Surveys show 75% satisfaction rate for school safety, school climate, educational and enrichment opportunities, and staff retention with a minimum response rate of 75%	Administer semi-annual staff satisfaction survey. Minimum 95% response rate.	2021-22: n/a	Did not administer survey	Teacher/staff satisfaction surveys not yet administered for 2023-34.	85% or greater overall staff satisfaction
Teachers implement instructional practices that increase equitable and inclusive access to educational and enrichment opportunities for all students (PD Scope & Sequence, Coaching Plans)		2021-22: n/a			
		2021-22: n/a			

Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
3.1	SSC and ELAC Convene SSC (School Site Council) and ELAC (English Learner Advisory Committee) meetings with agendas and sign-in sheets	No	Fully Implemented		Meeting agenda and minutes	\$1,000.00	\$0
3.2	School-Family Connections Foster and maintain strong School-Family Connections, including Coffee or Evening with the Principal, Concert in the Park family-community events, and other School or Community Events	No	Fully Implemented		School calendar of events; Coffee with the Principal sign in sheets; blast texts/phone calls to parents/families	\$12,000.00	
3.3	SARB Implement Student Attendance Review Board (SARB) processes	No	Planned			\$200,000.00	
3.4	Student Attendance Plan Develop and implement Student Attendance Plan to improve attendance rates	No	Planned			\$100,000.00	
3.5	Salary Scale	No	Planned			\$140,000.00	

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	Convene ad-hoc committee to research and develop a competitive salary scale for teachers and staff						
3.6	<p>Stakeholder Satisfaction</p> <p>Monitor and track annual Stakeholder (parent, student) Satisfaction Surveys</p>		Planned	Educational partner satisfaction surveys not yet administered for 2023-24.			
3.7	<p>Teacher Satisfaction</p> <p>Monitor and track annual Teacher Satisfaction Surveys</p>		Planned	Teacher/staff satisfaction surveys not yet administered for 2023-24.			
3.8	<p>UDL</p> <p>Train all staff on Universal Design for Learning (UDL) core principles and best practices.</p>		Fully Implemented	UDL training in August professional development	Summer PD agenda, training materials; consultant invoice		\$750.00
3.9	<p>PD and Coaching</p> <p>Provide Professional Development and Coaching for all teachers in alignment with school goals of fostering and sustaining a</p>		Partially Implemented				

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	supportive and welcoming learning environment for all students						

Goal 4

Goal Description
<p>Encore will maintain strong student achievement and outcomes for all students and sub-groups so that all students are prepared for post-high school success and graduating with options and opportunities</p> <p>(State Priorities 4: Pupil Achievement/Outcomes, 7: Course Access/Conditions of Learning, 8: Other Pupil Outcomes & Local Priority 7: Access to a Broad Course of Study)</p>

Expected Annual Measurable Objectives

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
College and Career Readiness will increase by 10% each year based on CA Dashboard	2019 CA Dashboard Baseline - 37.8% of graduating seniors are college and career ready.	2021-22	2022-23	2023-24 data not yet available	55% of all graduating seniors will be college and career ready
Increased percentage of students by 10% at Met/Exceeded Standards or Distance from Standard on annual CAASPP English Language Arts assessment (CA Dashboard)	2019 CA Dashboard Baseline - 17 points below standard	2021-22 ALL STUDENTS: -53.2 points below standard (PBS) SUBGROUPS Latino: -58.3 PBS	2022-23 ALL STUDENTS: -35.2 points below standard (PBS) SUBGROUPS Latino: -36.6 PBS	2023-24 data not yet available	Encore will increase test scores by at least 10% each year in all subgroups.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
		African American: -85.5 PBS White: -26.4 PBS Students with Disabilities: -138.1 PBS Socio Econ Disadvantaged: -72.5 PBS English Learners: -133.3 PBS	African American: -65.3 PBS White: -41.5 PBS Students with Disabilities:-123.1PBS Socio Econ Disadvantaged: -46.7 PBS English Learners: -117.9 PBS		
Increased percentage of students by 10% at Met/Exceeded Standards or Distance form Standard on annual CAASPP math assessment (CA Dashboard)	2019 CA Dashboard Baseline - 103.6 points below standard	2021-22 ALL STUDENTS: -135.6 PBS SUBGROUPS Latino:-136.8 PBS African American:-176.1 PBS White: -106 PBS Students with Disabilities: -223.7 PBS Socio Econ Disadvantaged: -144 PBS English Learners: -188.8 PBS	2022-23 ALL STUDENTS: -122.PBS SUBGROUPS Latino: -127.7 PBS African American: -155.7 PBS White: -116.1 PBS Students with Disabilities: -204.4 PBS Socio Econ Disadvantaged: -130 PBS English Learners: -193.3 PBS	2023-24 data not yet available	Encore will increase test scores by at least 10% each year in all subgroups.
Overall annual growth by 10% in READING Comprehension for all subgroups (EL, SWD, Low-income, African-American, Hispanic/Latino, White) based on internal MAP data Fall to Spring	MAP not administered for READING in 2020-21	2021-22 NWEA MAP Reading Grade 7 Fall 210.4 -- Spring 205.7 Grade 8 Fall 208.5 -- Spring 206.1	2022-23 NWEA MAP Reading Grade 7 Fall 208.7 -- Spring 208.9 Grade 8 Fall 205.0 -- Spring 211.6	2023-24 NWEA Reading (Fall to Winter) Grade 7 Fall 209.9 -- Winter 208.7 Grade 8 Fall 209.8 -- Winter 209.5	Encore will increase test scores by at least 10% each year in all subgroups.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
		Grade 9 Fall 208.6 -- Spring 209.6 Grade 10 Fall 220.7 -- Spring 211.7 Grade 11 Fall 222.3 -- Spring 219.0	Grade 9 Fall 209.5 -- Spring 216.1 Grade 10 Fall 214.7-- Spring 216.5 Grade 11 Fall 219.3-- Spring 218.0	Grade 9 Fall 217.1-- Winter 215.9 Grade 10 Fall 214.8-- Winter 214.8 Grade 11 Fall 217.7-- Winter 217.3	
Overall annual growth by 10% in MATH for all sub-groups (EL, SWD, Low-income, African-American, Hispanic/Latino, White) based on internal MAP data Fall to Spring	2020-21 was first year of NWEA MATH Grade 7 Winter 212.1 -- Spring 213.1 Grade 8 Winter 215.4 -- 211.7 Grade 9 Winter 221.4 -- 218.0 Grade 10 Winter 226.2 -- Spring 224.5 Grade 11 Winter 228.9 -- Spring 228.3	2021-22 NWEA MAP Mathematics Grade 7 Fall 206.6 -- Spring 207.2 Grade 8 Fall 209.4 -- Spring 214.8 Grade 9 Fall 209.8 -- Spring 211.5 Grade 10 Fall 222.1-- Spring 221.5 Grade 11 Fall 222.7 -- Spring 225.1	2022-23 NWEA MAP Mathematics Grade 7 Fall 209.7 -- Spring 212.1 Grade 8 Fall 209.4 -- Spring 214.8 Grade 9 Fall 212.1-- Spring 214.8 Grade 10 Fall 218.6 -- Spring 220.0 Grade 11 Fall 222.7-- Spring 225.1	2023-24 NWEA Math (Fall to Winter) Grade 7 Fall 209.2 -- Winter 212.9 Grade 8 Fall 209.9 -- Winter 213.9 Grade 9 Fall 215.5 -- Winter 216.2 Grade 10 Fall 215.9 -- Winter 217.5 Grade 11 Fall 221.8 -- Winter 223.5	Encore will increase test scores by at least 10% each year in all subgroups.
Percentage of EL students advancing at least one performance level on the ELPAC will increase by 5%		2021-22	2022-23	2023-24 data not yet available	Encore will increase test scores by at least 10% each year in all subgroups.

Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
4.1	<p>Student Academic Plans</p> <p>Counselors will develop and monitor a 4-year high school academic plan for all students, and grade check monitoring for all students in grades 7 and 8</p>	No	Partially Implemented	Counselors ensure that all grade 9 students develop a 4-year academic plan. Additionally, counselors run grade checks throughout the semester to identify students who are at risk of not passing classes.		\$30,000.00	\$15000
4.2	<p>SBAC-aligned Assessments/ ELA and Math</p> <p>SBAC-aligned Mid-terms and Final Exams in all ELA and Math core classes supported by formative use of ICAs, IABs and FIABs.</p>	No	Partially Implemented	Teachers are using ICA, IABs as part of formative assessment.			
4.3	<p>SBAC-aligned Assessments Other Core & CTE Classes</p> <p>SBAC-aligned assessments for all other core and CTE classes in support of CaCCSS literacy standards</p>	No	Partially Implemented			\$150,000.00	
4.4	<p>Academic Supports</p> <p>Implementation of intervention programs (e.g., differentiated instruction, small group instruction, after-school tutoring, Saturday School, Summer School) for sub-groups</p>	Yes	Partially Implemented	Teacher tutoring, peer tutoring, small group instruction.			

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
4.5	NWEA Benchmark Implementation Administer NWEA Benchmarks (fall, winter, spring all cohorts 7-11) with reflective Data Days after each administration to determine appropriate instructional adjustments and interventions for greater student achievement	No	Fully Implemented	As of January 2024, fall and winter benchmark assessments had been administered.	BOY and MOY MAP reports		
4.6	LTEL Curriculum Implement new curriculum for LTELs to increase reclassification rates	No	Fully Implemented	New ELA and ELD curriculum purchased this year (English 3D and Houghton Mifflin Harcourt)	Purchase orders and invoices		
4.7	EL Consultant Recruit and hire EL Consultant to improve EL student outcomes and achievement	Yes	Fully Implemented	Encore contracted with Thrive Public Schools in December 2023. The service contract includes review of our EL plan and services and suggested professional development to expand capacity and efficacy of EL services.	Thrive consulting contract	\$25,000.00	\$0
4.8	RFEP Monitoring Monitor RFEP achievement and adjust instruction and/or academic plans as appropriate to ensure student success	No	Fully Implemented	EL Coordinator monitors RFEP students for two years. Tracking sheet includes course grades, MAP results, and SBAC score.			

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures

Goal 5

Goal Description
<p>Encore will recruit and maintain professionals and programs that support the socio-emotional well-being of students and their families, and will ensure that all students are adequately supported academically and socio-emotionally.</p> <p>(State Priorities 7: Course Access/Condition of Learning, 9: Expelled Youth, and 10: Foster Youth & Local Priority 6: School Climate)</p>

Expected Annual Measurable Objectives

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2023-24
Student suspension rate	2018-19 1.1% student suspension rate	2021-22 3.5% student suspension rate	2021-22 4.8% student suspension rate	2023-24 no data yet	Decreased expulsion rate over previous year.
Counseling will have members of the department that are dedicated to support Homeless Youth, Foster Youth, and Expelled Youth.	2018-19 Encore employed five full time counselors	2021-22 Due to declining enrollment and fiscal constraints, Encore implemented a reduction in force that resulted in the number of counselors decreasing from five to three counselors.	2022-23 Encore employed three full time counselors	2023-24 Encore continues to employ three full time counselors.	Maintain counseling staff
School will track student mental health (incl. Belongingness, stress levels, suicidal ideation) via surveys and access to resources both on- and off-campus (student data from counseling dept)					

Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
5.1	Trauma-informed Practices	Yes	Planned				

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	Implement Trauma-informed practices schoolwide through training and on-going professional development and coaching						
5.2	SEL Practices Implement Socio-Emotional Learning (SEL) practices school-wide through training and on-going professional development and coaching	No	Partially Implemented	Encore provides SEL support through school counselors, outside counselors, and the School Psychologist.	Referrals to counseling		
5.3	JEDI Practices Implement JEDI (Justice, Equity, Diversity, & Inclusion) training for teachers, administrators, and families	No	Partially Implemented	Principal-led professional development for teachers. Parent training planned for second semester.	PD agenda		
5.4	Restorative Justice Implement Restorative Justice frameworks, and Positive Behavioral Interventions and Support (PBIS). Encore will build and sustain school-wide practices, policies, and systems that support and sustain equitable, humane, dignified and relation-based interventions.	Yes	Partially Implemented	Principal-led professional development for teachers, conferences, conflict resolution training for Assistant Dean of Student Services. Encore in process to build out these systems schoolwide.		\$325,000.00	

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
5.5	Counselors and Psychologist. Recruit and maintain Counselors and hire a school Psychologist.		Fully Implemented	Encore employs three full time counselors and a full time school psychologist			
5.6	Wrap-around Services School will provide in-house and outside-agency counseling services for wrap-around socio-emotional interventions, such as Student/Family Success Teams, for students and/or their families		Partially Implemented	School Psychologist, RSP teachers, and counselors implement SST protocol. Ad hoc "house" meetings are convened to support a student's comprehensive intervention in academics, mental health, and socioemotional needs.			
5.7	Mental Health Supports Develop and implement a student survey to identify and address student mental health concerns, and provide access to resources and strategies for improved student agency, including but not limited to Peer Mentoring		Partially Implemented	Survey administered in fall 2023; school in progress to develop a plan of support.			

Coversheet

Approval of January 2023 Financials

Section: V. Budget and Finance
Item: B. Approval of January 2023 Financials
Purpose: Vote
Submitted by:
Related Material: Jan '24 Encore Financial Report.pdf

ENCORE



Junior & Senior High School for the Arts

FINANCIAL REPORT AS OF: JANUARY 31, 2024

PROVIDED BY: ICON School Management



BALANCE SHEET

Description	Actual Jan 2024
ASSETS	
Current Assets	
Cash	\$ 1,946,421.77
Accounts Receivable	921,066.90
Prepaid Expenditures (Expenses)	76,105.01
Total Current Assets	2,943,593.68
Deposits	1,500.00
Fixed Assets, Net of Depreciation	756,295.65
Right-To-Use Lease	16,682,396.40
Total Assets	\$20,383,785.73
LIABILITIES & NET ASSETS	
Current Liabilities	
Accounts Payables	\$ 100,549.51
Accrued Liabilities	337,758.21
Unearned Revenues	78,626.53
Total Current Liabilities	516,934.25
Long-Term Debt	15,168,604.20
Total Liabilities	15,685,538.45
Net Assets	
Economic Uncertainty (5%)	539,982.00
Net Investment in Cap. Assets	756,295.65
Unrestricted	3,401,969.63
Total Net Assets	4,698,247.28
Total Liabilities & Net Assets	\$20,383,785.73

- Account receivables include mainly State Aid, EPA and 22-23 revenue which has not been received as of Jan. 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 previous months.
- Unearned Revenue – there are a couple grants that were received in prior years and will recognize as revenue when spent this year.



CASH ANALYSIS

- \$1.7M received for 22-23 LCFF (received in July)
- \$972K received for Employee Retention Credit (received in July)
- Days of Cash on Hand: 70

	Jan 2024	Dec 2023	Jun 2023
Operating (CHASE)	\$ 1,831,740.00	\$ 1,475,970.34	\$ -
Operating (Wells Fargo)	6,439.32	8,919.87	1,448,082.58
ASB (Wells Fargo)	71,577.12	71,476.95	76,987.03
Cash in Banks - Umpqua Bank	5,002.76	5,110.71	(359.48)
CHASE ASB (8916)	24,620.74	24,276.73	-
Emburse - Operations	5,041.83	8,000.00	
Emburse - ASB	2,000.00	2,000.00	
Total Cash in Banks	1,946,421.77	1,595,754.60	1,524,710.13



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 fall within budgetary guidelines.

Description	Actual YTD Jan 2024
REVENUES	
LCFF Revenues	\$ 4,043,409
Federal Revenues	1,329,446
State Revenues	516,864
Local Revenues	139,272
Total Revenues	6,028,992
EXPENDITURES	
Certificated Salaries	1,459,830
Classified Salaries	848,105
Employee Benefits	879,548
Books & Supplies	454,390
Services and Operations	2,243,405
Capital Outlay	82,898
Total Expenditures	5,968,176
NET INCOME (LOSS)	\$ 60,815



BUDGET COMPARISON (YTD)

Description	Actual Jan 2024	1st Interim Budget	% Used
REVENUES			
LCFF Revenues	\$ 4,043,409	\$ 6,630,467	60.98%
Federal Revenues	1,329,446	1,950,355	68.16%
State Revenues	516,864	1,673,788	30.88%
Local Revenues	139,272	180,000	77.37%
Total Revenues	6,028,992	10,434,610	57.78%
EXPENDITURES			
Certificated Salaries	1,459,830	2,866,527	50.93%
Classified Salaries	848,105	1,426,766	59.44%
Employee Benefits	879,548	1,581,016	55.63%
Books & Supplies	454,390	639,595	71.04%
Services and Operations	2,243,405	3,707,880	60.50%
Capital Outlay	82,898	180,000	46.05%
Total Expenditures	5,968,176	10,401,784	57.38%
NET INCOME (LOSS)	\$ 60,815	\$ 32,826	185.27%

- LCFF appears to be on track with 61% received by the end of January.
- 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 2nd Interim



OTHER MATTERS

- Check Register has been provided. Nothing noted in the monthly Check Registers.
- 2nd Interim Budget reporting has started. Will work with the Administration Team to ensure deadlines are met.

**ENCORE EDUCATION CORPORATION
BALANCE SHEET**

AS OF JANUARY 31, 2024

FUND: 0971 - ENCORE JR./SR. HIGH SCHOOL FOR THE PERFORMING AND VISUAL ARTS

		Total
ASSETS		
9120	Operating (Wells Fargo)	\$ 6,439.32
9121	Wells Fargo (ASB)	71,577.12
9122	Umpqua Bank	5,002.76
9123	CHASE Operating (8332)	1,831,740.00
9124	CHASE ASB (8916)	24,620.74
9130	Revolving Cash Account - Operations	5,041.83
9131	Revolving Cash Account - ASB	2,000.00
9200	Accounts Receivable	921,066.90
9330	Prepaid Expenditures (Expenses)	76,105.01
9340	Deposits	1,500.00
9430	Buildings	217,828.04
9435	Accumulated Depreciation - Buildings	(30,176.14)
9440	Equipment	2,261,989.35
9445	Accumulated Depreciation - Equipment	(1,751,449.60)
9450	Work in Progress	58,104.00
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		\$ 20,383,785.73
LIABILITIES AND EQUITY		
LIABILITIES		
9500	Accounts Payable (Current Liabilities)	\$ 100,549.51
9501	Accrued Liabilities	36,412.06
9502	Accrued Payroll	(4,796.46)
9503	Accrued Payroll Taxes	(10,608.88)
9504	PERS Payable	13,222.06
9505	STRS Payable	35,766.87
9506	403(B) Payable	7,900.00
9508	FSA Payable	3,249.60
9590	Due to Grantor Governments	256,612.96
9650	Unearned Revenue	78,626.53
9667	Lease Payable	15,168,604.20
TOTAL LIABILITIES		15,685,538.45
EQUITY		
9791	Beginning Balance	4,840,003.87
9793	Audit Adjustments	(208,119.93)
9795	Other Restatements	5,548.03

ENCORE EDUCATION CORPORATION
BALANCE SHEET
AS OF JANUARY 31, 2024
FUND: 0971 - ENCORE JR./SR. HIGH SCHOOL FOR THE PERFORMING AND VISUAL ARTS

	Total
Net Income (Loss)	60,815.31
TOTAL EQUITY	4,698,247.28
TOTAL LIABILITIES AND EQUITY	\$ 20,383,785.73

ENCORE EDUCATION CORPORATION
PROFIT & LOSS STATEMENT
JULY 01, 2023 THROUGH JANUARY 31, 2024
FUND: 0971 - ENCORE JR./SR. HIGH SCHOOL FOR THE PERFORMING AND VISUAL ARTS

		YTD
REVENUES		
8011	LCFF State Aid - Current Year	\$ 2,875,235.00
8012	Education Protection Account State Aid - Current Year	1,007,413.00
8096	Transfers to Charter Schools in Lieu of Property Taxes	160,761.00
8010-8099	LCFF Sources	<u>4,043,409.00</u>
8220	Child Nutrition Programs	137,099.29
8290	All Other Federal Revenue	220,034.00
8299	All Other Federal Revenue	972,313.02
8100-8299	Federal Revenue	<u>1,329,446.31</u>
8311	Other State Apportionments - Current Year	254,583.00
8520	Child Nutrition	160,513.19
8550	Mandated Cost Reimbursements	24,614.00
8560	State Lottery Revenue	51,260.21
8590	All Other State Revenue	25,894.00
8300-8599	Other State Revenue	<u>516,864.40</u>
8696	Fundraising	604.72
8699	All Other Local Revenue	138,667.15
8600-8799	Other Local Revenue	<u>139,271.87</u>
	TOTAL, REVENUES	<u>6,028,991.58</u>
EXPENSES		
1100	Certificated Teachers' Salaries	1,072,836.51
1200	Certificated Pupil Support Salaries	141,173.52
1300	Certificated Supervisors' and Administrators' Salaries	245,820.12
1000-1999	Certificated Salaries	<u>1,459,830.15</u>
2100	Classified Instructional Salaries	126,126.67
2200	Classified Support Salaries	297,769.83
2300	Classified Supervisors' and Administrators' Salaries	364,803.47
2400	Clerical, Technical and Office Staff Salaries	59,404.82
2000-2999	Classified Salaries	<u>848,104.79</u>
3101	State Teachers' Retirement System, certificated positions	227,878.35
3102	State Teachers' Retirement System, classified positions	23,474.16
3201	Public Employees' Retirement System, certificated positions	61,926.80
3202	Public Employees' Retirement System, classified positions	185,581.87
3301	OASDI/Medicare/Alternative, certificated positions	33,743.32
3302	OASDI/Medicare/Alternative, classified positions	54,306.26
3401	Health & Welfare Benefits, certificated positions	222,464.59
3501	State Unemployment Insurance, certificated positions	16,775.66
3502	State Unemployment Insurance, classified positions	2,427.48
3601	Workers' Compensation Insurance, certificated positions	50,969.75
3000-3999	Employee Benefits	<u>879,548.24</u>
4100	Approved Textbooks and Core Curricula Materials	126,225.44
4300	Materials and Supplies	16,780.06
4310	Instructional Materials and Supplies	28,801.75

ENCORE EDUCATION CORPORATION
PROFIT & LOSS STATEMENT
JULY 01, 2023 THROUGH JANUARY 31, 2024
FUND: 0971 - ENCORE JR./SR. HIGH SCHOOL FOR THE PERFORMING AND VISUAL ARTS

		YTD
4320	Office Supplies	18,311.45
4330	Office Supplies	3,929.44
4340	Student Events	39,332.67
4370	Janitorial Supplies	5,830.58
4380	Kitchen Supplies	25,183.62
4390	Other Supplies	669.45
4400	Noncapitalized Equipment	11,388.96
4700	Food	177,936.38
4000-4999	Books and Supplies	<u>454,389.80</u>
5200	Travel and Conferences	4,759.70
5210	Travel	2,169.36
5300	Dues and Memberships	28,909.67
5400	Insurance	197,886.67
5500	Operations and Housekeeping Services	9,282.44
5510	Utilities	174,831.99
5520	Janitorial Services	23,792.83
5600	Rentals Leases, Repairs and Noncapitalized Improvements	553,541.73
5610	Rent, parking, other occupancy	182.72
5620	Equipment Leases	13,744.32
5630	Maintenance & Repair	67,271.47
5640	Repairs	1,244.14
5800	Professional/Consulting Services and Operating Expenditures	65,492.53
5810	Legal	77,810.38
5811	Instructional Consultants	1,296.00
5813	Business Services	79,100.00
5815	Bank Charges	3,712.30
5816	Payroll Fees	10,516.92
5820	Audits	12,099.37
5830	Non-Instructional Software Licenses/Fees	11,200.98
5835	Field Trips - Bus Transportation	20,848.88
5840	Advertising & Recruitment	56,155.72
5860	Service Fees	5,671.83
5862	SBC Tax Collector	8,340.90
5865	Bus Transportation	531,280.80
5870	Fingerprinting	1,344.83
5880	Instructional Vendors & Consultants	137,096.75
5900	Communications	1,656.00
5910	Telephone	14,655.08
5913	Internet	40,282.90
5930	Postage, shipping, delivery	666.01
5940	Technology Services	86,560.00
5000-5999	Services and Other Operating Expenses	<u>2,243,405.22</u>
6900	Depreciation Expense	<u>82,898.07</u>
6000-6999	Depreciation	<u>82,898.07</u>

ENCORE EDUCATION CORPORATION
PROFIT & LOSS STATEMENT
JULY 01, 2023 THROUGH JANUARY 31, 2024
FUND: 0971 - ENCORE JR./SR. HIGH SCHOOL FOR THE PERFORMING AND VISUAL ARTS

	YTD
TOTAL, EXPENSES	<u>5,968,176.27</u>
NET INCREASE (DECREASE) IN NET POSITION	<u>\$ 60,815.31</u>

ENCORE EDUCATION CORPORATION
PROFIT & LOSS STATEMENT
JULY 01, 2023 THROUGH JANUARY 31, 2024
FUND: 0971 - ENCORE JR./SR. HIGH SCHOOL FOR THE PERFORMING AND VISUAL ARTS

		YTD	1ST INTERIM	%
REVENUES				
8011	LCFF State Aid - Current Year	\$ 2,875,235.00	\$ 4,666,163.00	61.62%
8012	Education Protection Account State Aid - Current Year	1,007,413.00	1,754,995.00	57.40%
8096	Transfers to Charter Schools in Lieu of Property Taxes	160,761.00	209,309.00	76.81%
8010-8099	LCFF Sources	4,043,409.00	6,630,467.00	60.98%
8181	Special Education - Entitlement	-	48,151.00	0.00%
8220	Child Nutrition Programs	137,099.29	200,732.00	68.30%
8290	All Other Federal Revenue	220,034.00	455,555.00	48.30%
8299	All Other Federal Revenue	972,313.02	1,245,917.00	78.04%
8100-8299	Federal Revenue	1,329,446.31	1,950,355.00	68.16%
8311	Other State Apportionments - Current Year	254,583.00	449,779.00	56.60%
8520	Child Nutrition	160,513.19	254,197.00	63.15%
8550	Mandated Cost Reimbursements	24,614.00	24,732.00	99.52%
8560	State Lottery Revenue	51,260.21	125,464.00	40.86%
8590	All Other State Revenue	25,894.00	819,616.00	3.16%
8300-8599	Other State Revenue	516,864.40	1,673,788.00	30.88%
8696	Fundraising	604.72	500.00	120.94%
8699	All Other Local Revenue	138,667.15	179,500.00	77.25%
8600-8799	Other Local Revenue	139,271.87	180,000.00	77.37%
TOTAL, REVENUES		6,028,991.58	10,434,610.00	57.78%
				N/A
EXPENSES				
1100	Certificated Teachers' Salaries	1,072,836.51	2,113,704.00	50.76%
1200	Certificated Pupil Support Salaries	141,173.52	228,814.00	61.70%
1300	Certificated Supervisors' and Administrators' Salaries	245,820.12	524,009.00	46.91%
1000-1999	Certificated Salaries	1,459,830.15	2,866,527.00	50.93%
2100	Classified Instructional Salaries	126,126.67	196,084.00	64.32%
2200	Classified Support Salaries	297,769.83	354,403.00	84.02%
2300	Classified Supervisors' and Administrators' Salaries	364,803.47	662,699.00	55.05%
2400	Clerical, Technical and Office Staff Salaries	59,404.82	213,580.00	27.81%
2000-2999	Classified Salaries	848,104.79	1,426,766.00	59.44%
3101	State Teachers' Retirement System, certificated positions	227,878.35	500,151.00	45.56%
3102	State Teachers' Retirement System, classified positions	23,474.16	22,949.00	102.29%
3201	Public Employees' Retirement System, certificated positions	61,926.80	39,000.00	158.79%
3202	Public Employees' Retirement System, classified positions	185,581.87	375,717.00	49.39%
3301	OASDI/Medicare/Alternative, certificated positions	33,743.32	41,564.00	81.18%
3302	OASDI/Medicare/Alternative, classified positions	54,306.26	106,171.00	51.15%
3401	Health & Welfare Benefits, certificated positions	222,464.59	396,000.00	56.18%
3501	State Unemployment Insurance, certificated positions	16,775.66	10,080.00	166.43%
3502	State Unemployment Insurance, classified positions	2,427.48	7,812.00	31.07%
3601	Workers' Compensation Insurance, certificated positions	50,969.75	54,464.00	93.58%
3602	Workers' Compensation Insurance, classified positions	-	27,108.00	0.00%
3000-3999	Employee Benefits	879,548.24	1,581,016.00	55.63%
4100	Approved Textbooks and Core Curricula Materials	126,225.44	125,000.00	100.98%
4300	Materials and Supplies	16,780.06	50,000.00	33.56%
4310	Instructional Materials and Supplies	28,801.75	18,000.00	160.01%
4320	Office Supplies	18,311.45	20,000.00	91.56%
4330	Office Supplies	3,929.44	-	N/A
4340	Student Activities & Supplies (Include Field Trips)	39,332.67	35,000.00	112.38%
4370	Janitorial Supplies	5,830.58	-	N/A
4380	Kitchen Supplies	25,183.62	-	N/A
4390	Other Supplies	669.45	6,000.00	11.16%
4400	Noncapitalized Equipment	11,388.96	10,000.00	113.89%
4700	Food	177,936.38	375,595.00	47.37%
4000-4999	Books and Supplies	454,389.80	639,595.00	71.04%
5110	District Oversight Fee	-	66,305.00	0.00%
5200	Travel and Conferences	4,759.70	10,000.00	47.60%
5210	Travel	2,169.36	1,500.00	144.62%
5300	Dues and Memberships	28,909.67	25,000.00	115.64%
5400	Insurance	197,886.67	354,842.00	55.77%
5500	Operations and Housekeeping Services	9,282.44	10,000.00	92.82%
5510	Utilities	174,831.99	250,000.00	69.93%
5520	Janitorial Services	23,792.83	56,545.00	42.08%
5600	Rentals Leases, Repairs and Noncapitalized Improvements	553,541.73	990,480.00	55.89%

ENCORE EDUCATION CORPORATION
PROFIT & LOSS STATEMENT
JULY 01, 2023 THROUGH JANUARY 31, 2024
FUND: 0971 - ENCORE JR./SR. HIGH SCHOOL FOR THE PERFORMING AND VISUAL ARTS

		YTD	1ST INTERIM	%
5610	Rent, parking, other occupancy	182.72	-	N/A
5620	Equipment Leases	13,744.32	15,000.00	91.63%
5630	Maintenance & Repair	67,271.47	80,000.00	84.09%
5640	Repairs	1,244.14	6,000.00	20.74%
5800	Professional/Consulting Services and Operating Expenditures	65,492.53	125,000.00	52.39%
5810	Legal	77,810.38	100,000.00	77.81%
5811	Instructional Consultants	1,296.00	-	N/A
5813	Business Services	79,100.00	135,600.00	58.33%
5815	Bank Charges	3,712.30	100,000.00	3.71%
5816	Payroll Fees	10,516.92	15,000.00	70.11%
5820	Audits	12,099.37	25,925.00	46.67%
5830	Non-Instructional Software Licenses/Fees	11,200.98	45,000.00	24.89%
5835	Field Trips - Bus Transportation	20,848.88	10,000.00	208.49%
5840	Advertising & Recruitment	56,155.72	60,000.00	93.59%
5843	Student Field Trips	-	53,542.00	0.00%
5860	Service Fees	5,671.83	5,000.00	113.44%
5862	SBC Tax Collector	8,340.90	8,341.00	100.00%
5865	Bus Transportation	531,280.80	868,800.00	61.15%
5870	Fingerprinting	1,344.83	1,000.00	134.48%
5880	Instructional Vendors & Consultants	137,096.75	80,000.00	171.37%
5900	Communications	1,656.00	2,500.00	66.24%
5910	Telephone	14,655.08	30,000.00	48.85%
5913	Internet	40,282.90	32,000.00	125.88%
5930	Postage, shipping, delivery	666.01	3,500.00	19.03%
5940	Telephone & Telecommunications	86,560.00	141,000.00	61.39%
5000-5999	Services and Other Operating Expenses	2,243,405.22	3,707,880.00	60.50%
6900	Depreciation Expense	82,898.07	180,000.00	46.05%
6000-6999	Depreciation	82,898.07	180,000.00	46.05%
	TOTAL, EXPENSES	5,968,176.27	10,401,784.00	57.38%
				N/A
NET INCREASE (DECREASE) IN NET POSITION		\$ 60,815.31	\$ 32,826.00	185.27%

**ENCORE EDUCATION CORPORATION
CHECK REGISTER
01/01/2024 - 01/31/2024**

No.	Date	Vendor/Payee	Memo	Description	Amount
10023	01-02-2024	Amazon Capital Services	Payments processed on 01-02-2024	Instructional Supplies, Kitchen Supplies	57.47
10024	01-02-2024	CINTAS CORP	Invoice #4176909225	Janitorial Supplies	35.00
10025	01-02-2024	Imperial Dade West Coast	Invoice #15306240	Kitchen Supplies	879.94
10026	01-02-2024	J&G Wholesale Produce	Invoice #129246	School Lunches	686.25
10027	01-02-2024	Riverside Insights	Invoice #104033	Instructional Supplies	1,389.83
10028	01-02-2024	San Joaquin County of Education	Invoice #242435	EdJoin Account Fees	1,200.00
10029	01-02-2024	US Foods, Inc.	Payments processed on 01-02-2024	School Lunches	2,107.83
10030	01-02-2024	ICON School Management	Invoice #1548	January 2024 Monthly Contract Fee	11,300.00
10031	01-02-2024	San Bernardino County Superintendent of Schools	Dec 2023 - STRS/PERS Contributions	Dec 2023 - STRS/PERS Contributions	125,992.14
2244	01-02-2024	Fernando Salas	1 yd of Cement for Approach for Kitchen Freezer	1 yd of Cement for Approach for Kitchen Freezer	400.00
DB010224-01	01-02-2024	LEAF	Copier Lease	Copier Lease	2,070.98
DB010224-01	01-02-2024	Wells Fargo	Bankcard CC Discount	Bankcard CC Discount	25.97
DB010224-01	01-02-2024	Wells Fargo	Bankcard Discount	Bankcard Discount	45.80
10032	01-03-2024	Ebmeyer Charter and Tour	Invoice #27670	6 School Buses - Payment 5 of 10	86,880.00
10033	01-08-2024	Amazon Capital Services	Payments processed on 01-08-2024	Kitchen Supplies	1,065.43
10034	01-08-2024	Imperial Dade West Coast	Invoice #15371108	Kitchen Supplies	301.91
10035	01-08-2024	J&G Wholesale Produce	Invoice #129286	School Lunches	353.00
10036	01-08-2024	Triton Sensors LLC	Invoice #1654	Maintenance & Repair	8,208.95
10037	01-08-2024	US Foods, Inc.	Invoice #3877815	School Lunches	544.81
DB010824-01	01-08-2024	Southern California Edison	Utilities - 12/04/2023 - 01/03/2024	Utilities - 12/04/2023 - 01/03/2024	22,656.24
10038	01-09-2024	AmTrust Financial Services Inc.	Invoice #INV20231222	Worker's Compensation	4,327.00
10039	01-09-2024	CINTAS CORP	Payments processed on 01-09-2024	Janitorial Supplies	264.84
10040	01-09-2024	Charter Tech Services	Payments processed on 01-09-2024	Office Supplies, Technology Services	11,117.67
10041	01-09-2024	Clark Hill PLC	Payments processed on 01-09-2024	Legal Services	30,867.43
10042	01-09-2024	El Dorado Broadcasters LLC	Invoice #MCC-1231259381	Advertising	5,920.00
10043	01-09-2024	FRONTIER	Invoice #INV20231216	Internet	63.33
10044	01-09-2024	Green Comfort, Inc.	Invoice #124746	Maint & Repairs	965.27
10045	01-09-2024	JD Ens Electric Inc.	Payments processed on 01-09-2024	Maint & Repairs	2,525.00
10046	01-09-2024	Scoot Education	Payments processed on 01-09-2024	Substitute Services	4,844.00
10047	01-09-2024	Text-Em-All	Invoice #91018	Communications	552.00
10048	01-09-2024	Uline	Invoice #172273670	Shelving	6,028.46
10049	01-09-2024	Verizon Wireless	Invoice #9952479187	Communications	250.50
PACH010924-02	01-09-2024	Paycom Payroll, LLC	01-09-24 Payroll	01-09-24 Payroll	173,005.04
10050	01-10-2024	Bradley Bowden	Invoice #REIMB20231221	Expense Reimbursement: Livescan	74.50
10051	01-10-2024	CleanStart Cleaning Services, Inc.	Invoice #2024-0005	Janitorial Services	5,935.00
10052	01-10-2024	Purchase Power	Invoice #INV20231215	Postage	72.92
10053	01-10-2024	Quill LLC	Invoice #36168465	Office Supplies	214.86
DB011024-01	01-10-2024	Emburse	Emburse Transfer	Emburse Transfer	320.48
PACH010924	01-10-2024	Paycom Payroll, LLC	Payroll	Payroll	6.38
10054	01-11-2024	San Bernardino County Fire Department	Invoice #255982	Maint & Repairs	329.00
10055	01-11-2024	Amazon Capital Services	Invoice #16LN-XPPN-3YLH	Kitchen Equipment	2,108.64
10056	01-11-2024	American Heritage Life Insurance Company	Invoice #INV20231226	Insurance	1,480.27
DB011124-01	01-11-2024	Wells Fargo	Client Analysis Service Charge	Client Analysis Service Charge	599.99
DB011124-01	01-11-2024	Hesperia Water District	Utility - Water Bill	Utility - Water Bill	3,353.21
DB011124-02	01-11-2024	Emburse	Emburse Transfer	Emburse Transfer	126.78
DB011124-03	01-11-2024	Hesperia Water District	Utility - Water Bill	Utility - Water Bill	79.04
10057	01-12-2024	Western Psychological Services	Invoice #WPS-473947	Record Forms	112.61
10058	01-12-2024	Judith Knapp	Invoice #REIMB20240109	Expense Reimbursement: Livescan	62.00
10059	01-12-2024	Renner Dairy Inc	Invoice #010802	School Lunches	499.83
DB011224-01	01-12-2024	Emburse	Emburse Transfer	Emburse Transfer	1,195.84
DB011224-01	01-12-2024	Emburse	Emburse Transfer	Emburse Transfer	616.47
10060	01-16-2024	Apex Hesperia Rentals	Invoice #98790	Maint & Repairs	227.50
10061	01-16-2024	CINTAS CORP	Invoice #4178271985	Janitorial Supplies	35.00
10062	01-16-2024	Melissa Manning	Invoice #1273	Kitchen Training	500.00
DB011624-01	01-16-2024	Emburse	Emburse Transfer	Emburse Transfer	185.36
DB011624-02	01-16-2024	Emburse	Emburse Transfer	Emburse Transfer	20.00

**ENCORE EDUCATION CORPORATION
CHECK REGISTER
01/01/2024 - 01/31/2024**

No.	Date	Vendor/Payee	Memo	Description	Amount
DB011724-01	01-17-2024	Colonial Life	Life Insurance - December 2023	Life Insurance - December 2023	1,710.39
DB011724-02	01-17-2024	Emburse	Emburse Transfer	Emburse Transfer	272.87
10063	01-18-2024	AmTrust Financial Services Inc.	Invoice #INV20240101	Gen Liab Insurance	853.55
10064	01-18-2024	Melissa Manning	Invoice #1247	Kitchen Training	1,000.00
10065	01-18-2024	Scoot Education	Payments processed on 01-18-2024	Interest Charge, Substitute Services	7,558.34
10066	01-18-2024	Toni Hightower	Invoice #REIMB20240117	Expense Reimbursement - Mileage	331.43
DB011824-01	01-18-2024	Emburse	Emburse Transfer	Emburse Transfer	4,906.98
10067	01-19-2024	FedEx	Invoice #8-348-93377	Postage	12.32
10068	01-19-2024	Hector Montalvo	Invoice #REIMB20240117	Expense Reimbursement: Livescan	52.00
10069	01-19-2024	Chefs Toys	Invoice #4185135	Kitchen Equipment	4,215.61
10070	01-19-2024	Matthew Ayres Distribution Co Inc	Invoice #83233790002122	School Lunches	190.26
10071	01-19-2024	ProServe Mechanical	Invoice #2843	Maint & Repairs	5,625.00
DB011924-01	01-19-2024	Emburse	Emburse Transfer	Emburse Transfer	109.39
10072	01-22-2024	Advance Disposal Co. & Recycling Center	Invoice #0002201696	Utilities-Trash	20.67
10073	01-22-2024	Advance Disposal Co. & Recycling Center	Invoice #0002201734	Storage Box Lease	60.90
10074	01-22-2024	Measure Education Inc.	Invoice #201807012098	Data Management Services	2,306.88
10075	01-22-2024	Renner Dairy Inc	Invoice #011713	School Lunches	550.23
DB012224-01	01-22-2024	Umpqua Bank	Maintenance Fee Analysis Activity - Dec 2023	Maintenance Fee Analysis Activity - Dec 2023	28.01
DB012224-02	01-22-2024	Emburse	Emburse Transfer	Emburse Transfer	126.57
DB012224-09	01-22-2024	The Hanover Insurance Group, Inc.	Insurance - Jan 2024	Insurance - Jan 2024	6,771.45
10076	01-23-2024	CINTAS CORP	Invoice #4179042271	Janitorial Supplies	171.77
10077	01-23-2024	Ebmeyer Charter and Tour	Invoice #27673	Bus Transportation	86,880.00
10078	01-23-2024	Sysco Riverside, Inc	Invoice #420718974	School Lunches	1,277.33
6983	01-23-2024	Cheryl's Ceramic Art Studio	Art Crew Field Trip	Art Crew Field Trip	425.00
6984	01-23-2024	Louis Austin	DJ Services	DJ Services	380.00
DB012324-01	01-23-2024	Emburse	Emburse Transfer	Emburse Transfer	2,175.00
10079	01-25-2024	Justin's Tractor Service & Weed Abatement	Invoice #INV0402	Weed Abatement	1,200.00
DB012524-01	01-25-2024	BankDirect Capital Finance	Loan payment - Loan # 1035929	Loan payment - Loan # 1035929	22,880.88
PACH012524	01-25-2024	Paycom Payroll, LLC	01-25-24 Payroll	01-25-24 Payroll	175,214.89
10080	01-26-2024	Advance Disposal Co. & Recycling Center	Invoice #0002199959	Utilities-Trash	1,937.39
10081	01-26-2024	California Department of Education	Invoice #24 SF-45809	School Lunches	58.50
10082	01-26-2024	Scoot Education	Payments processed on 01-26-2024	Substitute Services	5,913.00
DB012624-01	01-26-2024	Emburse	Emburse Transfer	Emburse Transfer	958.47
DB012624-01	01-26-2024	Anthem Insurance Companies, Inc.	Insurance 02/01/2024 - 03/01/2024	Insurance 02/01/2024 - 03/01/2024	48,578.20
DB012624-02	01-26-2024	Emburse	Emburse Transfer	Emburse Transfer	667.41
10083	01-29-2024	Delta Managed Solutions, Inc.	Invoice #EHS 01-24	AC Reporting Deposit	2,500.00
10084	01-29-2024	J&G Wholesale Produce	Invoice #129378	School Lunches	590.50
10085	01-29-2024	Mesquit's Supply, LLC	Invoice #00032158	Janitorial Supplies	1,336.69
10086	01-29-2024	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	Invoice #3106488377	Equipment Lease	948.23
10087	01-29-2024	PresenceLearning, Inc.	Invoice #INV66499	SLP Services	3,519.26
10088	01-29-2024	Quill LLC	Payments processed on 01-29-2024	Office Supplies	210.39
10089	01-29-2024	Renner Dairy Inc	Invoice #012414	School Lunches	417.49
10090	01-29-2024	US Foods, Inc.	Invoice #4341492	School Lunches	1,195.97
6985	01-29-2024	Juan Quintanilla	Ashleys Winter Formal Ticket Refund (Student / Parent Reimbursement)	Ashleys Winter Formal Ticket Refund (Student / Parent Reimbursement)	40.00
DB012924-01	01-29-2024	Emburse	Emburse Transfer	Emburse Transfer	167.67
10091	01-30-2024	CINTAS CORP	Invoice #4179765715	Janitorial Supplies	35.00
10092	01-30-2024	Matthew Ayres Distribution Co Inc	Invoice #83233790002163	School Lunches	161.30
10093	01-30-2024	School Nutrition Partners, LLC	Invoice #1236	Nutrition Program Consulting	6,000.00
10094	01-30-2024	Sysco Riverside, Inc	Invoice #420730329	School Lunches	1,673.67
10095	01-30-2024	US Foods, Inc.	Invoice #4402506	School Lunches	1,364.44
DB011724-01	01-30-2024	Employment Development Department	Employment Devel EDD Eftpm	Employment Devel EDD Eftpm	548.27
DB012024-01	01-30-2024	Fonality	Telephones	Telephones	1,679.77
DB013024-01	01-30-2024	SOUTHWEST GAS	Utilities -Act. 910000886540	Utilities -Act. 910000886540	2,533.79
DB013024-01	01-30-2024	SOUTHWEST GAS	Utilities -Act. 910000679630	Utilities -Act. 910000679630	2,107.23
DB013024-03	01-30-2024	SOUTHWEST GAS	Utilities -Act. 910000679632	Utilities -Act. 910000679632	1,543.70
DB013024-04	01-30-2024	SOUTHWEST GAS	Utilities -Act. 910000679631	Utilities -Act. 910000679631	1,537.78

**ENCORE EDUCATION CORPORATION
CHECK REGISTER
01/01/2024 - 01/31/2024**

No.	Date	Vendor/Payee	Memo	Description	Amount
DB013024-05	01-30-2024	SOUTHWEST GAS	Utilities -Act. 910000679633	Utilities -Act. 910000679633	1,499.07
DB013024-06	01-30-2024	SOUTHWEST GAS	Utilities -Act. 910000679629	Utilities -Act. 910000679629	783.81
DB013024-07	01-30-2024	Terminix	Custodial Housekeeping & additional charge	Custodial Housekeeping & additional charge	133.00
DB013124-01	01-31-2024	Employee Benefits Corporation	COBRA Secure	COBRA Secure	60.00

Coversheet

NWEA Mid Year Benchmark

Section: VI. Curriculum and Instruction
Item: A. NWEA Mid Year Benchmark
Purpose: FYI
Submitted by:
Related Material: NWEA Mid Year Benchmark.pdf



Student Growth Summary Report

Aggregate by School

Term: Winter 2023-2024
District: Encore High School

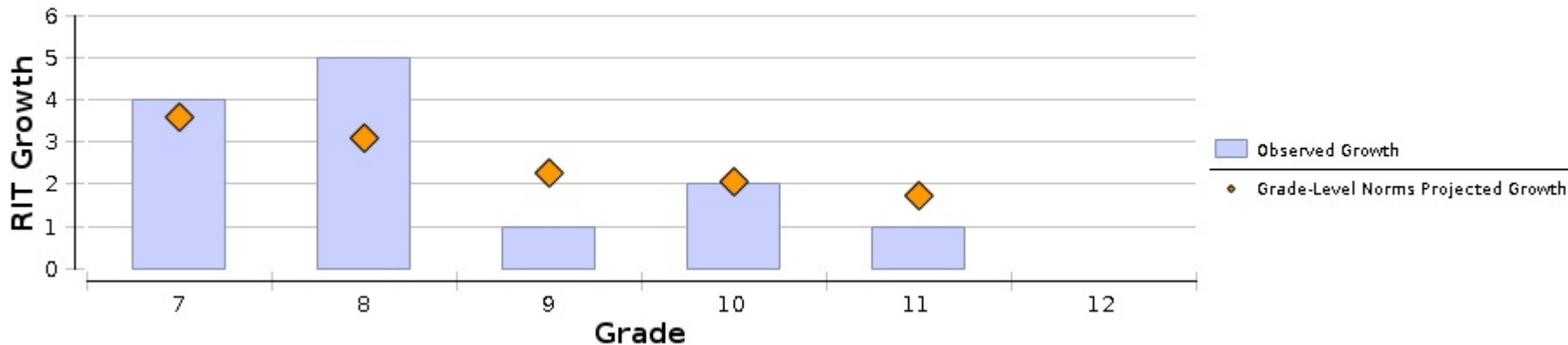
Norms Reference Data: 2020 Norms.
Growth Comparison Period: Fall 2023 - Winter 2024
Weeks of Instruction: Start - 4 (Fall 2023)
 End - 20 (Winter 2024)
Grouping: None
Small Group Display: No

Encore Jr/Sr High School for the Arts

Math: Math K-12

Grade (Winter 2024)	Total Number of Growth Events‡	Comparison Periods						Growth Evaluated Against								
		Fall 2023			Winter 2024			Growth		Grade-Level Norms			Student Norms			
		Mean RIT Score	Standard Deviation	Achievement Percentile	Mean RIT Score	Standard Deviation	Achievement Percentile	Observed Growth	Observed Growth SE	Projected School Growth	School Conditional Growth Index	School Conditional Growth Percentile	Number of Students With Growth Projections	Number of Students Who Met Their Growth Projection	Percentage of Students Who Met Growth Projection	Student Median Conditional Growth Percentile
7	82	209.7	13.7	11	213.1	14.4	11	4	1.0	3.6	-0.15	44	82	32	39	32
8	74	210.6	14.5	7	215.7	15.3	10	5	1.3	3.1	1.47	93	74	41	55	51
9	71	216.2	14.9	15	216.9	14.6	12	1	1.0	2.2	-1.40	8	71	29	41	31
10	58	215.2	19.9	9	216.9	19.6	8	2	1.3	2.1	-0.31	38	58	31	53	49
11	65	222.4	17.3	19	222.9	19.4	16	1	1.3	1.7	-1.08	14	65	25	38	41
12	0	**			**			**					**			

Math: Math K-12



Explanatory Notes

* 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.

‡Growth Count provided reflects students with MAP results in both the Start and End terms. Observed Growth calculation is based on that student data.



Student Growth Summary Report

Aggregate by School

Term: Winter 2023-2024
District: Encore High School

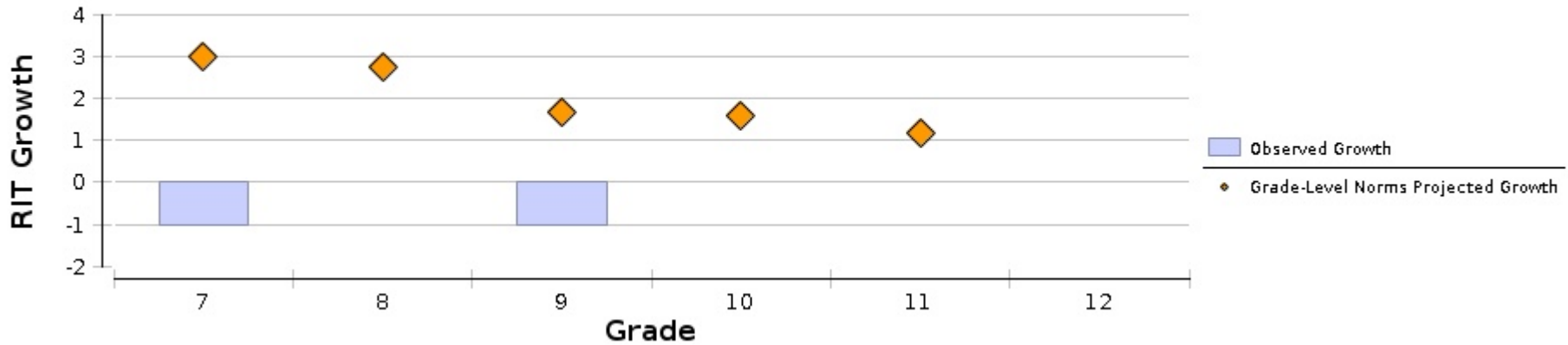
Norms Reference Data: 2020 Norms.
Growth Comparison Period: Fall 2023 - Winter 2024
Weeks of Instruction: Start - 4 (Fall 2023)
 End - 20 (Winter 2024)
Grouping: None
Small Group Display: No

Encore Jr/Sr High School for the Arts

Language Arts:
 Reading

Grade (Winter 2024)	Total Number of Growth Events‡	Comparison Periods						Growth Evaluated Against								
		Fall 2023			Winter 2024			Growth		Grade-Level Norms			Student Norms			
		Mean RIT Score	Standard Deviation	Achievement Percentile	Mean RIT Score	Standard Deviation	Achievement Percentile	Observed Growth	Observed Growth SE	Projected School Growth	School Conditional Growth Index	School Conditional Growth Percentile	Number of Students With Growth Projections	Number of Students Who Met Their Growth Projection	Percentage of Students Who Met Growth Projection	Student Median Conditional Growth Percentile
7	75	209.9	13.2	28	208.7	16.4	12	-1	1.1	3.0	-4.18	1	75	25	33	18
8	77	209.8	12.9	15	209.5	14.6	8	0	1.2	2.7	-2.64	1	77	30	39	29
9	77	217.1	14.3	43	215.9	16.2	31	-1	1.0	1.7	-2.53	1	77	28	36	39
10	66	214.8	14.8	22	214.8	14.7	17	0	1.2	1.6	-1.68	5	66	30	45	36
11	61	217.7	14.2	24	217.3	16.9	18	0	1.4	1.2	-1.25	10	61	28	46	38
12	0	**			**			**					**			

Language Arts: Reading



Explanatory Notes

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Student Growth Summary Report

Aggregate by School

Term: Winter 2023-2024
District: Encore High School

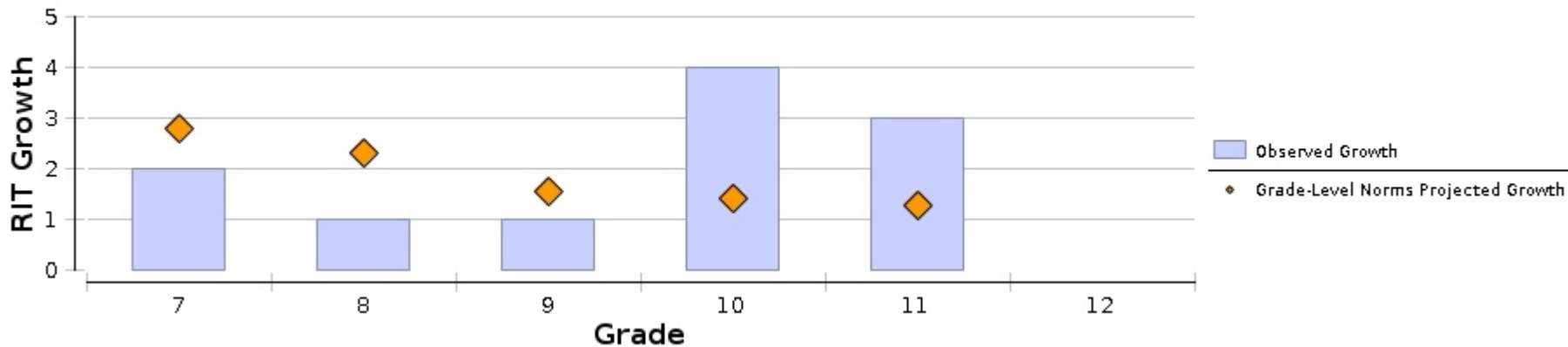
Norms Reference Data: 2020 Norms.
Growth Comparison Period: Fall 2023 - Winter 2024
Weeks of Instruction: Start - 4 (Fall 2023)
 End - 20 (Winter 2024)
Grouping: None
Small Group Display: No

Encore Jr/Sr High School for the Arts

Language Arts:
 Language Usage

Grade (Winter 2024)	Total Number of Growth Events†	Comparison Periods						Growth Evaluated Against									
		Fall 2023			Winter 2024			Growth		Grade-Level Norms			Student Norms				
		Mean RIT Score	Standard Deviation	Achievement Percentile	Mean RIT Score	Standard Deviation	Achievement Percentile	Observed Growth	Observed Growth SE	Projected School Growth	School Conditional Growth Index	School Conditional Growth Percentile	Number of Students With Growth Projections	Number of Students Who Met Their Growth Projection	Percentage of Students Who Met Growth Projection	Student Median Conditional Growth Percentile	
7	73	205.2	13.9	14	206.8	13.5	10	2	1.0	2.8	-1.55	6	73	35	48	33	
8	62	210.7	14.6	24	211.9	13.0	19	1	1.2	2.3	-1.32	9	62	28	45	37	
9	70	214.1	13.3	36	215.2	14.5	34	1	1.1	1.6	-0.56	29	70	36	51	51	
10	61	210.3	16.7	10	214.3	15.8	19	4	1.2	1.4	3.22	99	61	33	54	53	
11	61	214.4	16.7	17	216.9	18.0	22	3	1.2	1.3	1.25	90	61	33	54	59	
12	0	**			**			**					**				

Language Arts: Language Usage



Explanatory Notes

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Student Growth Summary Report

Aggregate by School

Term: Winter 2023-2024
District: Encore High School

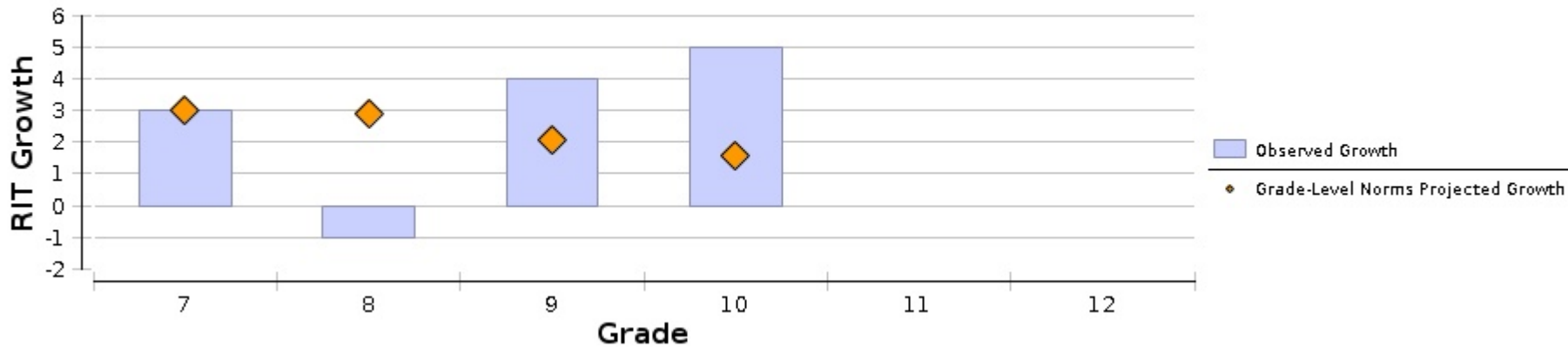
Norms Reference Data: 2020 Norms.
Growth Comparison Period: Fall 2023 - Winter 2024
Weeks of Instruction: Start - 4 (Fall 2023)
 End - 20 (Winter 2024)
Grouping: None
Small Group Display: No

Encore Jr/Sr High School for the Arts

Science: Science K-12

Grade (Winter 2024)	Total Number of Growth Events‡	Comparison Periods						Growth Evaluated Against								
		Fall 2023			Winter 2024			Growth		Grade-Level Norms			Student Norms			
		Mean RIT Score	Standard Deviation	Achievement Percentile	Mean RIT Score	Standard Deviation	Achievement Percentile	Observed Growth	Observed Growth SE	Projected School Growth	School Conditional Growth Index	School Conditional Growth Percentile	Number of Students With Growth Projections	Number of Students Who Met Their Growth Projection	Percentage of Students Who Met Growth Projection	Student Median Conditional Growth Percentile
7	73	201.5	12.6	21	204.3	12.4	20	3	0.8	3.0	-0.18	43	73	40	55	52
8	69	205.1	11.0	24	204.5	12.3	11	-1	1.0	2.9	-2.85	1	69	24	35	28
9	18	202.9	12.0	11	206.7	14.4	17	4	1.7	2.0	1.32	91	18	10	56	55
10	32	207.2	12.2	19	212.1	11.6	35	5	1.3	1.6	2.95	99	32	20	63	58
11	4	*			*			*					*			
12	0	**			**			**					**			

Science: Science K-12



Explanatory Notes

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Coversheet

Approval of Comprehensive School Safety Plan

Section: VII. Operations
Item: A. Approval of Comprehensive School Safety Plan
Purpose: Vote
Submitted by:
Related Material:
Encore Jr. and Sr. High School for the Arts Safety Plan (4853-5616-6822.v3) for board approval Feb 26, 2024.pdf



School Safety Plan

2023-24

Approved by School Site Council February 23, 2024

To be presented to Board of Directors February 26, 2024

Grades 7-12
16955 Lemon Street
Hesperia, CA 92345
(760) 956-2632

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I. The School Safety Plan Overview

The School Safety Plan (CSSP) is prepared to fulfill the obligation of the charter school as set forth in Education Code section 47605(c)(5)(F) by developing a school safety plan that includes the safety topics listed in subparagraphs (A) to (L) of paragraph (2) of subdivision (a) of Education Code section 32282. It will be reviewed and updated annually by the charter school by March 1.

- Development of the 2024-25 School Safety Plan took place in February 2024.
- A hearing will be held to approve the School Safety Plan on February 26, 2024.
- The current version of the plan will be available in the school office for review.

For additional information on school safety programs, policies, or procedures and how you may become involved locally, please contact:

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

Reviewed and approved by the undersigned members of the Encore Safety Committee:

Authorized Representative Signature	Date
_____ Dr. Sabrina Bow, Executive Director	_____
_____ Dr. St. Claire Adriaan, Principal	_____
_____ Joe Griffin, Facilities Director	_____
_____ Patricia Alaimalo, Director of Operations and Finance	_____
_____ Joseph Thibodeaux, Assistant Dean of ST	_____
_____ Jennifer Grant, Assistant Principal	_____
_____ Representative of Law Enforcement Agency (Optional)	_____
_____ Representative of Fire Department (Optional)	_____

II. General School Information

School Profile

2023-24 enrollment: 525

Grades: 7-12

Safe School Mission

Students and staff will have a safe and secure campus where they are free from physical and psychological harm. The principal and staff are committed to maximizing school safety and to creating a positive learning environment that teaches strategies for violence prevention and emphasizes high expectations for student conduct, responsible behavior, and respect for others.

School Site Council:

The School Site Council is comprised of the requisite administrators, teachers, classified staff, parents, and students per the Education Code.

III. Emergency Response Plan

Emergency Situation Parent Communication

In an emergency situation, The School Principal or Assistant Principal will gather members of the Safety Response Team immediately to draft a plan to communicate with families. When deemed necessary, the Safety Response Team will use **Text-Em-All** to send out an urgent alert text message and phone call to every parent registered on the platform.

Emergency Supplies

Emergency Backpack Location

- Each classroom (including music room, art room, intervention room, wellness room, etc.)
- PE closet
- Cafeteria
- Each office area
- Front office

Emergency Backpack Supplies

Item	Recommended Quantity
Backpack	1
Flashlight	1
Batteries	2
Pair of scissors	1
First Aid instruction summary sheet	1
Pad of paper (for name tags, etc.)	1
Pen	1
Pencil	1
Light stick	1
Whistle	1
Sewing kit	1
Package of safety pins	1 package
Package of plastic trash bags	6 packages
Package of small paper bags	2 packages
Package of paper cups	2 packages
Package of pre-moistened towelettes	1 package
Bottle of hydrogen peroxide	1
Small package of Tylenol	2 packages
Package of Tums	1 package
Ammonia inhalants	4
Ziploc sandwich bags	2
Box of Telfa pads	1

Box of Band-Aids	1
Cold packs	2
Roll of adhesive tape	1
Pair of disposable gloves	10
Box of toilet tissue	1

Emergency Response Plans

The school site’s safety coordinator (or Office Manager if none is designated otherwise) is responsible for assigning staff to the Safety Response Team, and for ensuring that the list is updated regularly. It is required by fire codes to exhibit an evacuation map specific to the school site in each and every classroom and office room by the door, as well as by each fire extinguisher and fire exit.

Please note: make sure to share the procedures with and collect contact information for any after-school staff. Please instruct any night custodial staff to assist after-school staff with emergency supplies as needed.

Fire Emergency

Fire Emergency Response - Staff Members and Safety Response Team Combined	
Step 1 Fire Alarm	<ul style="list-style-type: none"> If there is a fire and the alarm has not been set off, any member witnessing the fire may initiate the fire alarm.
Step 2 Announcement	<ul style="list-style-type: none"> Safety Response Team Member will announce via phone speaker and walkie talkie <i>“Attention please, leave the building. Evacuate the building. Leave the building. Evacuate the building and listen for further instructions.”</i>
Step 3 Walkie Talkie and backpacks	<ul style="list-style-type: none"> If walkie talkies are not already on, turn on walkie talkies to Channel 14. Classroom teachers to take Emergency Backpack and Emergency Contact Roster
Step 4 Evacuate	<ul style="list-style-type: none"> Staff and students will evacuate the building in a quiet and orderly fashion using emergency exit routes. We will meet at the Emergency Meeting Area: <ul style="list-style-type: none"> THE ATHLETIC FIELD ON THE NORTH SIDE OF CAMPUS Safety Response Team will ensure all classrooms, hallways, cafeteria, kitchen, restrooms and offices are empty. Safety Response Team will search for any missing students and staff.
Step 5 Take roll	<ul style="list-style-type: none"> Once you arrive at the Emergency Meeting Area, take roll, and notify the Safety Response Team of any missing students. Stay in meeting area for further instruction.
Step 6 Further instructions & Return	<ul style="list-style-type: none"> Await further instructions from the Fire Department

Earthquake Emergency

Earthquake Emergency Response - Staff Members and Safety Response Team Combined

<p>Step 1 Announcement</p>	<ul style="list-style-type: none"> At the onset of an earthquake, Safety Response Team Member will announce via phone speaker and walkie talkie: <i>“Earthquake. Duck and cover. Earthquake. Duck and cover. Earthquake. Duck and cover.”</i>
<p>Step 2 Immediate response</p>	<p>If indoors...</p> <ul style="list-style-type: none"> Turn away from windows, suspended objects or outside walls Drop to the floor, take cover under a desk, table or against an interior wall. Make your body as small as possible; cover head and neck while protecting chest. Hold position until the ground stops shaking or the Safety Response Team has announced over radios to begin Evacuation. If an aftershock occurs while you are exiting the building, “Drop, Cover and Hold On” until the shaking stops. <p>If outdoors...</p> <ul style="list-style-type: none"> Teachers get to a clear space (away from buildings, poles, overhead wires and other tall objects) call out to student, “Duck and cover” Students drop to the ground and cover their head and neck with arms. Watch for dangers that may demand movement. Be prepared to duck and cover again due to aftershocks. Hold position until the ground stops shaking or the Safety Response Team has announced over radios to begin Evacuation.
<p>Step 3 Walkie Talkie and backpacks</p>	<ul style="list-style-type: none"> If walkie talkies are not already on, turn on walkie talkies to Channel 14. Classroom teachers to take Emergency Backpack and Emergency Contact Roster
<p>Step 4 Evacuate</p>	<ul style="list-style-type: none"> Staff and students will evacuate the building in a quiet and orderly fashion using emergency exit routes. We will meet at the Emergency Meeting Area: <ul style="list-style-type: none"> THE ATHLETIC FIELD ON THE NORTH SIDE OF CAMPUS Safety Response Team will ensure all classrooms, hallways, cafeteria, kitchen, restrooms and offices are empty. Safety Response Team will search for any missing students and staff.
<p>Step 5 Take roll</p>	<ul style="list-style-type: none"> Once you arrive at the Emergency Meeting Area, take roll, and notify the Safety Response Team of any missing students. Stay in the meeting area for further instruction.
<p>Step 6 Further instructions & Return</p>	<p>If there is minimal damage:</p> <ul style="list-style-type: none"> Safety Response Team will announce <i>“All Clear. All Clear. Please return to your normal activity.”</i> Staff and students will return to classrooms in a quiet and orderly fashion. <p>If there is damage to the campus:</p> <ul style="list-style-type: none"> Safety Response Team will enact the Reunification Plan at the site of evacuation, or where a Law Enforcement Agency indicates.

Active Shooter or Intruder Emergency

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Bomb Emergency

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Other Emergency Situations

Flood/Severe Weather

Warnings of severe weather are usually received via public radio or the State Warning Center. If time and conditions permit, students may be sent home. However, if the

weather conditions develop during school hours, without sufficient warning, students should be held at school.

1. **Principal (Dr. St. Claire Adriaan)** will assess the situation.
2. Safety Response Team will make an announcement over the phone speaker and walkie talkie to evacuate, stand by, stay indoors or may release students to go home.
3. Safety Response Team will listen to the battery or crank-operated radio for further emergency information.

Electrical/Gas/Water Failure

1. **Facilities Director (Joe Griffin)** will notify the electrical company (Southern California Edison) at (800) 655-4555, water utility company at City of Hesperia Water Services at (760) 947-1840 and/or the San Bernardino Fire Protection District at (909) 387-5974.
2. Safety Response Team will make an announcement over the PA or megaphone to evacuate or stand by.
3. Office staff and classroom teachers turn off computers and other equipment that might be damaged by a power surge when the service is restored.

Chemical Spill/Biological Threat

If substance released indoors:

1. Safety Response Team will make an announcement over the intercom speaker or walkie talkie to evacuate the building.
2. Safety Response Team will call 911 and the Office of Environmental Health Hazard Assessment (OEHHA) at 916-323-2514 to check chemical safety data.
3. Safety Response Team locks or ropes off area – DO NOT TOUCH ANYTHING.
4. Evacuate room and TURN OFF air conditioning system.
5. If N95 masks are accessible, all staff and students should place them over their noses and mouths.
6. Any persons who contacted the substance should wash with soap and water in the bathroom. Contaminated clothing should be immediately removed. Contaminated persons should remain in the bathroom separate from the general school population. A list of contaminated persons should be provided to the Principal.
7. Safety Response Team should check for chemical safety data to determine clean-up procedure with custodians.

If substance released outdoors:

1. Upon hearing of a chemical leak (usually from the fire department or other city office) Principals will determine if students should be evacuated.
2. Safety Response Team will make an announcement over the PA or megaphone to evacuate the building or stay indoors.
3. Close doors and windows and TURN OFF air conditioning / HVAC system.
4. If N95 masks are accessible, all staff and students should place them over their nose and mouth.
5. If it is necessary to leave the site, move crosswind, never more directly with or against the wind which may carry fumes.
6. Any persons who contacted the substance should wash with soap and water in the bathroom. Contaminated clothing should be immediately removed. Contaminated persons should remain in the bathroom separate from the general school population. A list of the contaminated people should be provided to the Principal.
7. Give first aid.
8. Do not reopen the school campus until ALL CLEAR response is activated by the Safety Response Team.

Explosion

If explosion is indoors on school campus:

1. All drop down to the floor and DROP AND COVER.
2. Turn away from the windows.
3. Take cover under a desk or table or against an interior wall.
4. Cover head with arms or hold to the cover.
5. After the initial blast, the Safety Response Team will consider the possibility of another imminent explosion, call 911 and elect the appropriate response which may include staying indoors or evacuating the building.
6. Once safely assembled in the Emergency Meeting Area, Teachers will take roll and report missing persons to the Safety Response Team.

If explosion is outdoors in surrounding areas:

1. Safety Response Team will activate STAY INDOORS.
2. Safety Response Team will call 911.
3. All remain indoors until the ALL CLEAR signal is given by the Safety Response Team.

Death/Suicide

1. Board of Directors, Executive Director and Principal will be notified in the event of a death or suicide on campus.
2. Safety Response Team will phone 911 and the San Bernardino County Office of Education.
3. Safety Response Team will activate STAY INDOORS.
4. Communication and Development Manager will control and organize media.
5. Safety Response Team or Principals will notify relatives where the victim(s) have been taken and not divulge unnecessary details.

6. Assigned person(s) will ensure that counseling services are available as soon as possible.

Adaptation for Students with Disabilities

Students with known disabilities will have an emergency response plan included in their 504 or IEP to indicate additional assistance or accommodations that will need to be implemented in case of various emergencies covered by this CSSP. Students with known disabilities will also have a pre-designated location in their classrooms that are reserved for them during lockdown, shelter-in-place, and earthquakes.

In the event of an emergency, students with disabilities may have an additional staff person assigned to their classroom to carry out accommodations and assistance with disaster response procedures. The additional staff person will assist the student and teacher during the emergency response.

General Strategies for Assisting Individuals with Disabilities During an Evacuation

The needs and preferences of non-ambulatory individuals will vary. Those at ground floor locations may be able to exit without help. Others may have minimal ability to move, and lifting may be dangerous. Some non-ambulatory people also have respiratory complications. Remove them from smoke and vapor immediately.

To alert visually impaired individuals

- ❑ Announce the type of emergency.
- ❑ Offer your arm for guidance.
- ❑ Tell the person where you are going, obstacles you encounter.

When you reach safety, ask if further help is needed.

To alert individuals with hearing limitations

- ❑ Turn lights on/off to gain a person's attention -OR-
- ❑ Indicate directions with gestures -OR-

Write a note with **EVACUATION** directions.

To evacuate individuals using crutches, canes or walkers

- ❑ **Evacuate** these individuals as injured persons.
- ❑ Assist and accompany to **EVACUATION** site, if possible -OR-
- ❑ Use a sturdy chair (or one with wheels) to move person -OR-

Help carry individuals to safety.

To evacuate individuals using wheelchairs

- ❑ Give priority assistance to wheelchair users with electrical respirators.
- ❑ Most wheelchairs are too heavy to take downstairs; consult with the person to determine the best carry options.

Reunite the person with the wheelchair as soon as it is safe to do so.

Reunification Plan

After an emergency situation is resolved, if deemed necessary, we will initiate the reunification process where all students must be picked up by a parent, guardian, or authorized caregiver.

Reunification from Classrooms

Step 1 Return	<ul style="list-style-type: none"> Teachers will lead their students to return to homeroom classrooms quietly.
Step 2 Role Assignment	<p>Safety Response Team will assign members to the following roles:</p> <ul style="list-style-type: none"> (1) Identifier: to located at Point of Entry, equipped with a list of students and their parents (2) Runners: to retrieve students from classrooms (1) Guard at Point of Exit: to prevent unauthorized entrance
Step 3 Area Designation	<p>The Safety Response Team will designate the following areas and mark with signage</p> <ul style="list-style-type: none"> Point of Entry - Front gate Reunification Point - Classrooms Point of Exit - Side gate First Aid Station - Office
Step 4 Student Release Procedure	<ul style="list-style-type: none"> Parents will come to the Point of Entry and fill out a Student Release Form with the student name, grade and class and provide proof of identity. The Identifier on the Safety Response Team will be at the Point of Entry with a list of students and their parents, and will verify all information. Once identity is verified, a Runner will collect the Student Release Form and retrieve the student from their classroom and bring them to the Reunification Point. The parent will be directed to the Reunification Point as well. Support Services will be available at the Reunification Point Once the parent and the student are ready to leave, they will be escorted through the Point of Exit.

Reunification from Evacuation Point

Step 1 Line-up	<ul style="list-style-type: none"> Students will line up with their homeroom teacher and sit quietly. Classes will be lined up according to grade.
Step 2 Role Assignment	<p>Safety Response Team will assign members to the following roles:</p> <ul style="list-style-type: none"> (1) Identifier: to located at Point of Entry, equipped with a list of students and their parents (2) Runners: to retrieve students from classrooms (1) Guard at Point of Exit: to prevent unauthorized entrance
Step 3 Area Designation	<p>The Safety Response Team will designate the following areas and mark with signage</p> <ul style="list-style-type: none"> Point of Entry - Front gate Reunification Point - Classrooms Point of Exit - Side gate First Aid Station - Office
Step 4 Student Release	<ul style="list-style-type: none"> Parents will come to the Point of Entry and fill out a Student Release Form with the student name, grade and class and provide proof of identity.

Procedure	<ul style="list-style-type: none"> ● The Identifier on the Safety Response Team will be at the Point of Entry with a list of students and their parents, and will verify all information. ● Once identity is verified, a Runner will collect the Student Release Form and retrieve the student from their classroom and bring them to the Reunification Point. The parent will be directed to the Reunification Point as well. ● Support Services will be available at the Reunification Point ● Once the parent and the student are ready to leave, they will be escorted through the Point of Exit.
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Emergency Drill Schedule

It is the Operations Team’s responsibility to schedule emergency drills throughout the year and record the date and time of each drill. The following drills are required:

- **Fire Drill:** At least once per semester, a fire drill should be conducted in which all pupils, teachers, and other employees are required to vacate the building. Additionally, please note that the fire alarm shall be sounded every month, which can be performed when students are not at school, separately from the drill schedule. (See Ed. Code, § 32001.)
- **Earthquake Drop & Cover Drill:** This drill should be performed twice per school year.
- **Major Disaster Drill:** This drill should be performed twice per school year so personnel are oriented to the School’s Major Disaster Plan.
- **Lock Down Drill:** This drill should be performed twice per school year.

Below is the drill schedule for our 2024-25 school year:

Drill	Date	Day	Time
Fire 1	8/21/23	MO	TBD
Lock Down 1	9/12/23	TU	TBD
Fire 2	9/22/23	FR	TBD
Fire 3	10/18/23	WE	TBD
Bomb Threat	11/2/23	TH	TBD
Earthquake 2	1/17/23	TU	TBD
Fire 3	2/15/23	WE	TBD
Lockdown 2	3/23/23	TH	TBD
Fire 4	4/24/23	MO	TBD

**Dates and times are subject to change.*

Training

We provide training on emergency drills to teachers and staff during our beginning of the year summer in-service as well as on the professional learning day on each Wednesday before the drill. We also send out email reminders on the drill procedures one day before the drill to remind teachers.

Teachers conduct training for students according to their own schedule.

Safety Response Team developed checklists for every type of drill. We consolidate feedback for improvement after each drill, update our drill procedures as needed, and re-train the teachers and students accordingly.

Emergency Contact Datasheet

Emergency Phone Numbers

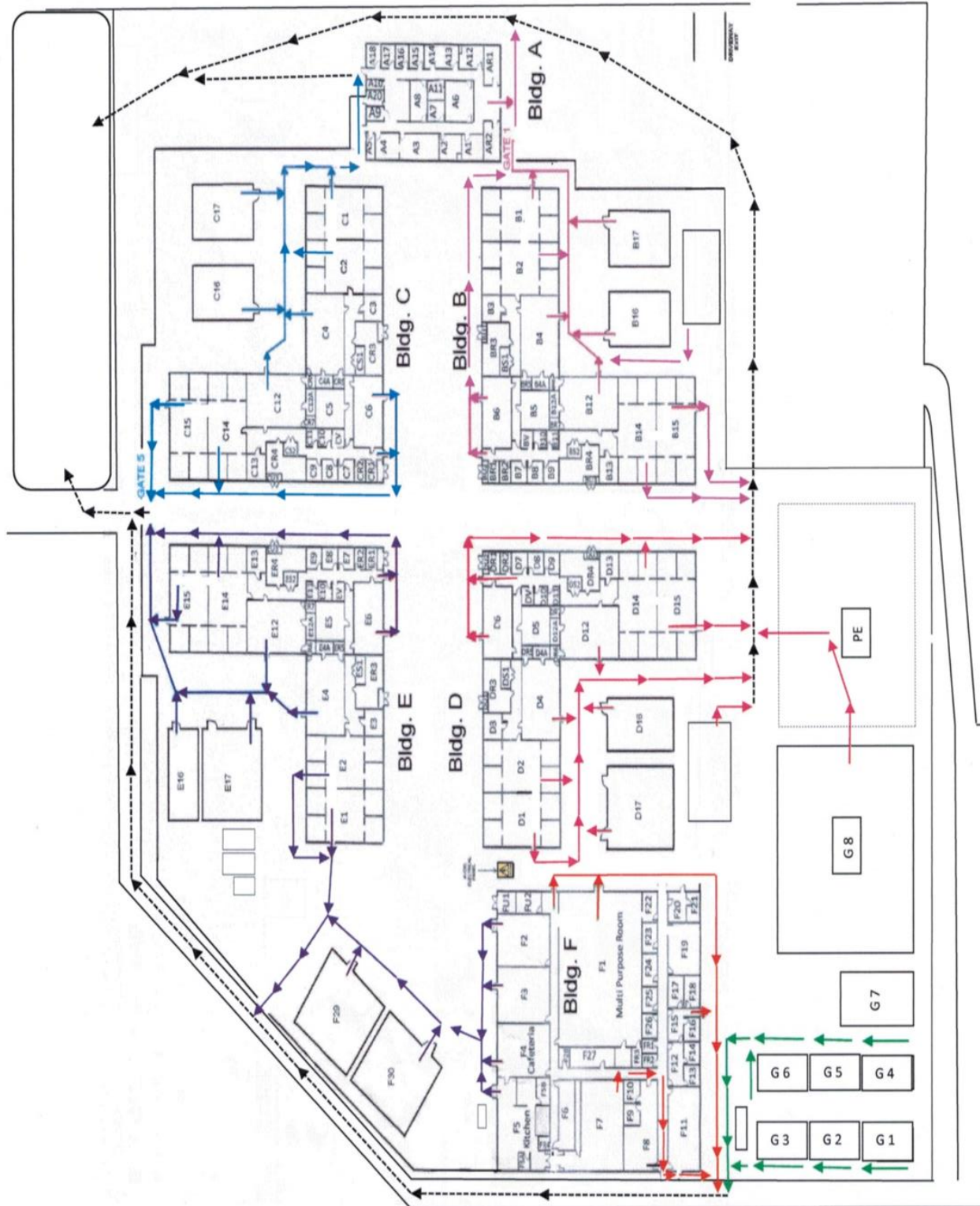
Entity	Number
EMERGENCY	
Emergency	911
American Red Cross	(442) 286-0079
Animal Services	(760) 947-1700
Hesperia Police Department	(760) 947-1500
Hesperia Fire Department	(760) 949-5506
San Bernardino Fire Protection District	(909) 387-5974
San Bernardino Office of Emergency Services	(909) 356-3998
HOSPITALS	
Desert Valley Hospital	(760) 241-8000
Victor Valley Hospital	(760) 245-8691
St. Mary's Hospital	(760) 242-2311

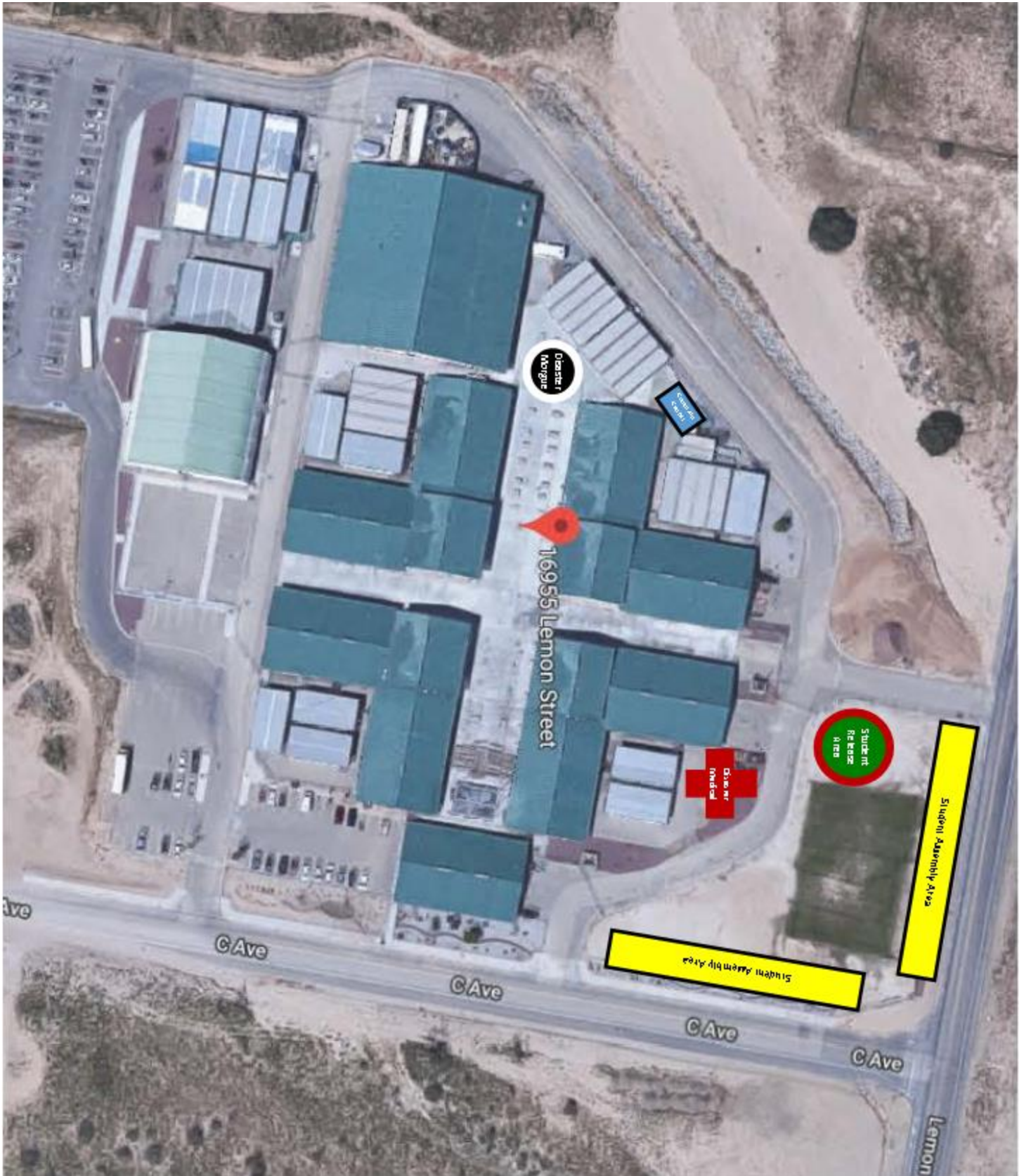
UTILITIES	
Advance Disposal (Trash)	(760) 244-9773
City of Hesperia Water Services	(760) 947-1840
Southern California Edison	(800) 655-4555
Southwest Gas	(877) 860-6020
POISON/CHEMICAL	
California Poison Control	(800) 222-1222
Office of Environmental Health Hazard Assessment	(916) 323-2514
SBC Hazardous Materials Division	(909) 386-8401
COMMUNICATIONS	
Frontier (Internet & Phones)	(800) 921-8102
ROAD CONDITIONS	
Caltrans	(800) 427-7623
TRAIN	
Union Pacific Emergencies	(888) 877-7267
BNSF Train Resource Operations	(800) 832-5452

Emergency Broadcast Stations

- KFRG 95.1 FM. San Bernardino
- KZXY 102.3 FM. San Bernardino
- KFI. 640 AM. Los Angeles
- KNX. 1070 AM. Los Angeles
- KFWB. 980 AM. Los Angeles
- KROQ. 106.7 FM. Los Angeles
- KHTS. 1220 AM. Santa Clarita
- KRLA. 870 AM. Los Angeles
- KCBS. 93.1 FM. Los Angeles
- KABC. 790 AM. Los Angeles
- KAVL. 610 AM. Antelope Valley

School Maps





IV. SEMS (Standardized Emergency Management System Plan)

Roles and Responsibilities

DISASTER PLAN OVERVIEW

In the event of any type of disaster, Encore has a multi-tiered plan in place to ensure the safety, health, and welfare of Encore students and staff. This plan has been taught and drilled so that each staff member at Encore knows their specific duties and knows how to implement the plan in the event of a disaster.

Disaster Assignments

DISASTER PREPAREDNESS

Each staff member should be assigned and know their specific responsibilities.

The plan should be practiced until a response is automatic and students and staff know and can do their part. Students look to teachers for leadership. REMAIN CALM. Panic is the greatest danger in times of emergency.

Each teacher must keep a class list at all times. Students must stay with their teachers until they reach the student control/supervision area. Teachers must present the roll of present and absent/missing students to the student control leader/supervisor or designee.

Triage will be set up. The medical team will provide first aid to injured students. In a serious disaster, survival injuries will be treated first.

Student control/release protocol will be followed to ensure that students only be released to parents or other authorized persons listed on student's emergency cards.

Emergency supplies and rations are stored on-site in the event that students and staff must remain on campus for an extended period of time.

Disaster Plan Summary

In the event of a disaster, teachers will evacuate students according to an exit map that is posted in every classroom. They will proceed in an orderly manner to a secured holding area. Attendance will be taken, and any missing students will be notated.

The staff that has Disaster Assignments will then hand their students off to “buddy teachers.”

Staff with Disaster Assignments will then assemble in their designated areas and set up their stations.

Missing student’s names and possible locations will be sent to the Command Center. These names and possible locations will be given to the Search and Rescue teams.

Search and rescue teams will search their designated areas locating any missing or injured students or staff. Teams will mark buildings and classrooms that have been searched, locate and move injured students to the triage area, and return any missing students to the Student Control area.

Injured students will be brought to the medical area to be evaluated. They will then be tagged and triaged into the appropriate level of medical care: Immediate or Delayed care. In case of death, bodies will be moved to the morgue area.

Student Release will have Emergency Cards to identify parents or guardians of students for pick up. Student Release will have assistants to retrieve students from the Control Area for pick up once identification has been confirmed.

DISASTER VEST/COLORS

<u>COLOR</u>	<u>ROLE</u>
RED	Command Center, Incident Commander
ORANGE	Student Control, Student Release
ORANGE w/stripe	Sanitation
YELLOW	First Aid/Medical
BLUE	Search and Rescue
GREEN	Security, Logistics

All Encore staff should have a color-coordinated vest for whatever station they are assigned to.

Any adult without the appropriate vest will be identified as an intruder who should not be here.

2023-24 Disaster Teams Leaders

Incident Commander: St. Claire Adriaan

Command Center Operations Chief: Patricia Alaimalo

Logistics Leader: Joseph Griffin

Search and Rescue Leader: Joseph Thibodeaux

 **S&R Team Leader:**

- ✓ Team #1 Brandon McAnulty “A” & “B” Buildings
- ✓ Team #2 Jacob Arbittier “C” Buildings
- ✓ Team #3 Sandi Del Sole “E” & “F” Buildings
- ✓ Team #4 Kyle Barkdull “D” & “Big Top” Buildings
- ✓ Team #5 Sarah Greene “G” Buildings

Medical Treatment Leader: Dasjah Rose

Medical Treatment Immediate Leader: John Parker

Medical Treatment Delayed Leader: Kelsey Funkhouser

Student Control - Supervision Leaders: Helga Kalis

Student Control – Student Release Leader: Jennifer Grant

Student Grief/Anxiety Counselors: Esther Haskins

Sanitation Leader: David Caines

Security Leader: Robert Cordova

DISASTER ASSIGNMENTS ROSTER 2023-24

Encore Staff: If you do not find your name listed under any specific area, report to the Command Center for instructions. You will be sent to areas needing assistance.

INCIDENT COMMANDER: St. Claire Adriaan

Assistant/Documentation: Joelle Schwarck

COMMAND CENTER OPERATIONS CHIEF: Patricia Alaimalo

Assistants: Samantha Oros

Documentation: Kathy Cummings / Jessica Carlisle

LOGISTICS LEADER: Joseph Griffin

Assistants: Desiree Huffine / Toni Adkins

SEARCH AND RESCUE LEADER: Joseph Thibodeaux

Team #1 "A" & "B" Buildings ----- Leader: Brandon McAnulty

1. Kimberly Lambright
2. Carol Rangel
3. Richard Warren

Team #2 "C" Buildings ----- Leader: Jacob Arbittier

1. Cynthia Hernandez
2. Chad Watkins

Team #3 "E" & "F" Buildings ----- Leader: Sandi Del Sole

1. Lexi Cherry
2. Brian Forbes
3. Nikola Chekardzhikov

Team #4 "D" & "Big Top" Buildings ----- Leader: Kyle Barkdull

1. Ismael Garcia
2. Kaitlyn Pederson
3. James Quigg

Team #5 "G" Buildings ----- Leader: Sarah Greene

1. Nathan Wright
2. Eric Tellefson

****Search and Rescue Teams may assist and/or relieve as needed in Medical**

Treatment Triage when Search and Rescue are complete.

Medical Treatment Leader: Dasjah Rose

Medical Treatment Immediate Leader: John Parker

DOCUMENTATION ASSISTANTS:

1. Alejandra Gomar
2. Erin Newman

Medical Treatment Delayed Leader: Kelsey Funkhouser

DOCUMENTATION ASSISTANT:

1. Tanya Herchelroath

Student Control -Supervision Leader: Helga Kalis

ASSISTANTS:

1. Esperanza Hedger
2. Victoria Clark

Teachers and students will walk quickly, quietly, and in single file, to designated Student Assembly area in the North field on the corner of "C" Street and Lemon Street. They will line up by room number. Room numbers are located on the fence.

Student Control –Student Release Leader: Jennifer Grant

ASSISTANTS:

1. Kimberly Lambright
2. Rashad Akhnoukh

STUDENT GRIEF/ANXIETY COUNSELOR: Esther Haskins

DOCUMENTATION ASSISTANTS:

3. Blanca Fernandez
4. Darnell Smith

Sanitation Leader: David Caines

1. Tammy Sullivan
2. Stephanie Delgado

Security Leader: Robert Cordova

1. Kamai Keyes
2. Teresa Wentworth

TEACHER SUPERVISION

The asterisk (*) means you will leave your students with the teacher next to you in the assembly area on the grass field. The underline means you will stay and supervise students in the assembly area.

“B” Building

B1 Kimberly Lambright*
 B4 Strats Classroom
 B12 Vacant Classroom
 B15 Cynthia Roach
 B17 John Parker*

B2 Helga Kalis*
 B6 Reflection Room
 B14 Richard Warren*
 B16 Vacant Classroom
 B18 Citlali Rios

“C” Building

C1 Jacob Arbittier*
 C4 Bio teacher TBD
 C12 Mark Ziesmer
 C15 Vacant Classroom
 C17 Chad Watkins*

C2 Cynthia Hernandez*
 C6 Film/Media Set Classroom
 C14 Bernice Swingle
 C16 Jose Capella*

“D” Building

D1 ASB Classroom
 D4 Vacant Classroom
 D12 Staff Breakroom
 D15 James Quigg*
 D17 Erin Newman

D2 Ashlin Barkdull
 D6 IT Office
 D14 Kyle Barkdull*
 D16 Robert Hekel*
 D18 College resource room

“E” Building

E1 Toni Adkins
 E4 Visual Art Classroom
 E12 Alejandra Gomar*
 E15 Grace Choi
 E17 Brian Forbes*

E2 Costume Design Storage
 E6 Desiree Huffine*
 E14 vacant classroom
 E16 Nikola Chekardzhikov

“F” Building

F2 Taylor Miles
 F7 Lexi Cherry*
 F29 Multipurpose Room

F3 Kaitlyn Pedersen
 F11 Vacant Dance Room
 F30 Sani Del Sole*

“G” Building

G1 Vasil Chekardzhikov
 G3 Vacant Classroom
 G5 Kimberly Buzzard
 G8 Nathan Wright

G2 8th grade classroom (vacant)
 G4 Shannon Esposito
 G6 Sarah Greene*

V. School Safety Practices, Policies and Procedures

Child Abuse and Neglect Reporting

In California, certain professionals are required to report known or suspected child abuse. Educators, including teachers, aides, school administrators, office workers, and all other employees of public schools are considered “mandated reporters” by law. All employees of Encore who have regular contact with children are mandated reporters. A mandated reporter must make a report to a “child protective agency” such as the Department of Family and Children’s Services and local law enforcement whenever, in his/her professional capacity and within the scope of employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been a victim of child abuse.

This “Mandated Reporter Policy” is intended to educate Encore employees of their responsibilities and rights under the Child Abuse and Neglect Reporting Act (“Act”), as well as the procedures for complying with the Act.

When Must You Report?

The Act requires a report to be made when a mandated reporter has a “reasonable suspicion” of abuse. According to CA Penal Code § 11166(a)(1) “reasonable suspicion” means that it is “objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect.”

What Types of Abuse Must Be Reported?

Under applicable law, when the victim is a child (ordinarily a person under the age of eighteen), the following types of abuse must be reported by all legally mandated reporters.

Physical Abuse, meaning non-accidental bodily injury that has been or is being willfully inflicted on a child. It includes willful harming or injuring of a child or endangering of the person or health of a child defined as a situation where any person willfully causes or permits any child to suffer, or inflicts thereon, unjustifiable physical pain or mental suffering, or having the care or custody of any child, willfully causes or permits the person or health of the child to be placed in a situation such that his or her person or health is endangered.

Severe Physical Abuse, meaning any single act of abuse which causes physical trauma of sufficient severity that, if left untreated, would cause permanent physical disfigurement, permanent physical disability, or death; any single act of sexual abuse which causes significant bleeding, deep bruising, or significant external or internal swelling; or repeated acts of physical abuse, each of which causes bleeding, deep bruising, significant external or internal swelling, bone fracture, or unconsciousness.

Neglect, meaning the negligent treatment or maltreatment of a child by acts or omissions by a person responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health or welfare, including physical and/or psychological endangerment. The term includes both severe and general neglect.

Severe Neglect, meaning the negligent failure to protect a child from severe malnutrition or medically diagnosed non-organic failure to thrive and/or to permit the child or the child's health to be endangered by intentional failure to provide adequate food, clothing, shelter or medical care.

General Neglect, meaning includes the failure to provide adequate food, shelter, clothing, and/or medical care, supervision when no physical injury to the child occurs.

Sexual Abuse, meaning the victimization of a child by sexual activities including, but not limited to sexual assault, rape (statutory rape and rape in concert), incest, sodomy, lewd and lascivious acts upon a child under fourteen (14) years of age, oral copulation, penetration of a genital or anal opening by a foreign object, child molestation and unlawful sexual intercourse.

Sexual Exploitation, meaning any person or person who is responsible for a child's welfare who knowingly promotes, aids or assists, employs, uses, persuades, induces or coerces a child, or knowingly permits or encourages a child to engage in, or assists others to engage in, prostitution or live performance involving obscene sexual conduct or to either pose or model alone or with others for the purpose of preparing a film, photograph, negative, slide, drawing, painting or other pictorial depiction involving obscene sexual conduct.

Non-Sexual Exploitation, meaning forcing or coercing a child into performing acts which are beyond his/her capabilities, such as being employed for long hours and/or in a job which is dangerous or beyond his/her capabilities or forcing or coercing the child into illegal or degrading acts such as stealing, panhandling, and/or drug sales. Generally, these acts benefit the perpetrator in some way.

Emotional Abuse, meaning non-physical mistreatment, the results of which may be characterized by disturbed behavior on the part of the child, such as severe withdrawal, regression, bizarre behavior, hyperactivity, or dangerous acting-out behavior. Such disturbed behavior is not deemed, in and of itself, to be evidence of emotional abuse. Exposure to repeated violent, brutal or intimidating acts among household members (domestic violence) is emotional abuse.

Caretaker Absence

Caretaker Absence is specific to the caregiver's situation rather than to the child's and may be used in addition to general neglect or substantial risk of harm allegations. This allegation type shall be used in either of the following circumstances:

- **Caretaker Absence:** The child's parent has been incarcerated, hospitalized or institutionalized and cannot arrange for the care of the child; parent's whereabouts are unknown or the custodian with whom the child has been left is unable or unwilling to provide care and support for the child.
- **Caretaker Incapacity:** The child's parent or guardian is unable to provide adequate care for the child due to the parent or guardian's mental illness, developmental disability or substance abuse.

Procedures for Reporting

The moment you have a reasonable suspicion of abuse, reports must be made immediately or as soon practically possible by phone.

Reports must be made to a county welfare department, probation department (if designated by the county to receive mandated reports), or to a police or sheriff's department.

Training

Encore will provide annual training on the mandated reporting requirements, using the online training module provided by the State Department of Social Services, to employees who are mandated reporters. Mandated reporter training will also be provided to employees hired during the course of the school year. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code § 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars (\$1,000), or by both that imprisonment and fine.

All employees required to receive mandated reporter training must provide proof of completing the training within the first six (6) weeks of each school year or within the first six (6) weeks of that employee's employment.

Suspension and Expulsion Policy and Procedures

Please refer to the Student & Parent Handbook for these procedures.

Notification of Dangerous Pupils

Encore notifies teachers of the reason(s) a student has been suspended consistent with Education Code section 49079. Teachers of each pupil who has engaged in, or is reasonable suspected of engaging in, any of the acts described in any of the subdivisions, except (h), of Section 48900, 48900.2, 48900.3, 48900.4, or 48900.7 of the Education Code shall be informed that the pupil did or is suspected of having engaged in those acts.

This information shall be provided to those teachers based on records kept in the ordinary course of school business or received from a law enforcement agency. All information regarding suspension, expulsion, or any of the acts eliciting notification under this policy are confidential and any teachers receiving such notification will be instructed not to share it with any students or other teachers or parents.

Anti-Discrimination/Anti-Harassment Policy and Hate Crime Reporting

Harassment, Intimidation, Discrimination & Bullying Policy

See Appendix A: Harassment, Intimidation, Discrimination & Bullying

Uniform Complaint Procedures

See Appendix B: Uniform Complaint Policy

School Dress Code and Prohibition of Gang-Related Apparel

Encore's 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:, shoes with grind plates, shoes with wheels.
5. Accessories: The following are not permitted: wallet chains or spiked bracelets, spiked collars.
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. 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 inappropriate: Half shirts, bare midriffs, open-back, or open-side shirts; See-through, sheer or net shirts, with no undershirt; Tube tops; Strapless, backless, and/or low-cut tops or dresses; braless outfits; Bandannas (gang related); Cut off pants or shorts that are revealing; Swastika or anarchy symbols; "69", "13" or other gang related numbers on any clothing or accessories; Torn pants, ragged cuffs, or cut seams on pants; Shorts that cover long or pulled-up socks; Pajama tops, bottoms and/or slippers; Visible undergarments

Safe Ingress/Egress Procedures

Classroom and School Volunteer, Visitation, and Removal Policy

While Encore encourages parents/guardians and interested members of the community to visit the charter school and view the educational program. Nevertheless, to ensure the safety of students and staff as well as to minimize interruption of the instructional program, the school has established the following procedures, to facilitate volunteering and visitations during regular school days:

Volunteering

Parents or guardians who are interested in volunteering in the classroom must adhere to the following guidelines:

1. Volunteers who will volunteer outside of the direct supervision of a credentialed employee shall be (1) fingerprinted and (2) receive background clearance prior to volunteering without the direct supervision of a credentialed employee.
2. A volunteer shall also have on file with the school office a certificate showing that, upon initial volunteer assignment, the person submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis. If no risk factors are identified, an examination is not required. At the discretion of the Board of Directors, this paragraph shall not apply to a volunteer whose functions do not require frequent or prolonged contact with pupils.
3. Volunteering must be arranged with the classroom teacher and Principal or designee, at least forty-eight (48) hours in advance.
4. Except for special circumstances, approved by the Principal, a volunteer may not volunteer in the classroom for more than three (3) hours per month.
5. Prior to volunteering in the classroom, the volunteer should communicate with the teacher to discuss the expectations for volunteering needs. Classroom volunteers are there to benefit the entire class and are not in class solely for the benefit of their own child. Classroom volunteers must follow the instructions provided by the classroom teacher or aide. Classroom rules also apply to volunteers to ensure minimal distraction to the teacher. If a volunteer is uncomfortable following the direction of the teacher or aid the volunteer may leave their volunteer position for that day.
6. Information gained by volunteers regarding students (e.g. academic performance or behavior) is to be maintained in strict confidentiality.

7. Volunteers shall follow and be governed by all other guidelines indicated elsewhere in this Policy. This includes, but is not limited to, the process of registering and signing out of the campus at the main office as indicated below.
8. This Policy does not authorize the school to permit a parent/guardian to volunteer or visit the campus if doing so conflicts with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction.

Visitation

1. Visits during school hours should first be arranged with the teacher and Principal or designee, at least forty-eight (48) hours in advance. If a conference is desired, an appointment should be set with the teacher during non-instructional time, at least forty-eight (48) hours in advance. Parents seeking to visit a classroom during school hours must first obtain the approval of the classroom teacher and the Principal or designee.
2. All visitors shall register in the Visitors Log Book and complete a Visitor's Permit in the main office immediately upon entering any school building or grounds during regular school hours. When registering, the visitor is required to provide his/her name, address, age (if under 21), his/her purpose for entering school grounds, and proof of identity.
3. If the visitor is a government officer/official (including but not limited to local law enforcement officers, social workers, district attorneys, or U.S. attorneys) the officer/official will also be asked to produce any documentation that authorizes school access. 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 the school consistent with the law. The Governing Board 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.
4. For purposes of school safety and security, the Principal or designee may design a visible means of identification for visitors while on school premises.
5. Except for unusual circumstances, approved by the Principal, visits should not exceed approximately sixty (60) minutes in length and may not occur more than twice per semester.
6. While on campus, visitors are to enter and leave classrooms as quietly as possible, not converse with any student, teacher, or other instructional assistant unless

permitted, and not interfere with any school activity. No electronic listening or recording device may be used in a classroom without the teacher's and Principal's written permission.

7. Before leaving campus, the visitor shall return the Visitor's Permit and sign out of the Visitors Log Book in the main office.
8. The Principal, or designee, may refuse to register a visitor or volunteer if it is believed that the presence of the visitor or volunteer would cause a threat of disruption or physical injury to teachers, other employees, or students.
9. The Principal or designee may withdraw consent to be on campus even if the visitor has a right to be on campus whenever there is reason to believe that the person has willfully disrupted or is likely to disrupt the school's orderly operation. If consent is withdrawn by someone other than the Principal, the Principal may reinstate consent for the visitor if the Principal believes that the person's presence will not constitute a disruption or substantial and material threat to the school's orderly operation. Consent can be withdrawn for up to fourteen (14) days.
10. The Principal or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or withdrawn, promptly leave school grounds. When a visitor is directed to leave, the Principal or designee shall inform the visitor that if he/she reenters the school without following the posted requirements he/she will be guilty of a misdemeanor.
11. Any visitor that is denied registration or has his/her registration revoked may request a conference with the Principal. The request shall be in writing, shall state why the denial or revocation was improper, shall give the address to which notice of conference is to be sent, and shall be delivered to the Principal within fourteen (14) days of the denial or revocation of consent. The Principal shall promptly mail a written notice of the date, time, and place of the conference to the person who requested the conference. A conference with the Principal shall be held within seven (7) days after the Principal receives the request. If no resolution can be agreed upon, the Principal shall forward notice of the complaint to the Board of Directors. The Board of Directors shall address the Complaint at the next regular board meeting and make a final determination.
12. At each entrance to the campus, signs shall be posted specifying the hours during which registration is required, stating where the office of the Principal or designee is located, and what route to take to that office, and setting forth the penalties for violation of this policy.
13. The Principal or designee shall seek the assistance of the police in managing or reporting any visitor in violation of this Policy.

Penalties

1. Pursuant to the California Penal Code, if a visitor does not leave after being asked or if the visitor returns without following the posted requirements after being directed to leave, he/she will be guilty of a crime as specified which is punishable by a fine of up to \$500.00 (five hundred dollars) or imprisonment in the County jail for a period of up to six (6) months or both.
2. Under California Education Code section 44811, disruption by a parent, guardian or other person at a school or school sponsored activity is punishable, upon the first conviction by a fine of no less than \$500.00 (five hundred dollars) and no more than \$1,000.00 (one thousand dollars) or by imprisonment in a County jail for no more than one (1) year, or both the fine and imprisonment.
3. Disruptive conduct may lead to pursuit of a restraining order against a visitor, which would prohibit him/her from coming onto school grounds or attending school activities for any purpose for a period of up to three (3) years.

Drop-off And Pick-up Policy

Student bus riders will be dropped off and picked up at the bus lane area near the Big Top. Parents and family members who are dropping off and picking up are asked to use the drop off/pick up lane along the perimeter of the G-parking lot. Students who arrive late or leave early must check in and out through the A-building main office.

Safe and Orderly Environment/Disciplinary Procedures

Encore maintains a safe and orderly learning environment by, among other things, enforcing its rules and procedures on student discipline as set forth in this safety plan and in the Encore Student Handbook.

Encore students are required to adhere to Encore's Student Code of Conduct, which is included in the Encore Student Handbook.

Reporting of Dangerous, Violent, or Unlawful Activities

Encore takes its role in providing a safe and trusted learning environment very seriously. If any student, family member, or member of Encore's extended community learns of any dangerous, violent, or unlawful activity that they believe has occurred, is occurring, or may occur at the school or at or near any school-sponsored or school-related event or location, they are strongly encouraged to report that activity—anonously if necessary—to the Executive Director and or Principal

Executive Director

Principal

Dr. Sabrina Bow
760-956-3800
sbow@encorehighschool.com

Dr. St. Claire Adriaan
760-953-2632
sadriaan@encorehighschool.com

A report can be sent by a legible written note, by email, or by telephone to the following:

Encore Jr. & Sr. High School
16955 Lemon Street, Hesperia, CA 92345

Telephone: 760-956-2632
Email: tips@encorehighschool.com

Reports should include place, time, the general nature of the activity being reported, whether any life-threatening activity or weapons are involved, and any other important details. Any report of activity that imminently threatens or involves an imminent potential loss of life should first be made to 9-1-1, immediately.

Encore shall promptly review every report received as soon as possible, shall make a record of every report received, and shall make a reasonable inquiry into each, as necessary, to ensure to the greatest reasonable extent that no dangerous, violent, or unlawful act occurs at any school-related or school-sponsored event, or on school-provided transportation to any such event. The investigatory response taken by the school and actions taken will be logged as well.

Opioid Overdose Response Protocol

STEP 1: Evaluate for Signs of Overdose.

- a. All employees will be trained to recognize the signs of an opioid overdose:
 - Unconsciousness or inability to awaken;
 - Slow or shallow breathing or breathing difficulty, such as choking sounds or a gurgling/snoring noise from a person who cannot be awakened;
 - Fingernails or lips turning blue/purple
- b. In case a person is suspected of suffering an overdose, any employee shall first attempt to stimulate the person by
 - Calling the person's name;
 - Then, vigorously grinding knuckles into the sternum (breastbone) or rub knuckles on the person's upper lip;
- c. If the person responds, assess whether he or she can maintain responsiveness and breathing;
- d. Continue to monitor the person, including breathing and alertness, and try to keep the person awake and alert.
- e. If unresponsive, call 911, provide rescue breathing if the person is not breathing on their own, and administer one dose of naloxone.

STEP 2: Call 9-1-1. Calling 9-1-1 at the appropriate time is an essential step to getting someone with medical expertise to care for the person suspected of experiencing an opioid overdose. If no emergency medical services (EMS) or other trained personnel are on campus, activate the 9-1-1 emergency system immediately. All that needs to be reported is “Someone is unresponsive and not breathing” and then report the specific address and/or description of the location on the campus where the person is located. After relaying this information, follow the dispatcher’s instructions. If appropriate, the 9-1-1 operator will instruct you to begin CPR.

STEP 3: Administering Naloxone. Employees will be trained on the administration of naloxone according to the instructions provided with the naloxone product maintained at the school.

- a. If a person does not respond within 2-3 minutes after administering a dose of naloxone administer a second dose of naloxone.
- b. The duration of effect of naloxone depends on the dose, method of administration, and overdose symptoms. The goal of naloxone therapy should be to restore adequate spontaneous breathing, but not necessarily complete arousal.
- c. More than one dose of naloxone may be needed to revive someone who is overdosing. People who have taken longer acting or more potent opioids may require additional doses or forms of naloxone therapy.
- d. Comfort the person being treated, as withdrawal triggered by naloxone can feel unpleasant. Some people may become agitated or confused, which may improve by providing reassurance and explaining what is happening.

STEP 4: Support the Person’s Breathing. Supporting breathing is an important intervention and may be lifesaving on its own. Rescue breathing can be very effective in supporting respiration, and chest compressions can provide ventilatory support. If trained to perform rescue breathing, it is recommended that you administer it to someone experiencing opioid overdose symptoms if they are having difficulty breathing. If you are not trained in rescue breathing or are not comfortable administering rescue breathing, call for help from school medical personnel, if any, or other individuals who may be trained in rescue breathing or other emergency medical response techniques.

- a. Rescue breathing for adults involves the following steps:
 - Be sure the person’s airway is clear (check that nothing inside the person’s mouth or throat is blocking the airway).
 - Place one hand on the person’s chin, tilt the head back, and pinch the nose closed.
 - Place your mouth over the person’s mouth to make a seal and give two slow breaths.
 - Watch for the person’s chest (but not the stomach) to rise.
 - Follow up with one breath every 5 seconds.
- b. Chest compressions for adults involve the following steps:
 - Place the person on his or her back.

- Press hard and fast on the center of the chest.
- Keep your arms extended.

STEP 5: Monitor the Person's Response. All should be monitored for recurrence of signs and symptoms of opioid toxicity for at least 4 hours from the last dose of naloxone or discontinuation of naloxone infusion. Most people respond to naloxone by returning to spontaneous breathing within 2-3 minutes of receiving a dose of naloxone. Because naloxone has a relatively short duration of effect, overdose symptoms may return, so it is essential to get the person to an emergency department or other source of medical care as quickly as possible, even if the person revives after the initial dose of naloxone and seems to feel better.

DO's and DON'T's:

- ✓ **DO** attend to the person's breathing and cardiovascular support needs by administering oxygen or performing rescue breathing and/or chest compressions.
- ✓ **DO** administer naloxone and utilize a second dose if no response to the first dose.
- ✓ **DO** put the person in the "recovery position" on the side, if you must leave the person unattended for any reason.
- ✓ **DO** stay with the person and keep them warm.

- **DON'T** slap or forcefully try to stimulate the person; it will only cause further injury. If you cannot wake the person by shouting, rubbing your knuckles on the sternum, or light pinching, the person may be unconscious.
- **DON'T** put the person into a cold bath or shower. This increases the risk of falling, drowning, or going into shock.
- **DON'T** inject the person with any substance. The only safe and appropriate treatment is naloxone.
- **DON'T** try to make the person vomit drugs that may have been swallowed. Choking or inhaling vomit into lungs can cause a fatal injury.

NOTE: all naloxone products have an expiration date, so it is important to check the expiration date and obtain replacement naloxone as needed.

Appendices

Appendix A: 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 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:

5. A message, text, sound, video, or image.
6. A post on a social network Internet Web site including, but not limited to:
 - f. 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.
 - g. 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.
 - h. 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.

7. An act of “Cyber sexual bullying” including, but not limited to:
 - i. 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.
 - j. “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.

8. 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.

9. Cyberbullying Prevention Procedures

Encore advises students:

- k. To never share passwords, personal data, or private photos online.
- l. To think about what they are doing carefully before posting and by emphasizing that comments cannot be retracted once they are posted.
- m. 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.
- n. 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.

10. 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.

11. 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:

- o. Are written and signed;
- p. 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
- q. 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: _____

Name

Print

To be completed by the Charter School:

Received by: _____

Date: _____

Follow up Meeting with Complainant held on: _____

Appendix B: Uniform Complaint Policy

Coversheet

2024-2025 Bell Schedule

Section: VII. Operations
Item: B. 2024-2025 Bell Schedule
Purpose: Vote
Submitted by:
Related Material: 2024-2025 Bell Schedule.pdf

ENCORE JR/SR HIGH SCHOOL FOR THE PERFORMING AND VISUAL ARTS

2024-2025 BELL SCHEDULE

Regular Day-Mon, Tue, Wed, Thur				Early Release Day-Wed			
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	9:13 AM	43
Passing	10:00 AM	10:04 AM	4	Passing	9:13 AM	9:17 AM	4
AP2 / BP6	10:04 AM	11:24 AM	80	AP2	9:17 AM	9:50 AM	33
Passing	11:24 AM	11:28 AM	4	Passing	9:50 AM	9:54 AM	4
P9-HS/Jr. High Lunch	11:28 AM	12:03 PM	35	AP3	9:54 AM	10:27 AM	33
Passing Period	12:03 PM	12:07 PM	4	Passing	10:27 AM	10:31 AM	4
P9-Jr./ High School Lunch	12:07 PM	12:42 PM	35	AP4	10:31 AM	11:04 AM	33
Passing	12:42 PM	12:46 PM	4	COMBINED LUNCH	11:04 AM	11:49 AM	45
AP3 / BP7	12:46 PM	2:06 PM	80	Passing	11:49 AM	11:53 AM	4
Passing	2:06 PM	2:10 PM	4	AP5	11:53 AM	12:26 PM	33
AP4 / BP8	2:10 PM	3:30 PM	80	Passing	12:26 PM	12:30 PM	4
Total Instructional Minutes			377	AP6	12:30 PM	1:03 PM	33
				Passing	1:03 PM	1:07 PM	4
Last Day of School-5/29/25 Periods 1-8				AP7	1:07 PM	1:40 PM	33
Periods	Time		Minutes	Passing	1:40 PM	1:44 PM	4
Breakfast	8:00 AM	8:25 AM	25	AP8	1:44 PM	2:17 PM	33
Passing	8:25 AM	8:30 AM	5	Total Instructional Minutes			298
AP1	8:30 AM	9:04 AM	34			Mins per day	Total Mins
Passing	9:04 AM	9:08 AM	4	Regular Day	142	377	53,534
AP2	9:08 AM	9:39 AM	31	Early Release Day	37	298	11,026
Passing	9:39 AM	9:43 AM	4	Last Day	1	275	275
AP3	9:43 AM	10:14 AM	31		180		64,835
Passing	10:14 AM	10:18 AM	4				
AP4	10:18 AM	10:49 AM	31	Grade Level	Required Mins		School Total
Passing	10:49 AM	10:53 AM	4	High School	64,800		64,835
AP5	10:53 AM	11:24 AM	31	Jr. High School	54,000		64,835
COMBINED LUNCH	11:24 AM	12:04 PM	40				
Passing	12:04 PM	12:08 PM	4				
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			275				

Coversheet

2024-2025 Student Calendar

Section: VII. Operations
Item: C. 2024-2025 Student Calendar
Purpose: Vote
Submitted by:
Related Material: 2024-2025 Student Calendar.pdf

ENCORE JR/SR HIGH SCHOOL FOR THE PERFORMING AND VISUAL ARTS

STUDENT CALENDAR 2024-2025

July 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Student days=0						

August 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Student days=18						

A DAY PERIODS 1-4
B DAY PERIODS 5-8
WED. EARLY RELEASE DAY P.1-8
JUMP START
CARNIVAL
NO SCHOOL/HOLIDAY
LAST DAY OF SCHOOL P.1-8/GRADUATION

OBSERVED HOLIDAYS AND SCHOOL CLOSED DAYS

7/1/2024-8/6/2024	Summer Break
9/2/2024	Labor Day
10/7/2024-10/11/2024	Fall Break
11/11/2024	Veterans Day
11/25/2024- 11/29/2024	Thanksgiving Break
12/23/2024 - 1/6/2025	Winter Break
1/20/2025	Martin Luther King Jr. Day
2/10/2025	Lincoln's Birthday (observed)
2/17/2025	Presidents' Day
3/24/2025-3/28/2025	Spring Break
5/26/2025	Memorial Day
5/30/2025-06/30/2025	Summer Break
Total School Days	180
Total Instructional Minutes	64,835

September 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Student days=20						

October 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Student days=18						

November 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Student days=15						

December 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Student days=15						

January 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Student days=18						

February 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
Student days=18						

March 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Student days=16						

April 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Student days=22						

May 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Student days=20						

June 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Student days=0						

Coversheet

2024-2025 Instructional Staff Work Calendar

Section: VII. Operations
Item: D. 2024-2025 Instructional Staff Work Calendar
Purpose: Vote
Submitted by:
Related Material: 2024-2025 Instructional Staff Calendar.pdf

ENCORE JR/SR HIGH SCHOOL FOR THE PERFORMING AND VISUAL ARTS

INSTRUCTIONAL STAFF WORK CALENDAR 2024-2025

July 2024							August 2024							A DAY PERIODS 1-4	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	B DAY PERIODS 5-8	
	1	2	3	4	5	6					1	2	3	WED. EARLY RELEASE DAY P.1-8/STAFF INSERVICE	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	JUMP START/STAFF INSERVICE	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	CARNIVAL	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	NO SCHOOL/HOLIDAY	
28	29	30	31				25	26	27	28	29	30	31	LAST DAY OF SCHOOL P.1-8/GRADUATION	
Work days=0							Work days=22							STAFF INSERVICE (PUPIL FREE DAYS)	
September 2024							October 2024							OBSERVED HOLIDAYS AND SCHOOL CLOSED DAYS	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	7/1/2024-7/31/2024	
1	2	3	4	5	6	7			1	2	3	4	5	Summer Break	
8	9	10	11	12	13	14	6	7	8	9	10	11	12	9/2/2024	
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10/7/2024-10/11/2024	
22	23	24	25	26	27	28	20	21	22	23	24	25	26	Fall Break	
29	30						27	28	29	30	31			11/11/2024	
Work days=20							Work days=19							Veterans Day	
November 2024							December 2024							11/25/2024- 11/29/2024	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Thanksgiving Break (Nov 28-29 Holiday)	
					1	2	1	2	3	4	5	6	7	12/23/2024 - 1/6/2025	
3	4	5	6	7	8	9	8	9	10	11	12	13	14	Winter Break (Dec 25 & Jan 1 Holiday)	
10	11	12	13	14	15	16	15	16	17	18	19	20	21	1/20/2025	
17	18	19	20	21	22	23	22	23	24	25	26	27	28	2/10/2025	
24	25	26	27	28	29	30	29	30	31					1/20/2025	
Work days=15							Work days=15							Martin Luther King Jr. Day	
January 2025							February 2025							2/17/2025	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Presidents' Day	
			1	2	3	4	1	2	3	4	5	6	7	3/24/2025-3/28/2025	
5	6	7	8	9	10	11	8	9	10	11	12	13	14	Spring Break	
12	13	14	15	16	17	18	15	16	17	18	19	20	21	5/26/2025	
19	20	21	22	23	24	25	22	23	24	25	26	27	28	6/1/2025-06/30/2025	
26	27	28	29	30	31		29	30	31					Summer Break	
Work days=19							Work days=18							Instructional Days	
March 2025							April 2025							Inservice Days	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	7	
						1			1	2	3	4	5	Total Work Days	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	180	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	187	
16	17	18	19	20	21	22	20	21	22	23	24	25	26		
23	24	25	26	27	28	29	27	28	29	30					
30	31														
Work days=16							Work days=22								
May 2025							June 2025								
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
				1	2	3	1	2	3	4	5	6	7		
4	5	6	7	8	9	10	8	9	10	11	12	13	14		
11	12	13	14	15	16	17	15	16	17	18	19	20	21		
18	19	20	21	22	23	24	22	23	24	25	26	27	28		
25	26	27	28	29	30	31	29	30							
Work days=21							Work days=0								

Coversheet

2024-2025 Administrative Staff Work Calendar

Section: VII. Operations
Item: E. 2024-2025 Administrative Staff Work Calendar
Purpose: Vote
Submitted by:
Related Material: 2024-2025 Administrative Staff Calendar.pdf

ENCORE JR/SR HIGH SCHOOL FOR THE PERFORMING AND VISUAL ARTS

ADMINISTRATIVE STAFF WORK CALENDAR 2024-2025

July 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Work days=18						

August 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Work days=22						

A DAY PERIODS 1-4
B DAY PERIODS 5-8
WED. EARLY RELEASE DAY P.1-8/STAFF INSERVICE
JUMP START/STAFF INSERVICE
CARNIVAL
NO SCHOOL/HOLIDAY
LAST DAY OF SCHOOL P.1-8/GRADUATION
STAFF INSERVICE (PUPIL FREE DAYS)

September 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Work days=20						

October 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Work days=19						

OBSERVED HOLIDAYS AND SCHOOL CLOSED DAYS	
7/1/2024-7/5/2024	Summer Break
7/4/2024	Independence Day
9/2/2024	Labor Day
10/7/2024-10/11/2024	Fall Break
11/11/2024	Veterans Day
11/25/2024-11/29/2024	Thanksgiving Break
11/28/2024-11/29/2024	Thanksgiving Day/Black Friday
12/23/2024-1/3/2025	Winter Break
12/24/2024-12/25/2024	Christmas Eve/Christmas Day
1/1/2025	New Year's Day
1/20/2025	Martin Luther King Jr. Day
2/10/2025	Lincoln's Birthday (observed)
2/17/2025	Presidents' Day
3/24/2025-3/28/2025	Spring Break
5/26/2025	Memorial Day
6/16/2025-6/30/2025	Summer Break
6/19/2025	Juneteenth
Observed Holidays	13

November 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Work days=15						

December 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Work days=15						

January 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Work days=19						

February 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
Work days=18						

Instructional Days	180
Inservice Days	7
Summer Work Days	28
Total Work Days	215

March 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Work days=16						

April 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Work days=22						

STAFF INSERVICE (PUPIL FREE DAYS)
8/1/2024
8/2/2024
8/5/2024 (Jumpstart/Inservice)
8/6/2024 (Jumpstart/Inservice)
10/26/2024 (Carnival)
1/6/2025
5/30/2025

May 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Work days=21						

June 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Work days=10						