

**YUBA ENVIRONMENTAL SCIENCE CHARTER ACADEMY
REGULAR MEETING
COUNCIL OF DIRECTORS
AGENDA**

**9841 Texas Hill Road
Oregon House, CA
In Person**

July 30, 2026

Regular Meeting start time is 3:15pm

Video call link: <https://meet.google.com/edt-ujnc-ika>

Or dial: (US) +1 636-429-2871 PIN: 745 520 743#

More phone numbers: <https://tel.meet/edt-ujnc-ika?pin=3057554023624>

**INSTRUCTIONS FOR PRESENTATIONS TO
THE COUNCIL BY PARENTS AND CITIZENS**

The Yuba Environmental Science Charter Academy (“YES Charter Academy”) welcomes your participation at the School’s Council meetings. The purpose of a public meeting of the Council of Directors (“Council”) is to conduct the affairs of the School in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all audience members at the door to the meeting.
2. Blue “Request to Speak” forms are available to all audience members who wish to speak on any agenda items or under the general category of “Oral Communications.”
3. “Oral Communications” is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Council can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Council may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
4. With regard to items that are on the agenda, you may specify that agenda item on your blue request form and you will be given an opportunity to speak for up to five (5) minutes when the Council discusses that item. In accordance with Title VI of the Civil Rights Act of 1964 and related statutes, this body is committed to ensuring meaningful access to all its programs and activities for people with Limited English Proficiency (LEP). If a member of the public requires a language or any other type of interpreter to provide public comment, they will be allotted twice the standard time to account for the need for interpretation.
5. When addressing the Council, speakers are not required to state their name and/or other self identifying information.
6. Citizens may request that a topic related to school business be placed on a future agenda in accordance with the guidelines in the School’s Council BP. Once such an item is properly agendized and publicly noticed, the Council can respond, interact, and act upon the item.
7. Requests for disability-related modifications or accommodations to participate in this public meeting should be made 24 hours prior to the meeting by calling 530-692-2210 or lmiller@yescharteracademy.org. All efforts will be made for reasonable accommodations. The agenda and public documents can be modified upon request as required by Section 202 of the Americans with Disabilities Act.

I. PRELIMINARY

A. CALL TO ORDER:

B. ROLL CALL/ESTABLISH QUORUM

President/Chair	Pam Cook	
Vice President	Wendy Underhill	
Chief Financial Officer	Paul McGovern	
Secretary	Deborah Hoerner	
Staff Representative	Lance Haliday	
Principal/Director	Louise Miller	
Director	Yvette Rodriquez	
Director	Diahna De La Vara	
Director	Shelley Lehman	

Guests:

C. Adopt Minutes from Previous Meeting June 25, 2026 and Special Meeting June 2, 2026: For Action

D. Reading of Vision/Mission/Core Values:

Mission: YES CHARTER ACADEMY educates K-10 students in a school culture that values the scientific method and a curricular focus on environmental studies. The highest Common Core State Standards, as well as high standards of moral conduct, are emphasized.

The vision of the YES CHARTER ACADEMY is to educate K–10students of the Sierra Foothills through a self-motivating, individualized, and comprehensive curriculum that connects learners with learning via a program, teaching staff, and school culture that value scientific methods of inquiry.

YES Charter Academy Students Are: Environmental Stewards, Positive Team Members, Academic Masters, Resourceful, Responsible Citizens, Kind!

II. PUBLIC SESSION

A. Superintendent Report: For Information

B. Public Comment: For Information

C. Staff Representative Report: For Information

D. Consideration and Acceptance of Resignation of Dianha DeLavara: For Action

- E. The COD will consider for approval 2026-27 Parent-Student Handbook: **For Action**
- F. The COD will consider approval 2026-27 Employee Handbook: **For Action**
- G. The COD will consider for approval Workplace Violence Prevention Plan: **For Action**
- H. The COD will consider for approval 2026-27 Home-School Handbook : **For Action**
- I. The COD will consider for approval 2026-27 After School Education & Safety Plan (ASES): **For Action**
- J. The COD will consider for approval 2026-27 Extended Learning Opportunity Program (ELO-P) Guide updates: **For Action**

III. REGULAR REVIEW OF COMMITTEES

- **Facilities/Safety/Transportation:** Wendy Underhill/Pam Cook/Deb Campbell/Dawn Kaundart/Sara Hedrick/Lance Haliday/ James Brandt
- **Academic:** Louise Miller/Paul McGovern
- **Finance:** Paul McGovern/Pam Cook

IV. ADJOURNMENT

**YUBA ENVIRONMENTAL SCIENCE CHARTER ACADEMY
MEETING
COUNCIL OF DIRECTORS
MINUTES**

**9841 Texas Hill Road
Oregon House, CA
In Person**

June 25, 2026

Meeting start time is 3:15PM

Video call link: <https://meet.google.com/edt-ujnc-ika>

Or dial: (US) +1 636-429-2871 PIN: 745 520 743#

More phone numbers: <https://tel.meet/edt-ujnc-ika?pin=3057554023624>

Topic	Discussion	Action Taken
I. <u>PRELIMINARY</u>		
CALL TO ORDER	COD President Cook called a regular meeting of the YES Charter Academy to order at 3:19 pm on June 25, 2026 at 9841 Texas Hill Road, Oregon House, CA 95962.	CALLED TO ORDER: 3:19 pm
ATTENDANCE	Pam Cook, Wendy Underhill, Paul McGovern, , Lance Haliday, Yvette Rodriguez, Dianha De La Vara, Shelley Lehman, Deborah Hoerner are present Staff: Debbie Campbell, Louise Miller Guests: Patricia Sullivan, Siobhan Searle	QUORUM PRESENT- Pam Cook, Wendy Underhill, Paul McGovern, , Lance Haliday, Yvette Rodriguez, Dianha De La Vara, Shelley Lehman, Deborah Hoerner
ADOPTION OF May 28, 2026 MINUTES	COD President Cook directed COD members to the May 28, 2026 Minutes for their review and approval. Upon a motion by Deborah Hoerner, duly seconded by Wendy Underhill , the Board unanimously approved the May 28, 2026 Minutes as presented.	MOTION: To approve April meeting minutes as amended Deborah Hoerner SECOND: Wendy Underhill ROLL CALL VOTE: Pamela Cook – Aye Wendy Underhill-Aye Lance Haliday-Aye Yvette Rodriguez- Aye Shelley Lehman- Aye Dianha De La Vara- Aye Deborah Hoerner- Aye MOTION APPROVED (7/0)
II. PUBLIC SESSION Agenda items:		
Principal-Superintendent Report	Louise Miller addressed the COD.	FOR INFORMATION ONLY
Public Comment		FOR INFORMATION ONLY
Representative will address the COD	Lance Haliday addressed the COD.	FOR INFORMATION ONLY

The COD will consider for approval Prop 28 Plan Arts and Music in Schools Funding annual report for FY 2025-2026: For Action		FOR ACTION: MOTION: To approve Prop 28 Plan Arts and Music in Schools Funding for the 2025-26 school year. Pam Cook SECOND: Deborah Hoerner ROLL CALL VOTE: Pamela Cook – Aye Wendy Underhill-Aye Lance Haliday-Aye Yvette Rodriquez- Aye Shelley Lehman- Aye Dianha De La Vara- Aye Deborah Hoerner- Aye MOTION APPROVED (7/0)
F. The COD will consider approval the the ConApp Title Funding for the FY 2026-27		MOTION: To approve the ConApp Title Funding for the FY 2026-27. Pam Cook SECOND: Wendy Underhill ROLL CALL VOTE: Pamela Cook – Aye Wendy Underhill-Aye Lance Haliday-Aye Yvette Rodriquez- Aye Shelley Lehman- Aye Dianha De La Vara- Aye Deborah Hoerner- Aye MOTION APPROVED (7/0)
G. The COD will review and consider for approval the 2026-27 LCAP Local Indicator Self-Reflection		MOTION: to approve the 2026-2027 LCAP Local Indicator Self Reflection. Pam Cook SECOND: Deborah Hoerner ROLL CALL VOTE: Pamela Cook – Aye Wendy Underhill-Aye Lance Haliday-Aye Yvette Rodriquez- Aye

		Shelley Lehman- Aye Dianha De La Vara- Aye Deborah Hoerner- Aye MOTION APPROVED (7/0)
H. The COD will consider for approval Local Control and Accountability Plan (LCAP) 2026-27		MOTION: To approve the Local Control Accountability Plan (LCAP) 2026-27. Pam Cook SECOND: Deborah Hoerner ROLL CALL VOTE: Pamela Cook – Aye Wendy Underhill-Aye Lance Haliday-Aye Yvette Rodriquez- Aye Shelley Lehman- Aye Dianha De La Vara- Aye Deborah Hoerner- Aye MOTION APPROVED (7/0)
I. The COD will review and consider for approval the 2025 LCFF Budget Overview for Parents		MOTION: To approve the 2025 LCFF Budget Overview for Parents. Pam Cook SECOND: Deborah Hoerner ROLL CALL VOTE: Pamela Cook – Aye Wendy Underhill-Aye Lance Haliday-Aye Yvette Rodriquez- Aye Shelley Lehman- Aye Dianha De La Vara- Aye Deborah Hoerner- Aye MOTION APPROVED (7/0)
J. The COD will review and consider for approval the MYP Budget Alternate Form FY 2026-27		MOTION: To approve the MYP Budget Alternate From FY 2026-27. Pam Cook SECOND: Deborah Hoerner

		ROLL CALL VOTE: Pamela Cook – Aye Wendy Underhill- Abstain Lance Haliday-Aye Yvette Rodriquez- Aye Shelley Lehman- Aye Dianha De La Vara- Aye Deborah Hoerner- Aye MOTION APPROVED (6/1)
Facilities Committee Report	Debbie Campbell reported on facilities.	FOR INFORMATION ONLY
Academic Committee Report	Louise Miller reported on academics.	FOR INFORMATION ONLY
Finance Committee Report	Paul McGovern reported on finance.	FOR INFORMATION ONLY
Adjournment	There being no further business for discussion, the meeting was adjourned. Upon a motion by President Pam Cook , duly seconded by Vice President Wendy Underhill, the Board unanimously adjourned the June 25,2026, YES Charter COD Meeting at 5:52 pm.	Upon a motion by President Pam Cook , duly seconded by Vice President Wendy Underhill, the Board unanimously adjourned the June 25,2026, YES Charter COD Meeting at 5:52 pm.

**YUBA ENVIRONMENTAL SCIENCE CHARTER ACADEMY
SPECIAL MEETING
COUNCIL OF DIRECTORS
MINUTES**

**9841 Texas Hill Road
Oregon House, CA
In Person**

June 3, 2026

Meeting start time is 1:30PM

Video call link: <https://meet.google.com/edt-ujnc-ika>

Or dial: (US) +1 636-429-2871 PIN: 745 520 743#

More phone numbers: <https://tel.meet/edt-ujnc-ika?pin=3057554023624>

Topic	Discussion	Action Taken
I. PRELIMINARY		
CALL TO ORDER	COD President Cook called a regular meeting of the YES Charter Academy to order at 1:30 pm on June 3rd, 2026 at 9841 Texas Hill Road, Oregon House, CA 95962.	CALLED TO ORDER: 1:30pm
ATTENDANCE	Pam Cook, Wendy Underhill, Paul McGovern, , Lance Haliday, Yvette Rodriguez, Dianha De La Vara, Shelley Lehman, are present Staff: Louise Miller Guests: Rosslyn Johnson, Chris Gallardo, Ben Gallardo, Robin Evingham, Doris Tapia, Jennifer Balkowitz, BreAnne Partridge, Ted Murphy, Robin Ferguson, Brigett Diemer, Melonie Soland, Desi Braudrick, Adara Braudrick	QUORUM PRESENT- Pam Cook, Wendy Underhill, Paul McGovern, , Lance Haliday, Yvette Rodriguez, Dianha De La Vara, Shelley Lehman
II. PUBLIC COMMENT Public Comment: Public comment is limited to the item on the agenda.	Ben Gallardo, Chris Gallardo	
III. ADJOURNMENT	Adjourned for closed session at 1:45	
IV. CLOSED SESSION Conference with legal counsel anticipated litigation significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision letter (d) of section 54956.9: one case		FOR INFORMATION ONLY
RECONVENE OPEN SESSION	No action taken 3:00	FOR INFORMATION ONLY
V. ADJOURNMENT	There being no further business for discussion, the meeting was adjourned. Upon a motion by President Pam Cook , duly seconded by Vice President Wendy Underhill, the Board unanimously adjourned the June 3rd, 2026, YES Charter COD Meeting at 3:15 pm.	



YES Charter Academy Homeschool Program Handbook

2026-27

**9841 Texas Hill Road PO Box 430
Oregon House, CA 95962-0430
P: (530) 692-2210 F: (530) 692-3241
www.yescharteracademy.org**

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WELCOME TO YES CHARTER ACADEMY!

YES Charter Academy is a free public charter school for TK through 12th grade education with a focus on applying the scientific method through hands-on learning.

Our mission is to cultivate a nurturing educational environment that pairs rigorous scientific inquiry with the highest standards of both academic and moral conduct. We SPARRK students to be: Stewards of the environment, Positive team players, Academic masters, Responsible citizens, Resourceful, Kind.

Our philosophy is to support parents who prefer their children to be homeschooled for numerous reasons. We respect all

While you have chosen to homeschool your child, our commitment to their education mirrors that of our mission above. We will provide a credentialed Homeschool Educational Teacher (HET) to assist in curriculum planning and evaluation throughout the year. The HET must meet face to face with the parent and student at least once every 10 school attendance days, as defined by our master agreement. The mode of meeting can be through google meet or zoom only if extenuating circumstances arise and can not be the norm for meeting.

Your HET should answer any questions that you may have about your child's education and the school. If they are unable to please contact the office and they will direct you to the principal or someone who can.

Your HET will assist you in evaluating your student (s) needs and help you select the best curriculum according to your student's learning styles and your educational philosophy.

Throughout the year your HET will help you develop educational goals, evaluate your student (s) progress and provide feedback up to twice a month at your Individual Learning Plan (ILP) meeting. The HET will also assist with developing the LP for the subsequent month. If at any time you feel that you are not getting adequate help from your HET, please let them know. If that does not resolve the issue, please contact our Principal.

Important school contacts are listed on our website and at the end of this handbook.

Your HET will keep your family informed each month regarding news and upcoming events with YES Charter Academy. Your student may participate in school activities, field trips and events if they are up to date with immunizations.

TK - 12 students will receive a computer/laptop/Chromebook and a charger. These are on loan and you and your family are responsible for keeping them safe from water damage and breaking. If you have any issues with your students' chrome book please contact the school immediately. We have a full time staff in our IT department and they are available by phone school hours to troubleshoot any computer problems.

YES Homeschool Program Overview & Philosophy

YES Charter Academy believes that the home is where a young person's life-long love for learning is established, and positive values and beliefs are formed. YES is firmly rooted in the personalized learning philosophy. We believe that students learn differently from one another and require options in curricula and teaching methods in order to fully achieve their potential. Further, we are committed to the idea that the parents (often with their children's help) are the best ones to make these decisions. Therefore, supporting parents and students in developing and delivering a personalized home-based education program is our goal.

Our program's philosophy is built on three aspects: direct parent involvement, alternative learning opportunities, and an individualized curriculum approach to learning. Whether in the home, or participating in Project Based Learning through community activities or exploring learning through field trips, YES supports a wide range of learning options designed to help the student aspire to their highest potential.

The YES Homeschool program is most successful if you, as the parent and primary educator, have a minimum of three hours available each day to spend with your child in direct instruction. As the person who knows your child best, you choose the manner of delivery for the content that your child will learn. You have the freedom and flexibility to dive deeper into areas of interest and to take advantage of "teachable moments." You teach your child one-on-one throughout the week, with the opportunity to incorporate an interest-led approach to learning, which keeps your child motivated and loving the learning process.

As a California Licensed Educational Agency, YES Charter is required to follow California Common Core Standards for curriculum and instruction.

Please visit the California Department of Education site here: [California Department of Education Site](#) Families enrolled in our Homeschool program must use California approved curriculum materials. Families may supplement other curriculum materials but can only turn in for credit curriculum that is not secular (religious) based. Reading logs can include secular topics.

Parent Responsibilities & Credentialed Support

Your greatest support as a homeschooling parent is your HET. Our talented HET is available to help you research and implement your curriculum of choice in order to provide your child with the best personalized education possible. Be sure to make use of your HET's talents. Our HET allotted a minimum of one hour per child for each Learning Plan meeting. Are you using this time to your family's advantage?

Here is a list of just some of the things with which your HET is eager to help you:

1. Setting goals and developing an annual and each month's short-term, individualized education plan
2. Identifying your child's learning styles and the appropriate teaching methods to suit them.
3. Assisting with curriculum choices and doing research to support your child's educational needs, including support with developing lesson plans and implementing your chosen curricula
4. Collaborating to plan educational activities, field trips and lessons for each month's study
5. Analyzing strengths and weaknesses in your child's academics through a variety of assessment methods
6. Brainstorming solutions to academic struggles that your child might be experiencing

Understanding our Master Agreement

Student:	Agreement Duration:
Student Number:	Beginning Date:
DOB:	End Date:
Address:	Grade Level:
Phone:	Program Placement:

- 1. The manner, time, frequency, and place for submitting a pupil's assignments, for reporting the pupil's academic progress, and for communicating with a pupil's parent or guardian regarding a pupil's academic progress:**
 - a. Manner of Reporting:** In person and/or virtual online with student
 - b. Time:** During school hours (8:35 -3:30PM)
 - c. Frequency:** Bi-monthly - (approx. every 10 school days)
 - d. Place:** YES Charter Academy 9841 Texas Hill Road, Oregon House, CA
- 2. Objectives:** To enable students to have a home-based learning environment versus in school instruction. The pupil shall engage in **content provided by YES Charter Academy** which is aligned to grade level standards that is provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction unless identified in pupils IEP, Behavior Intervention Plan or 504 plan, or deemed necessary to adequately meet the educational needs of the pupil determined by parent, guardian and YES Charter Academy. The pupil shall engage in content provided by the Yes Charter Academy which is **aligned to grade level standards** that is substantially equivalent to in-person instruction. For high school grades, this shall include access to all courses offered by the local educational agency for graduation and **approved by the University of California or the California State University as creditable under the A–G admissions criteria.**
- 3. Method of Study:** Specific methods of study will be designated on the Independent Study/ Homeschool Assignment Report incorporated herein.

Examples of methods of study for the student will include but are not limited to: • Independent Reading • Textbook Activities • Problem Solving • Study Projects • Drill & Practice • Experiential Learning • Computerized Curriculum

Web/Internet Research • Library Research • Field Trips • Learning Center Courses **Live interaction/ asynchronous instruction by licensed teacher**

4. **Method of Evaluation:** Specific methods of evaluation will be designated on the Independent Study/ Homeschool Assignment Report incorporated herein. Examples of acceptable methods of evaluation include but are not limited to:
 - Teacher-made Tests • Student Conferences • Progress/Report Cards
 - Chapter/Unit Tests • Work Samples • Observations • Portfolios • State Standards Testing • Learning Journals • Presentations • Quizzes • Labs • IXL
5. **Resources:** The YES Charter Academy will provide appropriate instructional materials and personnel to enable the student to complete the assigned work. **Resources must include those reasonably necessary for the achievement of the objectives and must include resources that are normally available to all students on the same terms as the terms on which they are available to all. The YES Charter Academy will confirm or provide access to all pupils to the connectivity and laptop devices adequate to participate in the educational program to complete assigned work.**

6. Board Policies Pursuant to Education Code Section 51747(a) and (b):

1. For pupils in all grade levels and programs offered by the YES Charter Academy, **the maximum length of time that may elapse between the time an assignment is made and the date by which the pupil must complete the assigned work shall be ten (10) regularly scheduled school days.**
2. The principal or designee shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study upon the following triggers:
 - a. **When any pupil fails to complete two (2) assignments during any period of ten(10) school days.**
 - b. In the event a pupil's educational progress falls below satisfactory levels as determined by the YES Charter Academy's supervising teacher which considers ALL of the following indicators:
 - i. The pupil's achievement and engagement in the independent study program, as indicated by the pupil's performance on

applicable pupil-level measures of pupil achievement and pupil engagement set forth in Education Code Section 52060(d) paragraphs (4) and (5).

- ii. The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.
- iii. Learning required concepts, as determined by the supervising teacher.
- iv. Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.

A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. The record shall be maintained for a period of three years from the date of the evaluation and, if the pupil transfers to another California public school, the record shall be forwarded to that school.

7. Statement of the Course Credits or for Elementary Grades Measures of Academic Achievement to be Earned by the Pupil Upon Completion: Students will meet California State Standards in all courses. All students, grades K-8, take benchmark assessments three times throughout the school year, which measure both proficiency and individualized growth. Students, grades 9-12, shall obtain academic credits towards Charter School graduation requirements per semester credits twice a year.

8. Statement of Academic and Other Supports for Special Populations: The YES Charter Academy shall utilize its Student Success Team (SST), to address the needs of pupils who are not performing at grade level, or who need support in other areas, such as English Learners, pupils in foster care or pupils who are experiencing homelessness, and/or pupils requiring mental health support. The YES Charter Academy complies with the Individuals with Disabilities Education Act ("IDEA") and is committed to meeting the needs of individuals with exceptional needs in order to be consistent with the pupil's individualized education program ("IEP"). Policies, procedures, and guidelines are in place to ensure that pupils are identified, assessed, and provided a free appropriate public education in the least restrictive environment. The YES Charter Academy complies with Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794) and is committed to providing equivalent access to and providing a free appropriate public education to all students with disabilities.

9. Voluntary Statement: It is understood that independent study is an optional educational alternative in which no pupil may be required to participate. In the case of a pupil who is referred or assigned to any YES Charter Academy class or program pursuant to Education Code Section 48915 or 48917, instruction may be provided to the pupil

through independent study only if the pupil is offered the alternative of classroom instruction.

10. Pupil-Parent-Educator Conference: Before signing this written agreement parent or guardian of a pupil may request that the Charter School conduct a telephone, videoconference, or in-person pupil-parent-educator conference or other school meeting during which the pupil, parent or guardian, and, if requested by the pupil or parent, an education advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the pupil in independent study, before making the decision about enrollment or disenrollment in the various options for learning.

I have read and I understand the terms of this agreement and agree to all provisions set forth.¹ _____

Title	Signature	Date
Pupil		
Parent/Guardian/Caregiver (if pupil is under the age of 18)		
Certificated employee who has been designated as having responsibility for the general supervision of independent study		
Certificated employee designated as having responsibility for the special education programming of		

¹ Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education that may be a marking that is either computer generated or produced by electronic means and is intended by the signatory to have the same effect as a handwritten signature. The use of an electronic signature shall have the same force and effect as the use of a manual signature if the requirements for digital signatures and their acceptable technology, as provided in Section 16.5 of the Government Code and in Chapter 10 (commencing with Section 22000) of Division 7 of Title 2 of the California Code of Regulations, are satisfied.

the pupil, as applicable		
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California State Education Code & Law

In California, state law requires a minimum number of instructional minutes for physical education (PE) over a 10-school-day period, not a daily hourly recommendation. The specific requirements vary by grade level.

California PE requirements by grade level

Grades K–6: A minimum of 200 minutes of PE is required every 10 school days exclusive of recess and lunch. On a typical schedule, this averages out to 20 minutes per school day.

Grades 7–12: A minimum of 400 minutes of PE is required every 10 school days. On a typical schedule, this averages out to 40 minutes per school day. In high school, students are also required to complete two years of PE for graduation.

PE can also include health topics and/or structured classes such as dance, ballet, gymnastics, and other sports such as baseball, basketball and soccer

Live Interaction Opportunities

California charter school independent study (homeschool) programs require regular, mandated live interaction and synchronous instructional opportunities based on grade level to maintain state compliance (AB 130).

Transitional Kindergarten–Grade 3: Daily synchronous instruction (two-way, real-time communication) or live interaction

Grades 4–8: Opportunities for daily live interaction (can be phone/video check-ins) and at least weekly synchronous instruction (teaching/interaction).

Grades 9–12: Opportunities for at least weekly synchronous instruction.

Definition: "Live interaction" means contact between a student and teacher for wellness/progress checks. "Synchronous instruction" means real-time instruction, including virtual or in-person classroom-style, small group, or one-on-one sessions.

If you would like your student to participate in any live instruction or synchronous through in-person or online through google meet (zoom), YES Charter Academy's Homeschool Teacher is available during the week and this can be arranged by contacting your HET.

Required Paperwork

Attendance Documentation: Required every two weeks (10 school days)

STUDENT ATTENDANCE DOCUMENTATION

	Grade:	Assigned Supervising Teacher:
First Day of Assignment Period: Month/Day/Year	Last Day of Assignment Period: Month/Day/Year	

Curriculum
ELA
Science
Math
Social Studies

A list of all student assignments, assessments and associated grades for each class shall be maintained by the YES Charter Academy and can be accessed by Parent/Guardians and Students as follows by phone, email or in person request

Daily Engagement in Educational Activities Assigned by the School on Days the School is in Session:

Available when YES Charter Academy is in session (Mondays-Fridays 8:30-4:30pm)

On days when the Charter Academy is not in session (marked in red), student work is not required.

The YES Charter Academy recognizes that families may not evenly distribute student's work assignments over weekdays. However, due to strict State law requirements for charter school attendance, the YES Charter Academy expects each student to be engaged in an educational activity required of them in the assignments on each school day, and asks that this "daily engagement" be documented on a daily basis on this sheet by the parent/guardian. The YES Charter Academy asks that a parent/guardian refrain from documenting any "daily engagement" on a day where a student did not engage in any educational activity required of them by the YES Charter Academy.

Parent/Guardian – Please PLACE AN "X" on the school days in which students were engaged in educational activities required by the school on days that school is in session. PLACE A "O" on school days in which students did not participate in independent study. Students who do not participate in independent study shall be documented as "non participatory for that school day."

August 2026

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12 First Day	13	14
17	18	19	20	21
24	25	26	27	28
31				

Parent/Guardian Signature: By signing, I certify that the above information is a true and correct reflection of student's engagement in educational activities required by the YES Charter Academy on days that school is in session.	Signature:
	Date:

P.E. Log(To be turned in every two weeks and dates need to match Attendance Log)

Date	Activity

Reading Log

Date	Book/Pages Read

Parent Signature _____

Date: signed on last day of each week

Assignment Reporting and Attendance Policy

Work completed is directly correlated with attendance reported.

You will work together with the HET to make sure you are turning in enough work for full attendance credit.

HET Fills out these reports for auditing purposes and compliance for each grade group

YUBA ENVIRONMENTAL SCIENCE CHARTER ACADEMY
Homeschool Assignment Report- K



Student:

Grade:

Instructor:

Course Title	Assignment/Curriculum/Lesson	Hours	Assignment Completed-Comments-Grades
ELA		60 min	
Math		30 min	
Science		30 min	
Social Studies-Art		30 min	
Reading/P.E.	20 minutes of reading / 20 minutes active time	40 min	Logs Completed
Assignment Dates:			
Teacher Signature:		Total: ____ days / ____ hrs completed	

YUBA ENVIRONMENTAL SCIENCE CHARTER ACADEMY
Homeschool Assignment Report- 1-3



Student:

Grade:

Instructor:

Course Title	Assignment/Curriculum/Lesson	Hours	Assignment Completed-Comments-Grades
ELA		90 min	
Math		45 min	
Science		30 min	
Social Studies-Art		30 min	
Reading/P.E.	20 min reading / 20 min active time	40 min	Logs Completed
Assignment Dates:			
Teacher Signature:		Total: ____ days / ____ hrs completed	

YUBA ENVIRONMENTAL SCIENCE CHARTER ACADEMY
Homeschool Assignment Report- 4-8



Student:		Grade:	Instructor:
Course Title	Assignment/Curriculum/Lesson	Hours	Assignment Completed-Comments-Grades
ELA		90 min	
Math		60 min	
Science		45 min	
Social Studies-Art		45 min	
Reading/P.E.	30 min reading / 30 min active time	60 min	Logs Completed
Assignment Dates:			
Teacher Signature:		Total: ____ days / ____ hrs completed	

YUBA ENVIRONMENTAL SCIENCE CHARTER ACADEMY
Homeschool Assignment Report 9-12



Student:		Grade:	Instructor:
Course Title	Assignment/Curriculum/Lesson	Hours	Assignment Completed-Comments-Grades
ELA		90 min	
Math-Algebra, Geometry		60 min	
Science- Biology, Chemistry,Physics		45-60 min	
US, World History American Govt,Economics		45-60 min	
Physical Education	Minimum of 40 minutes of PE	40 min	
Electives- Health, Foreign Language, Arts			
Assignment Dates:			
Teacher Signature:		Total: ____ days / ____ hrs completed	

Examples of calculating attendance

Students need to turn in enough work for daily attendance by grade level.

Homeschool families will follow the YES calendar and turn in work for school days within a two week period.

Students do not have to turn in school work for days YES Charter Academy is not in session.

If insufficient amounts of assignments per subject are not turned in your student can receive an absence or incomplete for the two week period. See master agreement section six (6) Board Policies.

K- 3 hours/day 36,000

1-3 4 hours/day 50,400

4-8 5 hours/day 54,000

9-12 6 hours/day 68,800

Your HET will work with you and your student to determine the appropriate amount of work to be in compliance. If your student falls short of expectations your student will be given time to complete make up work as determined by your HET and program manager.

Highschool Graduation - College Prep Requirements

California mandates a minimum set of curriculum requirements for high school graduation, though individual school districts can set stricter standards. State law requires the completion of specific courses in English, math, science, social studies, physical education, and electives, along with newer mandates for financial literacy and ethnic studies. [\[1\]](#), [\[2\]](#), [\[3\]](#)

Core Graduation Requirements

To receive a high school diploma in California, students must pass the following minimum coursework: [\[1\]](#)

English: 3 years (30 credits)

Mathematics: 2 years (20 credits), which must include at least one year of Algebra I or Mathematics I

Science: 2 years (20 credits), including both biological and physical sciences

Social Studies: 3 years (30 credits), including U.S. History, World History, 1 semester of American Government, and 1 semester of Economics

Physical Education: 2 years (20 credits)

Electives: 1 year (10 credits) selected from Visual or Performing Arts, World Languages, or Career Technical Education (CTE) [[1](#), [2](#), [3](#), [4](#), [5](#)]

State-Mandated Additions

California has introduced new curriculum requirements for graduating classes:

Ethnic Studies: A one-semester course is mandatory for students graduating in the 2029-30 school year or later.

Personal Finance: A standalone, one-semester course is required starting with the graduating class of 2030-31. [[1](#), [2](#)]

College-Bound Requirements (A-G)

If a student plans to apply directly to public universities in California (like the CSU or UC systems), they must complete a more rigorous college-preparatory curriculum known as the A-G requirements. This includes: [[1](#), [2](#), [3](#), [4](#), [5](#)]

A. History/Social Science: 2 years

B. English: 4 years

C. Mathematics: 3 years (4 recommended), including Algebra I, Geometry, and Algebra II

D. Laboratory Science: 2 years (3 recommended), including biology, chemistry, or physics

E. Language Other Than English: 2 years (3 recommended) in the same language

F. Visual and Performing Arts: 1 year

G. College Preparatory Elective: 1 year chosen from the subjects above or another approved course [[1](#), [2](#), [3](#), [4](#), [5](#)]

You can verify your specific school's approved class list on the UC Doorways Course List and view further details on the [California Department of Education Graduation Requirements](#) page. [[1](#), [2](#)]

Instructional Funds, Extra-Curricular Activity & Material Stipends

July 28, 2026: Open for curriculum/material orders and vendor PO requests

December 1, 2026: Material orders/vendor PO requests - CLOSES for 1st semester

Jan 4, 2027: All Ordering reopened for 2nd semester

April 23, 2027: Final materials and vendor PO requests order deadline

Families may choose a curriculum from the YES Charter Academy approved list of curriculum vendors.

The cost for curriculum is separate from stipend money and is determined and approved by your HET and program manager.

If you do not see your preferred curriculum contact the program manager at mgoldberg@yescharteracademy.org or phone at 530-692-2210.

Families will not receive the entire curriculum for the year, but in installments as work is completed.

Vendor Purchase Order payments for approved services will be paid monthly to approved vendors

September - December \$500.00 total for educational and supplemental materials and activities

January - May \$500.00 total for educational and supplemental material and activities

Other Important information to consider:

Curriculum will be ordered only after a student is registered for the current school year.

Curriculum for the year will be given out as needed as work is completed, to avoid non-compliance with the program and leaving the program.

Acceptable reimbursable Activities/Programs: Tutoring online or in-person (see vendor policy), ballet, gymnastics, dance, theatre, art class/lessons, music lessons, trips to museums or other educational field trips ie., state parks or programs, baseball, basketball, volleyball, or other organized community sports.

Banned Activities: 5-day a week multi-subject all-inclusive programs, Aerial Sports/Activities, Kickboxing, Parkour (high impact) Motocross/Motorcycle Riding, Welding, Tighrtrope Walking, Boxing, Outdoor Rock Climbing, Horseback riding and Similar Activities . No Open Gym passes

These banned activities are dangerous, with high risk liability for harm and expensive.

Lost or Damaged School Property

If a student willfully damages the YES Charter Academy's property or the personal property of a YES Charter Academy employee, or fails to return a textbook, library book, computer/tablet or other YES Charter Academy property that has been loaned to the student, the student's parents/guardians are liable for all damages caused by the student's misconduct not to exceed ten thousand dollars (\$1,000), adjusted annually for inflation. After notifying the student's parent or guardian in writing of the student's alleged misconduct and affording the student due process, the YES Charter Academy may withhold the student's grades, transcripts, and diploma until the damages have been paid. If the student and the student's parent/guardian are unable to pay for the damages or to return the property, the YES Charter Academy will provide a program of voluntary work for the minor in lieu of the payment of monetary damages.

Computer Laptops are given to families only after signing a contract to cover the cost if damaged or not returned. Students and Parents are also required to sign our Student Use of Technology Agreement at the end of this handbook.

Vendor Requirements and Policy

In California, vendors providing services to homeschoolers—primarily through public charter schools—must be approved, non-sectarian, and non-discriminatory. They must pass background checks (if individuals), carry insurance, and cannot be private schools or co-ops. Vendors are often limited to 16 core academic hours per student and must have a professional, current website.

Compliance & Legal Requirements

Charter schools operate under strict state education codes. Approved vendors must provide the following upon application:

- Business License: Copy of current city/county business license.
- Tax Documents: A completed IRS W-9 Form.
- Certificate of Liability Insurance (COI): General Liability Insurance naming the charter school as an additional insured.

- Background Checks: Written confirmation or proof that all employees/volunteers working directly with students have cleared a Department of Justice (DOJ) Live Scan background check and mandated reporter training.
- TB Clearance: Proof of negative Tuberculosis (TB) test clearance for staff interacting with students.

List of Approved Curriculum

[YES Approved Curriculum Click here](#)

TK- 5 Each student will receive loose leaf wide ruled paper/ plastic pocket folders/ drawing paper/construction paper/ wide ruled notebooks/pencils/pens/crayons/markers/colored pencils/ erasers/ glue sticks

6th-8th: Each student will receive college ruled journals, loose leaf college ruled paper and notebooks/ graph paper/plastic pocket folders/binders/pencils/colored pencils/blue/black pens/markers/erasers/glue sticks

9th-12th: Each student will receive the same as 6th-8th plus highlighters/student planner/ dividers for binders/sticky notes/3x5 cards/metal drawing compass/protractor

Recommended List of Educational and Supplemental Materials:

Books: TK-2 Phonic readers/ engaging read-alouds and at students level

3-6 Chapter books that promote critical thinking

Click here for recommended websites that list books by grade level: Vocabulary.com

TeachingBooks.com provides lists of books, plus book lessons and activities

Student Use of Technology Agreement

CHROMEBOOK/TECHNOLOGY ACCEPTABLE USE POLICY YES CHARTER ACADEMY CHARTER SCHOOL

The students of YES Charter Academy Charter School may be issued Chromebooks for use in and out of school at home. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

Students and their parents/guardians are reminded that use of technology is a privilege and not a right and that everything done on any device, network, or electronic communications device may be monitored by the school at all times. Inappropriate use of the technology can result in limited or banned computer use, disciplinary consequences, removal from school, receiving a failing grade, and/or legal action. Students and their parents/guardians are responsible for reviewing/signing the Chromebook Acceptable Use Policy prior to use.

OWNERSHIP of the CHROMEBOOK:

YES Charter Academy Charter School retains sole right of possession of the Chromebook. YES Charter administration and faculty retain the right to collect and/or inspect Chromebooks at any time.

General Guidelines For Chromebook Use:

1. You will be solely responsible for the Chromebooks issued to you.
2. Comply with the Chromebook Acceptable Use Policy and all policies of the school when using your Chromebook.
3. Treat your device with care and make all efforts to keep it from being lost or damaged.
4. Promptly report any problems with Chromebooks to the teacher or a staff member.
5. Do not remove or damage the serial number or other identification.
6. Do not attempt to remove or change any part of the Chromebook, including the keys, screen cover or casing.
7. Do not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the school.
8. Do not sign into any account other than your YES Charter Google account and do not use another person's account. You will be solely responsible for what happens on your own account.
9. No food or drink should be placed next to your Chromebook while the screen is open.
10. Chromebooks should be shut down when not in use to conserve battery life and device longevity.
11. Screens are fragile, be careful when putting your chromebook into a desk, locker, bag, or storage cart.
12. Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time.

Repair and Replacement Policies

Device Maintenance and Responsibility

A. Students have a responsibility to keep their assigned device functional and in good condition. If a student's device is lost or non-functional, the student's parent or guardian may be invoiced for the cost of repairs. Any damage inflicted may require payment or a commitment to pay before another device will be issued to the student. Included is a non-exhaustive list of circumstances where payment may be required. The amount will depend on the extent of the damage and the parts necessary to repair.

Examples of damage due to negligence

1. Leaving a device on the floor where it could be stepped on
2. Dropping the device
3. Putting the device in a backpack and then throwing the backpack
4. Placing open containers of liquid near the device, resulting in spills
5. Placing a heavy object on top of the device
6. Losing the device
7. Repeated damage due to accidents

Examples of Intentional damage

1. Pulling keys off the keyboard
2. Inserting objects (such as pencils or pens) into the external ports
3. Hitting or throwing the device
4. Intentionally scratching or stabbing the device
5. Closing the device or placing it down hard enough to cause damage
6. Vandalism such as writing or drawing on the device
7. Attempts to bypass account restrictions, install unapproved software, or modify the device in any way that requires intervention

B. Damage should be reported as soon as possible after it occurs, any unreported damage discovered after the fact will be considered intentional.

RESPONSIBILITY for ELECTRONIC DATA:

Users of school technology should not have expectations of privacy to any data stored or accessed on the Chromebook. The school uses third-party applications to monitor content and use of student devices.

COPYRIGHT and FILE SHARING:

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.

MANAGING YOUR FILES and SAVING YOUR WORK:

Students may save documents to their Google Drive which will make the files accessible from any computer with Internet access.

ORIGINALLY INSTALLED SOFTWARE:

The software originally installed on the Chromebook must remain on the Chromebook. Any attempts to remove preinstalled software or install unapproved software is against the Acceptable Use Policy.

INSPECTION:

Students may be required to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care, maintenance and inappropriate use.

DIGITAL CITIZENSHIP:

Students must follow the six conditions of being a good digital citizen:

1. **RESPECT YOURSELF** I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the personal information and images that I post online. I will NOT be inappropriate. I will not visit sites that are inappropriate or banned. I will not attempt to get around school content filters.
2. **PROTECT YOURSELF** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or schedule of my activities. I will report any inappropriate behavior directed at me. I will protect passwords, accounts, and

resources.

3. **RESPECT OTHERS** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or bother other people. I will show respect for other people in my choice of websites.

PROTECT OTHERS I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations.

5. **RESPECT INTELLECTUAL PROPERTY** I will request permission to use resources. I will cite any and all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. **CONSEQUENCES FOR VIOLATIONS OF THE STUDENT CHROMEBOOK ACCEPTABLE USE POLICY**

1. Violations of these policies may result in one of the following but not limited to these disciplinary actions:

- Restitution (money paid in compensation for theft, loss, or damage)
- Student/Parent Conference with school administrator/principal
- Removal of unauthorized files and folders
- Restriction of Internet and Chromebook privileges*
- Detention, suspension, or expulsion
- Police referral

2. If a violation of the Student Chromebook Acceptable Use Policy violates other rules of the Student Code of Conduct, consequences appropriate for violation of those rules may also be imposed.

*If a student's Internet privileges are restricted, this means that for the period of the restriction, the student may only access specific approved websites and will not be permitted to access the Internet without strict teacher supervision.

WEBSITE and SOCIAL MEDIA GUIDELINES:

THINK before you act because your virtual actions are real and **permanent!**

GUIDELINES
Be aware of what you post online. Anything you post publicly will live online forever. Do not post anything you wouldn't want friends, parents, teachers, future colleges, or employers to see.
Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. <u>Do not</u> share your password with anyone besides your teachers and parents.
Do your own work! Do not use other people's work without their permission. Be aware that it's considered plagiarism to copy and paste other's thoughts. It is good practice to hyperlink to your sources.
How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation.
If you come across inappropriate material that makes you feel uncomfortable or is not respectful, tell an adult right away.

By signing below, the student and their parent/guardian understand, accept, and agree to the following:

1. Chromebook Acceptable Use Policy
2. Website and Social Media Guidelines

3. The Chromebook and software is owned by YES Charter Academy
4. The technology repair and replacement policies

PRINT STUDENT NAME: _____

SIGNATURE: _____

DATE: _____

PRINT PARENT/GUARDIAN NAME: _____

SIGNATURE: _____

DATE: _____



2026-27 Employee Handbook

**9841 Texas Hill Road
Oregon House, CA 95962**

(530) 692-2210

yescharteracademy.org

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SECTION 1 – WELCOME

WELCOME TO YUBA ENVIRONMENTAL CHARTER ACADEMY

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

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

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

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

I welcome you and wish you great success and fulfillment at YES CHARTER ACADEMY.

Sincerely



Louise Miller

Principal

SECTION 2 – GENERAL

This handbook serves as a guide for the employer/employee relationship. This handbook applies to faculty and staff at YES CHARTER ACADEMY. The standards of conduct apply to all individuals who work on YES CHARTER ACADEMY premises including independent contractors, vendors, and visitors. Unless otherwise indicated, a benefit, policy, program, or procedure applies, or is available, to ALL eligible employees.

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

Neither this handbook nor any other YES CHARTER ACADEMY document confers any contractual right, either express or implied, to remain in YES CHARTER ACADEMY's employ, nor does it guarantee any fixed term or condition of your employment.

Finally, this handbook contains proprietary information that should not be disclosed outside YES CHARTER ACADEMY, other than to individuals affiliated with YES CHARTER ACADEMY whose knowledge of the information is required in the normal course of business.

SECTION 3 – OUR MISSION/VISION/PHILOSOPHY

MISSION STATEMENT: YES CHARTER ACADEMY educates K-12 students in a school culture that values the scientific method and a curricular focus on environmental studies. The highest Common Core State Standards, as well as high standards of moral conduct, are emphasized.

VISION STATEMENT: The vision of the YES CHARTER ACADEMY is to educate K–9 students of the Sierra Foothills through a self-motivating, individualized, and comprehensive curriculum that connects learners with learning via a program, teaching staff, and school culture that value scientific methods of inquiry.

YES CHARTER ACADEMY Students Are: Environmental Stewards, Positive Team Members, Academic Masters, Resourceful, Responsible Citizens, Kind!

SECTION 4 – EMPLOYMENT

EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

California SB 848 Mandatory Employment Disclosure

Effective January 1, 2026, California Senate Bill 848 (SB 848) expanded pupil safety mandates. It requires all applicants for noncertificated (classified) positions (and any position at a private school) to provide a complete list of prior educational employers. School districts and local educational agencies (LEAs) must vet these applicants for past "egregious misconduct".

Pursuant to California Education Code Section 44051 (SB 848), all applicants for noncertificated/classified positions must provide a complete and accurate list of every educational institution where they have been previously employed, regardless of the duration of employment.

DISCLAIMER INFORMATION

Purpose and Scope of this Handbook

The policies, procedures, and rules outlined in this handbook are designed to guide the daily operations of our school district. This handbook is not an irrevocable contract between YES Charter Academy and any employee, contractor or volunteer.

Right to Modify Policies

The Council of Directors and school administration reserve the right to change, amend, suspend, or terminate any policy, rule, benefit or procedure contained in this handbook at any time, without prior notice, to adapt to changing legal requirements or operational needs.

Supremacy of Law and Board Policy

This handbook is intended to align with local, state, and federal laws, as well as official Council of Director policies. In the event of a contradiction or conflict between the text of this handbook and established Board policy or applicable law, the official Board policy and governing law will always take precedence.

YES Charter Academy operates as an independent 501(c)(3) non-profit public benefit corporation. Employees of the school are not currently represented by a union or labor organization, and there is no collective bargaining agreement in place. Nothing in this handbook or any other school policy is intended to interfere with, restrain, or coerce employees in the exercise of their rights to engage in protected concerted activities. Employees retain the full right to discuss wages, hours, benefits, safety, and other terms and conditions of employment among themselves or with third parties, as guaranteed by state and federal labor laws.

Employee Responsibility

It is the responsibility of all employees, contractors or volunteers to read, understand, and comply with the rules and expectations set forth in this document. Failure to read this handbook does not excuse an employee's compliance with school rules or discipline.

This Handbook supersedes and replaces any and all prior handbooks, oral agreements, written policies, or past practices of the School concerning the subject matters addressed herein.

AT WILL EMPLOYMENT

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

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

EQUAL EMPLOYMENT OPPORTUNITY

YES CHARTER ACADEMY is an equal opportunity employer. In accordance with applicable law, YES CHARTER ACADEMY prohibits discrimination against any employee or applicant for employment on the basis of an individual’s protected status, including:

- race (which includes historically associated traits, such as hair styles and protective hair-styles, e.g., braids, locks, and twists),
- color, religious creed (which includes, without limitation to religious dress and grooming practices),

- gender, gender identity, gender expression, transgender identity whether or not the employee is transitioning or has transitioned,
- national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry,
- physical disability (including HIV and AIDS),
- mental disability, medical condition (including cancer and genetic characteristics),
- use of cannabis/marijuana off the job and away from the workplace,
- genetic information, age (forty (40) and over),
- sexual orientation, marital status, registered domestic partner status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions),
- reproductive health decision-making (including but not limited to a decision to use or access a particular drug, device or product or medical services for reproductive health),
- military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training),
- immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking),
- protected medical and other protected leaves,
- domestic violence victim status, political affiliation, or any other consideration protected by applicable law.

These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics. YES CHARTER ACADEMY will ensure that applicants and employees are treated in all aspects of employment without unlawful discrimination because of these or any other protected basis. Such aspects of employment include, but are not limited to, recruitment, hiring, promotion, demotion, transfer, layoff, termination, compensation, and training.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, YES CHARTER ACADEMY will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified applicant or employee with a disability, unless undue hardship would result for YES CHARTER ACADEMY. An applicant or employee who believes they require an accommodation in order to perform the essential functions of the job should contact the Human Resource Director and request such an accommodation, specifying what accommodation they need to perform the job. Although the need for accommodations is determined on a case-by-case basis, generally YES CHARTER ACADEMY and the employee or applicant will engage in an interactive process with the employee's or applicant's health care provider(s) to confirm the existence of the condition, its limitations in the workplace, and possible reasonable accommodations, if any. The employee or candidate has an obligation to cooperate with YES CHARTER ACADEMY in this process, which may include authorizing YES CHARTER ACADEMY to communicate with their health care provider(s).

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

HARASSMENT

It is the policy of YES CHARTER ACADEMY to ensure equal employment opportunity without harassment on the basis of:

- race (which includes historically associated traits, such as hair styles and protective hairstyles, e.g., braids, locks, and twists), color
- religious creed (which includes, without limitation, to religious dress and grooming practices),
- gender, gender identity, gender expression, transgender identity whether or not the employee is transitioning or has transitioned,
- national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry,
- physical disability (including HIV and AIDS),
- mental disability, medical condition (including cancer and genetic characteristics),
- use of cannabis/marijuana off the job and away from the workplace,
- genetic information, age (forty (40) and over),
- sexual orientation, marital status, registered domestic partner status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions),
- reproductive health decision-making (including but not limited to a decision to use or access a particular drug, device or product or medical services for reproductive health),
- military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training),
- immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking),
- protected medical and other protected leaves,
- domestic violence victim status,
- political affiliation, or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations.
- These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics.

YES CHARTER ACADEMY prohibits any such harassment in the workplace. In addition, we prohibit abusive conduct/workplace bullying in the work environment. It is our mission to provide a professional work and learning environment free of harassment, discrimination and/or workplace bullying and that maintains equality, dignity, and respect for all. This policy protects all employees of YES CHARTER ACADEMY as well as interns, volunteers, and potential employees (applicants). All employees of YES CHARTER ACADEMY are required to abide by this policy, regardless of position or status, including supervisors, administration, and co-workers. In addition, this policy prohibits unlawful harassment by third parties, including students, parents, vendors or other third parties, who have workplace contact with our employees.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business or field trips, meetings and business or school-related social events.

■ What is Harassment?

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

Unlawful Harassment: Prohibited unlawful harassment may include, but is not necessarily limited to, the following behavior pertaining to any of the above protected categories:

- Verbal conduct such as flirting, epithets, derogatory jokes or comments, voicemails, slurs or unwanted sexual advances, sexually suggestive innuendos, conversations regarding sexual activities, invitations, or comments (including, but not limited to, threats of deportation against applicants and employees and family members of applicants and employees, derogatory comments about immigration status or disability, or mockery of an accent or a language or its speakers) (“hostile work environment” harassment).
- Disrespectful or unprofessional conduct based on any of the protected categories listed above (“hostile work environment” harassment).
- Comments or conduct that consistently target one gender, even if the content is not sexual (“hostile work environment” harassment).
- Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, gestures, text messages, posts, social media, instant messages, e-mails, letters, pictures, or gifts (“hostile work environment” harassment).
- Physical conduct such as assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of any protected basis (“hostile work environment” harassment).
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment or to avoid some other loss and offers of employment benefits in return for sexual favors (“quid pro quo” harassment).
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law and/or school policy.
- Sexually harassing conduct does need not to be motivated by sexual desire to be unlawful or to violate this policy and may include situations that began as reciprocal relationships but later ceased to be reciprocal.

■ What is abusive conduct/workplace bullying?

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

■ What is Retaliation?

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

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

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

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

■ Responsibility

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

■ Reporting

YES CHARTER ACADEMY strongly encourages reporting of all perceived incidents of discrimination, harassment, abusive conduct or retaliation, regardless of the offender’s identity or position. Individuals who believe that they have been subjected to such conduct should immediately discuss their concerns with the school Principal or Office Administration. All employees who witness potential violations of this policy, and particularly supervisors, are required to immediately report such incidents to the Principal or Human Resources Director. Supervisors must report any and all conduct of which they are made aware, which violates, or may violate, policies regarding discrimination, unlawful harassment, or retaliation to the Principal, or Human Resources Director. Supervisors who fail to report alleged violations may be subject to disciplinary action, up to and including termination. There is no requirement to

report your complaint to any designated supervisor within YES CHARTER ACADEMY. Select the individual supervisor with whom you feel the most comfortable discussing your complaint. Do not report your complaint to any individual who has allegedly engaged in the inappropriate behavior that is the subject of your complaint.

Every effort will be made to keep such reports as confidential as possible, although confidentiality cannot be guaranteed. YES CHARTER ACADEMY is serious about enforcing its policy against discrimination, harassment and retaliation; however, YES CHARTER ACADEMY cannot resolve potential violations that it does not know about. Therefore, employees are responsible for bringing any such problems to YES CHARTER ACADEMY's attention so it can take whatever steps are necessary to correct the problems.

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

All policies for YES CHARTER ACADEMY are located on our website at [YES Charter Website](#) and under the Policy tab, which will direct you to our complete online Policy Manual.

■ Investigation/Complaint Procedure

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

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

YES CHARTER ACADEMY's investigation methods will vary depending on the nature of the complaint, the allegations, the witnesses, and other factors. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent possible and consistent with adequate investigation methods and appropriate corrective actions. YES CHARTER ACADEMY has a compelling interest in protecting the integrity of its investigations. In every investigation, YES CHARTER ACADEMY has a strong desire to protect witnesses from harassment, intimidation and retaliation, to keep evidence from being destroyed, to ensure that testimony is not fabricated, and to prevent a cover-up. If YES CHARTER ACADEMY reasonably imposes a confidentiality requirement and you do not maintain such confidentiality, you may be subject to disciplinary action up to and including immediate termination.

All employees are required to fully cooperate with YES CHARTER ACADEMY's investigation, which includes, but is not limited to, providing all pertinent information in a truthful manner, submitting pertinent documents in their possession, not interfering with the investigation in any

manner, and maintaining an appropriate level of discretion regarding the investigation. Failure to do so may result in disciplinary action, up to and including termination.

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

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

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

■

■ Conclusion

This policy was developed to ensure that all employees work in an environment free from harassment, discrimination, abusive conduct and retaliation. Any employee who has questions or concerns about these policies should talk with the Principal, Human Resources Director or Office Administration.

If you believe you have experienced discrimination or harassment you may file a California Civil Rights Department (“CRD”) or Equal Employment Opportunity Commission complaint. For information contact the CRD or EEOC. You may find their phone numbers online at www.eeoc.gov and www.calcivilrights.ca.gov, respectively.

■ Training Requirements

To ensure a safe, ethical, and legally compliant learning environment, YES CHARTER ACADEMY requires all employees to complete specific training modules as mandated by California law. Completion of these training is a condition of employment. Failure to complete required training within the designated timeframes will be subject to disciplinary action, up to and including termination.

1. Sexual Harassment and Abusive Conduct Prevention (SB 1343 / AB 1825)

The Academy is committed to a workplace free from harassment. All employees must complete interactive training on the prevention of sexual harassment and abusive conduct ("bullying").

- **Non-Supervisory Employees:** Must complete **one (1) hour** of training within **six (6) months of hire** and every **two (2) years thereafter**.
- **Supervisory Employees:** Must complete **two (2) hours** of training within **six (6) months of hire or promotion** and every **two (2) years thereafter**.
- **Temporary/Seasonal Staff:** Employees working fewer than six months must be trained within **30 calendar days or 100 hours worked**, whichever comes first.

2. Child Abuse Mandated Reporter Training (AB 1432 & AB 848)

Under the Child Abuse and Neglect Reporting Act (CANRA), all YES CHARTER ACADEMY employees, volunteers, contractors who work or are contracted with YES CHARTER ACADEMY are "Mandated Reporters."

Effective January 1, 2026, SB 848 amends Penal Code section 11165.7 by expanding the "mandated reporter" definition to include: school volunteers, as defined; board members; and contractors whose duties require contact with or supervision of pupils. Specifically, SB 848 states:

(1) An employee, volunteer, or governing board or body member of a school district, county office of education, charter school, or private school. For purposes of this paragraph, a volunteer is a person who is over 18 years of age and who interacts with pupils outside of the immediate supervision and control of the pupil's parent or guardian or a school employee.

(2) An employee, volunteer, or board member of a public or private school, contractor to a school district, county office of education, charter school, state special school or diagnostic center operated by the State Department of Education, or private school whose duties require contact with or supervision of pupils at that school district, county office of education, charter school, state special school or diagnostic center operated by the State Department of Education, or private school. For purposes of this paragraph, a volunteer is a person who is over 18 years of age and who interacts with pupils outside of the immediate supervision and control of the pupil's parent or guardian or a school employee.

Training Requirements for Mandated Reporters

Existing law requires that school districts, county offices of education, state special schools and diagnostic centers operated by the State Department of Education, and charter schools annually train mandated reporters in accordance with Education Code section 44691. Existing law also requires a process for all persons required to receive such training to submit proof of training completion either within the first six weeks of each school year or within the first six weeks of that person's employment. As of January 1, 2026, SB 848 now applies these training requirements to school and county board of education members and contractors as defined above. SB 848 also requires Board members and contractors who work with students to submit proof of completion of mandated reporter training.

Effective July 1, 2026, SB 848 extends these training requirements to private schools and school volunteers as defined above and requires mandated reporters to submit proof of training within the first six weeks of each school year, within the first six weeks of that person's employment, or within six weeks of commencing volunteer service, as applicable. Entities may use an online training module provided by the State Department of Social Services or an equivalent training module developed specifically to meet SB 848 requirements. As of July 1, 2026, SB 848 requires all mandated reporters, including the category of volunteers as defined, to submit proof of completion of mandated reporter training within six weeks of service and annually thereafter.

3. Workplace Violence Prevention Plan (SB 553)

The YES CHARTER ACADEMY maintains a Workplace Violence Prevention Plan (WVPP) to protect staff and students.

- **Requirement:** Training on how to report incidents without fear of retaliation, strategies to avoid physical harm, and an overview of the YES CHARTER ACADEMY's specific WVPP.
- **Timeline:** Initial training is required upon hire, with **annual refreshers** thereafter.

4. Suicide Prevention and Awareness (AB 58 / Ed. Code § 21)

All employees of local educational agencies, including charter schools, must receive training to recognize and respond to student mental health crises.

- **Requirement:** Training on warning signs, risk factors, and intervention strategies.
- **Timeline:** This training must be completed **annually**.

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

WHISTLEBLOWER POLICY

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

An employee who wishes to report a suspected violation of law or YES CHARTER ACADEMY policy may do so by contacting the Council of Directors.

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

Any employee who believes that they have been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to one of the following: Principal or Human Resources Director.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality to the extent possible, consistent with a full and fair investigation. Information will be disclosed only as it is necessary to complete the investigation and resolve the matter. The Principal and a member of YES CHARTER ACADEMY management will conduct the investigation or designate other internal or external parties to conduct the investigation. The investigating parties may notify the concerned individuals of their findings as appropriate.

OPEN COMMUNICATION POLICY

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

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

LACTATION ACCOMMODATION POLICY

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

A private location to express breast milk will be provided in close proximity to the employee's work area. The employee's normal work area may be used if it allows the employee to express milk in private. In certain circumstances, a temporary location, multipurpose room, or shared

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

An employee who would like to request an accommodation to express milk should complete an accommodation request form and contact the Human Resources Director will engage the employee in an interactive process with the employee to determine when and where lactation breaks will occur, and will respond accordingly, generally within two business days. YES CHARTER ACADEMY reserves the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations.

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

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

Retaliation for making a lactation accommodation request is strictly forbidden. If the employee believes the employee has been retaliated against it should be reported immediately to Human Resources or Principal. Discrimination against and harassment of lactating employees in any form is unacceptable will not be tolerated at YES CHARTER ACADEMY and will be handled in accordance with YES CHARTER ACADEMY's policy on discrimination and harassment.

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

The Governing Council of Directors recognizes the immediate and long-term health benefits of breastfeeding and desires to provide a supportive environment for any district employee to express breast milk for an infant child upon returning to work following the birth of the child. The Council of Directors prohibits discrimination, harassment, and/or retaliation against any district employee for seeking an accommodation to express breast milk for an infant child while

at

work.

SECTION 5 – THE EMPLOYMENT PROCESS

EMPLOYEE CLASSIFICATION

Each YES CHARTER ACADEMY employee is either a “full-time,” “part-time,” or “temporary” employee and either an “exempt” or “non-exempt” employee. Some of the policies and benefits described in this handbook depend on whether the employee is full-time or part-time. Regular full-time employees are those employees regularly scheduled to work (8) hours or more each week. Regular part-time employees are those regularly scheduled to work less than 36 hours each week. Temporary employees are those employed for short-term assignments or in connection with a specific project or event. Temporary employees are not eligible for employee benefits, except those mandated by applicable law.

Every member of the team is designated as an “Instructional” or “Credentialed employee” or “Non-Instructional” or “Classified employee.” Some of the policies and benefits described in this handbook depend on how the employee is designated.

Exempt employees: This category includes all employees who are determined by YES CHARTER ACADEMY to be exempt from certain wage and hour provisions of state and federal laws. Exempt employees are paid a fixed salary that is intended to cover all of the compensation to which they are entitled. Because they are exempt, such employees are not entitled to additional compensation for extra hours of work or time off in lieu of additional compensation.

Non-exempt employees: This category includes all employees who are covered by certain wage and hour provisions of state and federal laws. Non-exempt employees are entitled to overtime and double time pay as well as meal and rest breaks, as prescribed by law.

Instructional or Credentialed Employee : Instructional or Credentialed Employees are those employees hired by YES CHARTER ACADEMY for the primary purpose of instructing students.

Non-Instructional or Classified Employee: Non-Instructional or Classified Employees includes those employees hired by YES CHARTER ACADEMY that do not primarily instruct students, such as administrative, maintenance, assistants and other operational employees.

EMPLOYEE STATUS AND CLASSIFICATIONS

“Employees” may include exempt, non-exempt, regular full-time, regular part-time, and temporary persons.

■ Exempt

Employees whose positions meet specific criteria established by state and federal law and who are exempt from overtime pay requirements.

■ Non-Exempt

Employees whose positions do not meet specific criteria established by state and federal law and are paid overtime and double time pay in certain circumstances. Overtime and double time compensation will be paid in accordance with all state and federal laws, which is generally the following:

- Overtime (paid at one-and-a-half times the employee's regular rate of pay): All hours worked in excess of 40 hours per workweek, in excess of 8 hours in a workday, and for the first 8 hours worked on the seventh consecutive workday.
- Double time (paid at twice the employee's regular rate of pay): All hours worked in excess of 12 hours in a workday and in excess of 8 hours worked on the seventh consecutive workday.
- YES CHARTER ACADEMY has an overtime policy to be signed stating overtime is a violation unless prior authorization is given or in case of a school emergency.

■ Regular Full-Time

Employees who are regularly scheduled to work 40 hours per week are generally eligible for the YES CHARTER ACADEMY's benefit package, subject to the terms and conditions, and limitations of each benefit program.

■ Regular Part-Time

Employees who are regularly scheduled to work less than 40 hours per week, and generally not eligible for YES CHARTER ACADEMY's benefit package except for those required by law.

■ Temporary (Full-Time or Part-Time)

An employee who is hired for a particular project or job of limited or definite duration is considered a temporary employee. A temporary employee is not eligible to earn, accrue, or participate in any School benefits program, except as otherwise required by law.

Temporary employees retain that status until they are notified of a change, in writing, by the Principal or Human Resources Director.

WORK SCHEDULES

All employees will be assigned a work schedule suitable for their job assignment and will be expected to begin and end work according to the schedule. Please note that schedules may vary depending on a variety of factors including whether you work during the academic year or on an annual basis. The Executive Director or your supervisor will assign your individual work schedule. In order to accommodate the needs of our business, it may be necessary to change individual work schedules on either a short-term or long-term basis. All employees are expected to be at their desks or workstations at the start of their scheduled shift, ready to work. If you need to modify your schedule, request the change with Human Resources or your supervisor. All schedule changes or modifications must be approved by the Executive Director.

YES CHARTER ACADEMY reserves the right to assign employees to jobs other than their usual assignment when necessary, provided the employee is capable of performing the essential functions of the alternate assignment. Non-exempt employees are not allowed to perform work at home or away from YES CHARTER ACADEMY unless specifically authorized for each occurrence by their supervisor. Non-exempt employees are not to work before or to continue working after their scheduled hours unless specifically assigned by the supervisor. Non-exempt employees are not allowed to work “off the clock.” Attendance at school-sponsored functions is not compensated unless the supervisor has required you to attend the function. Employees violating these rules may be subject to disciplinary action up to and including termination.

■ Instructional Employees:

The normal working hours for Credentialed employees at YES CHARTER ACADEMY sites are from 30 minutes before the start of school and 15 minutes after the end of school," with two ten (10) minute rest breaks and a thirty (30) minute meal break. Instructional employees may be required to work other than the normal hours and to take their lunch breaks and/or rest breaks on a rotating basis so that classes and student activities are always covered. There will occasionally be activities that will require teacher participation outside of regular business hours such as instructional prep, evening and Saturday family workshops or special meetings.

The Principal must approve any exceptions to the regular work schedule for instructional employees.

■ Non-Instructional Employees:

The Human Resources Director will determine the normal working hours for non-instructional employees. Non-exempt, non-instructional employees are entitled to two ten (10) minute rest breaks and a thirty (30) minute meal break and are entitled to overtime and double time pay as required by law.

Exempt employees, including Instructional and Non-Instructional employees, will be expected to work the number of hours necessary to complete their assigned responsibilities.

WORKWEEK AND WORKDAY

YES CHARTER ACADEMY's workweek is from Sunday at 12:00 A.M. through the following Saturday at 11:59 P.M. YES CHARTER ACADEMY's standard workday is 12:00 a.m. to 11:59 p.m. each day.

YES CHARTER ACADEMY reserves the right to change this policy at any time, with or without notice.

Recognized religious holidays may be taken off by an employee whose religion requires observance of the particular day. Employees must request the day off in advance by written notice to the Human Resources Director. All steps will be taken to reasonably accommodate a religious holiday (or practice) absent an undue hardship.

ATTENDANCE AND PUNCTUALITY

Employees are expected to observe regular attendance and be punctual. Each of our employees is critical to our success. Therefore, regular attendance and punctuality are considered an essential function of all positions. Employees are expected to report to work as scheduled, on time, and prepared to work. Employees also are expected to remain at work for their entire work schedule, except meal periods, rest periods or when required to leave on authorized School business. Late arrivals, early departures or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

If you are unable to report for work on any particular day, you must call the Human Resource Director and Office Administration at least ONE HOUR before the time you are scheduled to begin working for that day. If you call in less than ONE HOUR before your scheduled time to begin work, you will be considered tardy for that day. Absent extenuating circumstances or a medical provider's order excusing you from work for a period of time, you must call in on any day you are scheduled to work and will not report to work. YES CHARTER ACADEMY understands that in some cases, advance notice is not possible. In these cases, notify the Human Resource Director personally at the earliest possible moment.

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

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

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

TIME-CARD/ TIMEKEEPING RECORDS (NON-EXEMPT EMPLOYEES)

Purpose: This policy outlines the procedures for accurately recording and tracking employee work hours, ensuring compliance with labor laws, and facilitating accurate payroll processing.

Scope: This policy applies to all employees, including both hourly and salaried staff, who are required to record their working hours.

Timekeeping Procedures:

Clocking In and Out:

- All employees must clock in and out using the designated timekeeping system at the beginning and end of each workday.
- Employees must clock in no earlier than 5 minutes before their scheduled start time and clock out no later than 5 minutes after their scheduled end time, unless prior written approval for overtime has been granted.
- Employees must clock out for all unpaid breaks, including lunch breaks.
- Employees must clock in upon returning from unpaid breaks.

Breaks:

- Employees are entitled to a 30-minute unpaid meal break for shifts exceeding 6 hours. Meal breaks must be taken at or before hour 5.
- Paid rest breaks (e.g., 10-minute breaks) do not require clocking out.
- **Requesting Time Off:**
- Employees must request time off in advance through the YES CHARTER ACADEMY timekeeping system or by notifying their immediate supervisor.
- Employees are encouraged to provide as much notice as possible when requesting time off.
- All time off requests are subject to Administration approval.
- Questions regarding applicability of Time Off usage should be directed to the Human Resources Director.
- Sick time must be used for any sick days you are off. This must be done through the Paycom portal and is mandatory.

Overtime:

- Overtime is defined as authorized hours worked by a non-exempt employee in excess of 40 hours in a workweek.
- Overtime must be approved in advance by the Principal, or Business Administrator.
- Overtime pay is calculated at a rate of time and a half (1.5x the employee's normal hourly rate).

Timecard Submission:

- Employees are responsible for accurately recording their work hours on their timecards.

- Timecards must be submitted and approved to the Human Resources Director through the YES CHARTER ACADEMY designated timekeeping system. Submission and approval deadline are the last days of the pay periods which is the 15th and last day of the month.

IV. Timekeeping Responsibilities:

Employees:

- Accurately record their work hours.
- Clock in and out promptly.
- Report any discrepancies or errors in their time records in writing to the Human Resources Director no later than the last day of the pay period, the 15th and the last day of each month. Employees must submit a valid reason for their manager's approval.

V. Consequences of Non-Compliance:

- Altering, falsifying, misrepresenting or manipulating any aspect of time-keeping records to inaccurately reflect or hide hours worked, meal periods taken or time spent working during meal periods is prohibited.
- Consistent failing or forgetting to clock in/out may result in disciplinary action.
- Overtime unauthorized by the Principal or Business Administrator is prohibited.

Failure to follow timekeeping procedures may result in disciplinary action, up to and including termination.

VI. Effective Date: This policy is effective as of April 1st, 2026.

MEAL AND REST PERIODS (NON-EXEMPT EMPLOYEES)

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

Failure to comply with YES CHARTER ACADEMY's policy regarding meal and/or rest periods can lead to discipline, up to and including termination

■ Meal Periods

Non-exempt employees (hourly employees) scheduled to work more than five hours in a day are provided a 30-minute uninterrupted duty-free unpaid meal period. The meal period must be taken before the end of the fifth (5th) hour of work. For example, if the employee begins working at 7:00 a.m., then the employee must clock out to begin their meal period no later than 12:00 p.m. (noon). Your supervisor may schedule your meal periods.

The employee may waive this meal period if their workday will be completed within a total of six hours or less. To waive a meal period, the employee must receive prior written approval from the Human Resource Director and complete a “Meal Period Waiver” form.

If an employee’s day exceeds ten hours of work time, the employee is entitled to an additional 30-minute uninterrupted duty-free unpaid meal break. The employee may only waive this second meal period if they have taken the required first meal break of at least 30 minutes and their workday will not exceed 12 hours. To waive the second meal period, the employee must receive prior written approval from the Human Resource Director and complete a “Second Meal Period Waiver” form if requested.

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

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

■ Rest Periods

Non-exempt employees are authorized and permitted to take a 10-minute uninterrupted rest period for each four (4) hours of work or major fraction thereof which is defined as any amount of time over two (2) hours. Your supervisor may schedule your rest periods. Rest periods should be taken as close to the middle of a work period as possible and cannot be taken in conjunction with a meal period. Rest periods are paid work time; they cannot be waived by the employee in order to shorten the workday or used towards additional time off. During rest periods, employees are not required to stay on the premises, however, non-exempt employees are expected to return to work promptly at the end of any rest period.

<u>Hours Worked</u>	<u>Number of Rest Periods</u>
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3.5 hours to 6 hours	One 10-minute rest period
Over 6 hours to 10 hours	Two 10-minute rest periods
Over 10 hours to 14 hours	Three 10-minute rest periods

Non-exempt employees must observe assigned working hours, the time allowed for rest periods, and report any missed rest period on the days' time record and to the employee's supervisor immediately. Employees are encouraged to report any concerns regarding meal or rest periods to Human Resources.

■ Reporting

In addition to reporting it on their time record, any employee who misses a meal or rest period or who experiences a late, short, or interrupted meal period—for any reason—must immediately report this issue to the Human Resources Director and/or complete any requested forms. The employee must fill out all fields on the form, including providing a thorough explanation for the non-compliant meal or rest period. The employee must complete and turn in this form to their supervisor on the same workday that they experienced the non-compliant meal or rest period.

If an employee voluntarily chooses to miss a meal or rest period or take a late, short, or interrupted meal period (e.g., I chose to take my lunch later in the day or I chose to refuse an "authorized" meal period at the time provided by YES CHARTER ACADEMY), the employee is not entitled to premium pay (one additional hour of pay). If an employee involuntarily experiences a missed meal or rest period or a late, short, or interrupted meal period (e.g., my supervisor asked me to handle a call or meeting that caused me to miss or take a late meal period), the employee is entitled to premium pay. Employees must report the reason for the non-compliant meal or rest period to Human Resources.

PAYDAYS

Paydays at YES CHARTER ACADEMY are the 10th OF THE MONTH AND THE 26th OF EACH MONTH for non-exempt, hourly employees and the 26th OF THE MONTH for exempt salaried employees. The Human Resource Director or their designee will distribute checks to those who do not have direct deposit. If a normally scheduled pay day falls on a weekend or holiday, paychecks will be distributed the preceding business day.

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

PAYROLL WITHHOLDINGS

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

If an employee believes an error has been made in their pay or deductions YES CHARTER ACADEMY will work in good faith to resolve errors as soon as possible. The employee should notify the Human Resource Director of any errors in pay or deductions withheld within seven (7) days from the date paid.

Every deduction from the employee's paycheck is explained on the check voucher/paystub. If the employee does not understand the deduction, then they should ask the Human Resource Director to explain it. The employee may change the number of withholding allowances they wish to claim for Federal and/or State Income Tax purposes before any pay period by filling out a new W-4 form and submitting it to the Human Resource Director.

SECTION 6 – CONDITIONS OF EMPLOYMENT

IMMIGRATION LAW COMPLIANCE

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

CREDENTIAL REQUIREMENTS

If you are a credentialed team member, you must provide copies of your credential, certificate of clearance, transcripts, and test scores prior to your first day of actual work and if already employed, prior to the start of the academic year if applicable. Failure to provide these documents may delay your ability to begin work.

You are also responsible for keeping required certificates, credentials, and registrations current and in good standing, for paying the costs associated with renewal, and for providing both your

principal and YES CHARTER ACADEMY with verification of renewals. Failure to provide these updated documents to YES CHARTER ACADEMY may result in suspension without pay until such time as the necessary documentation has been provided.

If you allow a credential, certificate, registration, or required course deadline to expire, or if you fail re-certification, training, or testing, or otherwise fail to maintain the necessary credential for your assignment, YES CHARTER ACADEMY is required to remove you from the work schedule until you meet the necessary requirements for your assignment or renew your credential.

TUBERCULOSIS TEST

Before the first day of employment, all new employees must have had a tuberculosis test as described in Education Code 49406 or a TB Risk Assessment (pursuant to AB1667) within the past 60 days. Employees transferring from other public or private schools within the State of California must either provide proof of an examination or a completed Risk Assessment within the previous 60 days or a certification showing that they were examined within the past four (4) years and was found to be free of communicable tuberculosis. The current physician's statement or Risk Assessment must be on file in the office before the first day of employment. Failure to provide documentation on time may result in delay of your ability to begin work or termination.

Results of these tests are strictly confidential. TB Clearance is good for four years and it is the employee's responsibility to remain in compliance and ensure YES CHARTER ACADEMY has a valid certificate on file.

The examination for applicants for employment is a condition of initial employment. Therefore, the expense incident thereto shall be borne by the applicant. The cost of the examination required for existing employees shall be a reimbursable expense. Employees should follow YES CHARTER ACADEMY's reimbursement procedures.

CRIMINAL BACKGROUND CHECK

All employees must have Live Scan fingerprint results on file with YES CHARTER ACADEMY in accordance with applicable law. Live Scan fingerprinting will be required of all job applicants, employees, and volunteers as required by California and federal law. These background checks are performed through a fingerprinting service coordinated by the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Civil or criminal background checks may also be required of applicants and/or employees based on job duties or any other factors in accordance with applicable law.

At applicants expense, all fingerprint and background information must be completed and the results in the possession of YES CHARTER ACADEMY before the first day of employment. Failure to complete this process will delay the employee's ability to begin work.

Employees with adverse background information (such as certain specific criminal convictions) may be ineligible for employment with YES CHARTER ACADEMY.

YES CHARTER ACADEMY shall also request subsequent arrest notification from the Department of Justice and take all appropriate action based upon such further notification in accordance with applicable law. Additionally, should an employee, during their employment with YES CHARTER ACADEMY, be arrested for, charged with, or convicted of any offense, the employee must immediately report as much to Human Resources or Office Administrator.

For additional information on background checks, please contact the Human Resource Director.

CHILD ABUSE AND NEGLECT REPORTING ACT

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

While each employee has the responsibility to ensure the reporting of any child they suspect is a victim of abuse, the employee is not to verify the suspicion or prove that abuse has occurred. It is extremely important that YES CHARTER ACADEMY employees comply with the requirements of the Child Abuse and Neglect Reporting Act (CANRA). No mandated reporter can be held civilly or criminally liable for any report required or authorized by CANRA.

The Human Resource Director is available to answer any questions employees may have about their responsibilities under CANRA, or to assist an employee in making a report under CANRA. If an employee makes a report pursuant to CANRA without YES CHARTER ACADEMY's assistance, they are not required to notify YES CHARTER ACADEMY of the report if it is based on incidents they observed or became aware of during the course and scope of their employment with YES CHARTER ACADEMY.

FIRST-AID AND CPR TRAINING

All individuals working unsupervised with children or in a classroom setting (i.e. core teachers, advisors, coaches, non-core teachers, administrators) must receive, renew, and maintain basic first-aid and CPR certification by the first day of school. Any employee required to be first aid certified and hired after the beginning of YES CHARTER ACADEMY year will be required to provide proof of completion of both First Aid and CPR training prior to the first day of work.

For additional information on the training required, please contact the Human Resource Director.

PERSONNEL FILES

An employee or former employee (or designee) has the right to inspect or receive a copy of their personnel records at reasonable times, at a reasonable place, and on reasonable advance notice to

the Human Resources Director. All requests should be put in writing preferably on the form maintained by Administration. If the request includes a request for copies the employee or former employee may be required to pay for the actual costs of copying. Employer will respond to such a request within 30 days of receipt of the written request.

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

CHANGES IN EMPLOYMENT

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

SECTION 7 – PERFORMANCE

EMPLOYEE PERFORMANCE REVIEW

The Principal or Human Resource Director will generally conduct performance reviews with all regular full-time and regular part-time employees annually. The Principal or Human Resource Director may conduct informal performance reviews and goal setting sessions more often if they choose.

Performance reviews are designed for the Principal or designee and the employee to discuss their current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, the employee and supervisor discuss ways in which the employee can accomplish goals or learn new skills. The goal setting sessions are designed for the employee and their supervisor to make and agree on new goals, skills, and areas for improvement.

Your performance review and goal setting sessions may or may not have a direct effect on any changes in your compensation. For this reason, among others, it is important to prepare for these reviews carefully, and participate in them fully

PERFORMANCE EVALUATIONS

■ Administrative and Classified Staff:

Performance evaluations generally are conducted annually to provide both employees and the Principal or designee with the opportunity to discuss the employee's position, tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss methods for improving performance. The performance evaluations are intended to make employees aware of their progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee an increase in salary or promotional opportunities, or even continued employment.

■ Teachers:

At the start of each academic year, each Teacher will meet with the Principal to establish Performance Objectives for that school year.

The Principal will generally evaluate the Teacher's performance at least once a year formally and on an ongoing basis informally. The evaluation will be based on factors including the Teacher's job description, accomplishment of the Performance Objectives, the YES CHARTER ACADEMY's charter, and standards for teaching performance developed by the Principal the YES CHARTER ACADEMY's Council of Director or other designee.

YES CHARTER ACADEMY's provision of performance evaluations does not alter the at-will employment relationship. Nothing in this policy shall limit the right to terminate employment at-

will or limit the YES CHARTER ACADEMY's right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion. Employment is at the mutual consent of the employee and YES CHARTER ACADEMY. Accordingly, either the employee or YES CHARTER ACADEMY can terminate the employment relationship at-will, at any time, with or without reason and with or without notice.

■ Basis for Determining Pay

Numerous factors may influence your rate of pay, including but not limited to, education, experience, training and/or the operational needs of YES CHARTER ACADEMY. It is YES CHARTER ACADEMY's goal to have a current Job Description for each employee that broadly defines the job responsibilities and essential functions for each position.

While YES CHARTER ACADEMY strives to complete wage increase determinations on an annual basis, there is no guarantee that employees will receive a salary increase, cost of living adjustment or promotion every school year. Salary increases, cost of living adjustments and promotions are solely within the discretion of YES CHARTER ACADEMY and depend upon many factors in addition to performance. Positive performance evaluations do not guarantee increases in salary or promotions. Increases may be determined on the basis of various factors including, but not limited to, performance, adherence to school policies and procedures, ability to meet or exceed duties, salary schedules/ranges/bands, achievement of performance goals, or operational factors.

Changes to the amount of an employee's wage or salary will become effective on the first regular pay period following the change.

SECTION 8 – LEAVES

FAMILY MEDICAL LEAVE ACT (FMLA)/CALIFORNIA FAMILY RIGHTS ACT (CFRA)

Eligible employees may request a family and medical leave of absence under the circumstances described below. Eligible employees are those who have been employed by YES CHARTER ACADEMY for at least 12 months (not necessarily consecutive), have worked at least 1250 hours during the 12 months immediately prior to the family and medical leave of absence. For purposes of FMLA leave, an eligible employee must also be employed at a worksite where there are 50 or more employees of YES CHARTER ACADEMY within 75 miles. Please check with the Human Resources Director to determine whether you are eligible for FMLA/CFRA leave.

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

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

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

For CFRA only, a "family member" includes the employee's spouse, parent, child of any age, registered domestic partner, grandparent, grandchild, sibling, parent-in-law, and a "designated person". A "designated person" is someone else with a blood or family-like relationship with the

employee. The employee may identify this person at the time the employee requests a CFRA leave. The employee is limited to one (1) designated person per 12-month period for purposes of a CFRA leave.

A “serious health condition” is one that requires inpatient care in a hospital or other medical care facility or continuing treatment or supervision by a health care provider. You may take a leave under paragraph (2) or (3) above only if due to a serious health condition of a family member as described in paragraph (2) or (3) requires your care or assistance as certified in writing by the family member’s health care provider. If you are seeking a leave under paragraph (4) above, you must provide YES CHARTER ACADEMY with a medical certification from your health care provider establishing eligibility for the leave, and you must provide YES CHARTER ACADEMY with a release to return to work from the health care provider before returning to work. You must provide the required medical certification to YES CHARTER ACADEMY in a timely manner to avoid a delay or denial of leave. You may obtain the appropriate forms from the Human Resources Director.

FMLA/CFRA leave is unpaid and both may be taken for up to 12 workweeks during the designated 12-month period (with the exception of FMLA qualifying leaves to care for a member of the Armed Services who has a serious illness or injury, which may be taken for up to a total of 26 workweeks of leave during a single 12-month period). The 12-month period will be defined as a “rolling twelve months” looking backward over the preceding 12 months to calculate how much family and medical leave time has been taken and therefore determine the amount of leave that is available. FMLA qualifying leaves to care for a member of the Armed Services who has a serious illness or injury will be calculated on the 12-month period looking forward. All time off that qualifies as family and medical leave will be counted against your state and federal family and medical leave entitlements to the fullest extent permitted by law.

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

During FMLA/CFRA leave, group health benefits will be maintained as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

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

If you have any questions concerning, or would like to submit a request for a family and medical leave of absence, please contact the Human Resources Director.

PREGNANCY DISABILITY LEAVE

YES CHARTER ACADEMY provides up to **14 weeks of fully paid pregnancy disability leave** to certificated and classified employees who are temporarily unable to work due to a disability related to pregnancy, childbirth, or related medical conditions, in compliance with California Assembly Bill 126. Employees classified as substitutes or temporary are ineligible.

Eligibility and Covered Conditions

- All employees are eligible for this leave from their **first day of employment**.
- No minimum hours or length-of-service requirements apply.
- Covered conditions include pregnancy, childbirth, miscarriage, **termination of pregnancy (elective or otherwise)**, and recovery from any of these conditions.
- Leave may be authorized to begin **before childbirth** if medically necessary and will continue through the postpartum recovery period.

Compensation and Benefits

- **Full Pay:** Eligible employees will receive their regular, full salary for up to 14 weeks of certified pregnancy disability.
 - **Part time employees:**
 1. If the part-time employee works a fixed number of hours per week, the employee shall receive weekly pay for the total number of hours the employee is normally scheduled to work.
 2. If the part-time employee does not work a fixed number of hours per week, the employee shall receive weekly pay in an amount equaling the employee's average weekly pay during the six-month period immediately preceding the date that the employee began their paid leave.
 3. If the part-time employee has been employed for less than six months, the employee shall receive weekly pay in an amount equaling the employee's average weekly pay during the entire period of that employment preceding the date that the employee began their leave.
- **Leave Preservation:** Paid leave provided under this policy **will not be deducted** from the employee's accrued sick leave, personal leave, or other available paid time off balances.
- **Health Benefits:** YES CHARTER ACADEMY will continue full health insurance coverage and maintain all employer contributions toward the employee's benefits for the duration of the leave. YES CHARTER ACADEMY will continue to make applicable CalSTRS/CalPERS contributions, and employees earn full-service credit and pay the member contributions to the retirement fund.

Request and Documentation Procedures

- **Notice:** Employees must submit a request for pregnancy disability leave to their supervisor at least **30 days in advance** of predictable events, or as soon as practicable for unpredictable events.
- **Medical Verification:** A written statement from a licensed healthcare provider must be submitted to Human Resources. The documentation must verify the medical necessity of the leave, its start date, and its expected end date.

So that an employee's return to work can be properly scheduled, an employee on pregnancy disability leave is requested to provide YES CHARTER ACADEMY with at least one week's advance notice of the date they intend to return to work. When an approved pregnancy disability leave ends, the employee will be reinstated to the same position, unless the job ceases to exist because of legitimate business reasons. An employee has no greater right to reinstatement to the same position or to other benefits and conditions of employment than if they have been continuously employed in this position during the pregnancy disability leave or transfer. If the same position is not available, the employee will be offered a comparable position in terms of such issues as pay, location, job content, and promotional opportunities, if one exists. An employee has no greater right to reinstatement to a comparable position or to other benefits or conditions of employment than if the employee would not have otherwise been employed if leave had not been taken.

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

MILITARY SPOUSE LEAVE

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

An eligible employee must work an average of 20 hours per week; have a spouse or registered domestic partner who is a member of the Armed Forces, National Guard or Reserves; must provide notice of their intention to take the leave within two (2) business days of receiving official notice that the service member will be on leave from deployment; and submit written documentation certifying that the service member will be on leave during the time the leave is required.

The employee may use unused PTO/sick leave during this unpaid time off.

WORKERS' COMPENSATION LEAVE

Employees that are temporarily disabled due to a work-related illness or injury will be placed on workers' compensation leave. The duration of your leave will depend upon the rate of your recovery and the medical provider's recommendation. Workers' compensation leave will run concurrently with any other applicable medical leave of absence (i.e., FMLA/CFRA if applicable). The Human Resource Director will reach out to employees that have requested a

workers' compensation leave regarding employer provided health insurance benefits. If you have any questions concerning this leave and/or any benefit related questions, please contact the Human Resource Director.

BEREAVEMENT LEAVE

YES CHARTER ACADEMY provides time off to eligible employees in the event of the death of a "family member". To be eligible for Bereavement Leave, the employee must be employed for at least thirty (30) days prior to starting Bereavement Leave. If an employee is eligible for Bereavement Leave and the employee experiences the death of a family member, the employee may take up to five (5) days of Bereavement Leave.

For purposes of this policy, a family member is defined as: spouse, domestic partner, child, parent, parent-in-law, sibling, grandparent and grandchild.

The days of Bereavement Leave do not need to be taken consecutively; however, the employee must use Bereavement Leave within three (3) months of the death of the family member, at which time any remaining unused Bereavement Leave will expire.

Within the first thirty (30) days of the first day of Bereavement Leave, an employee must provide the Human Resource Director with documentation to support the need for Bereavement Leave which may include a death certificate; a published obituary, verification of death, burial or memorial service from a mortuary, funeral home, burial society, crematorium, religious institution or governmental agency.

Any time off for Bereavement leave will be paid out of employees PTO and will not exceed the (5) days of PTO.

REPRODUCTIVE LOSS LEAVE

YES CHARTER ACADEMY grants time off to eligible employees in the event you suffer a qualifying reproductive loss event as defined in this policy.

To be eligible for reproductive loss leave, you must be employed for at least 30 days prior to starting leave.

If you are eligible and experience a reproductive loss event, you may take up to five days of reproductive loss leave.

For purposes of this policy, a reproductive loss event is the day, or the final day for a multiple day event, of one of the following:

- **Failed adoption:** The dissolution or breach of an adoption agreement with the birth mother or legal guardian, or an adoption that is not finalized because it is contested by

another party, if you would have been a parent of the adoptee if the adoption had been completed.

- **Failed surrogacy:** The dissolution or breach of a surrogacy agreement, or a failed embryo transfer to the surrogate, if you would have been a parent of a child born as a result of the surrogacy.
- **Miscarriage:** May be a miscarriage by you, your current spouse or domestic partner, or by another individual if you would have been a parent of a child born as a result of the pregnancy.
- **Stillbirth:** May be a stillbirth resulting from your pregnancy, the pregnancy of your current spouse or domestic partner, or another individual if you would have been a parent of a child born as a result of the pregnancy.
- **Unsuccessful assisted reproduction:** An unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure (i.e., artificial insemination or an embryo transfer, including gamete and embryo donation). Assisted reproduction does not include reproduction through sexual intercourse. This event applies to you, your current spouse or domestic partner, or another individual, if you would have been a parent of a child born as a result of the pregnancy.

The days of reproductive leave do not need to be taken consecutively, however, you must complete your reproductive loss leave within three months of your reproductive loss event, or, if prior to or immediately following your reproductive loss event, you are on or choose to go on leave under California's pregnancy disability law, the California Family Rights Act, or any other leave provided by state or federal law, then you may complete your reproductive loss leave within three months of the end of the other leave, at which time any remaining unused reproductive loss leave will expire.

Reproductive loss leave is unpaid; however, you may choose to use previously unused paid leave time available to you.

If you experience more than one reproductive loss event within a 12-month period, you can receive another five days of reproductive loss leave. You are limited to a total of 20 days of reproductive loss leave within a 12-month period.

Any information provided to YES CHARTER ACADEMY related to this leave will be maintained as confidential and will not be disclosed except to internal personnel or counsel, as necessary, or as required by law.

JURY DUTY LEAVE

All employees who receive a notice of jury/witness duty must notify their supervisor as soon as possible so that arrangements may be made to cover the absence. In addition, employees must provide a copy of the official jury/witness duty notice to their supervisor. Employees must report for work whenever the court schedule permits. Either YES CHARTER ACADEMY or the employee may request an excuse from jury/witness duty if, in YES CHARTER ACADEMY's judgment, the employee's absence would create serious operational difficulties.

Non-exempt employees who are called for jury/witness duty will be provided time off without pay. Exempt employees will receive their regular salary unless they do not work any hours during the course of a workweek. In the event that the employee must serve as a witness within the course and scope of their employment with YES CHARTER ACADEMY, YES CHARTER ACADEMY will provide time off with pay.

TIME OFF TO VOTE

YES CHARTER ACADEMY will allow any employee who is a registered voter and does not have enough time outside of working hours to vote in a statewide election up to two (2) hours of work time to vote. If employees are unable to vote in an election during their non-working hours, then YES CHARTER ACADEMY will grant up to two hours of paid time off to vote:

- only when your schedule does not allow you to vote outside of your working hours.
- The request must be made at least two (2) working days in advance.
- The time must be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule unless YES CHARTER ACADEMY and the employee agree otherwise.

An employee may also serve as an election official on Election Day without being disciplined, however YES CHARTER ACADEMY will not pay the employee for this time off. Unused PTO may be paid to the employee for this time off.

Employees must submit a voter's receipt on the first working day following the election to qualify for paid time off. Nothing in this policy requires the employee to bring their mail (absentee) ballot to work, including mailing such absentee ballots from work.

SCHOOL ACTIVITIES LEAVE

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

The leave is subject to all of the following conditions:

- The time off for school activity participation cannot exceed eight (8) hours in any calendar month, or a total of forty (40) hours each year;
- Unless it is an emergency, employees planning to take time off for school visitations must provide as much advance notice as possible to their supervisor;

- If YES CHARTER ACADEMY employs both parents, the first employee to request such leave will receive the time off. The other parent will receive the time off only if the leave is approved by their supervisor;
- Employees must use existing SIC/PTO in order to receive compensation for this time off;
- Employees who do not have paid time off available will take the time off without pay.
- Documentation of participation may be requested and will be sufficient if it is provided in writing by YES CHARTER ACADEMY or the licensed child care/day care facility.

SCHOOL APPEARANCE/SUSPENSION LEAVE

If the parent or guardian of a child facing suspension from school is summoned to YES CHARTER ACADEMY to discuss the matter, the employee should alert their supervisor as soon as possible before leaving work. To be eligible for time off to attend a child's school, the employee must be the parent of a child in kindergarten or in grades 1-12 and must present YES CHARTER ACADEMY's letter, which requests the employee's appearance at YES CHARTER ACADEMY, to their supervisor at least two days before the requested time off.

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

CRIME VICTIM LEAVE

Employees are allowed to be absent from work to attend judicial proceedings related to a violent felony, serious felony (as defined by the California Penal Code) or felonies related to theft or embezzlement if:

- The employee is a victim of such a crime;
- An immediate family member (i.e., spouse, registered domestic partner, child, step-child, sibling, step-sibling, parent, step-parent, or the child or a registered domestic partner) of an employee is a victim of such a crime;

An employee must give reasonable advance notice to YES CHARTER ACADEMY by providing documentation of the proceeding. Documentation may be from any of the following:

- Notice from the court or government agency setting the hearing;
- The district attorney or prosecuting attorney's office; or
- The victim/witness assistance office advocating on the victim's behalf.

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

DOMESTIC VIOLENCE LEAVE/SEXUAL ASSAULT/STALKING LEAVE

If you are a victim of crime or abuse, including domestic violence, sexual assault, stalking, or a crime that caused physical injury or, in certain cases, mental injury, or that caused the death of an immediate family member, you may take time off to obtain or attempt to obtain judicial relief, such as obtaining restraining orders, to help insure your health, safety or welfare or that of your child(ren). Employees may use available /PTO (if applicable) or sick leave. Otherwise, the time off is unpaid. All employees can take time off from work to get medical attention or services from a domestic violence shelter, program, or rape crisis center, or receive psychological counseling or safety planning related to domestic violence, sexual assault, or stalking. Domestic violence, sexual assault and stalking victim's leave for medical treatment does not exceed or add to the unpaid leave time that FMLA/CFRA allows.]

You must give YES CHARTER ACADEMY reasonable notice unless advance notice is not feasible, and provide certification that you are seeking such assistance.

Certification may be sufficiently provided by any of the following:

- A police report indicating that you were a victim crime or abuse;
- A court order protecting or separating you from the perpetrator of an act of crime or abuse, or other evidence from the court or prosecuting attorney that you appeared in court; or,
- Documentation from a medical professional, domestic violence advocate or advocate for victims of sexual assault, health care provider, or counselor that you are undergoing treatment for physical or mental injuries or abuse due to the crime or abuse.
- Any other form of documentation that reasonably verifies the crime or abuse occurred which can include a written statement signed by you or an individual acting on your behalf certifying that the absence(s) is for the purpose authorized under this leave.

Employees have the right to ask YES CHARTER ACADEMY for help or changes in their workplace to make sure they are safe at work. YES CHARTER ACADEMY will work with its employees to see what changes can be made. Changes in the workplace may include putting in locks, changing shifts or phone numbers, transferring or reassigning the employee, or help with keeping a record of what happened to the employee. YES CHARTER ACADEMY may ask the affected employee for a signed statement certifying that this request is for a proper purpose and may also request proof showing the need for an accommodation.

YES CHARTER ACADEMY will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision. YES CHARTER ACADEMY will not discharge, discriminate or retaliate against an employee who exercises their rights under this law.

YES CHARTER ACADEMY is committed to ensuring employees are not treated differently or retaliated against because of any of the following:

- The employee is a victim of domestic violence, sexual assault, or stalking.
- The employee asked for time off to get help.
- The employee asked YES CHARTER ACADEMY for help or changes in the workplace to ensure safety at work.

If any employee believes that they have experienced retaliation or discrimination as a result of conduct protected by this policy, the employee may file a complaint with their supervisor and/or the Labor Commissioner's Office.

For more information, contact the Labor Commissioner's Office by phone at 213-897-6595 or visit a local office by finding the nearest one on the website:

www.dir.ca.gov/dlse/DistrictOffices.htm. The Labor Commissioner's Office provides an interpreter at no cost to the employee, if needed.

MILITARY LEAVE

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

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

ADULT LITERACY LEAVE

Pursuant to California law, YES CHARTER ACADEMY will reasonably accommodate any eligible employee who seeks to enroll in an adult literacy education program, provided that the accommodation does not impose an undue hardship on YES CHARTER ACADEMY. YES CHARTER ACADEMY does not provide paid time off for participation in an adult literacy education. However, you may utilize unused SICK TIME FOR NON CREDENTIAL/PTO FOR CREDENTIALLED STAFF if you want compensation for this time off. If you do not have unused SICK TIME/PTO available, you will be permitted to take the time off without pay.

ORGAN DONOR / BONE MARROW DONOR LEAVE

YES CHARTER ACADEMY will provide up to five business days of paid leave within a one-year period to an employee who donates bone marrow to another person. In addition, YES

CHARTER ACADEMY will provide up to 30 business days of paid leave within a one-year period and up to another 30 business days of unpaid leave within a one-year period to an employee who donates an organ to another person. The one-year period is measured from the date the employee's leave begins and shall consist of 12 consecutive months. You must give as much notice as is practicable and must provide certification of the medical necessity of the procedure. You will be required to use up to ten (10) days of any unused paid leave (sick and/or PTO) for organ donation and up to five (5) days unused paid leave (sick and PTO) for bone marrow donation. This leave does not run concurrently with FMLA/CFRA. You must have been employed for at least a 90-day period immediately preceding the beginning of the leave, if otherwise eligible.

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

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

DRUG & ALCOHOL REHABILITATION LEAVE

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

This policy in no way restricts the YES CHARTER ACADEMY's right to discipline an employee, up to and including termination of employment, for violation of YES CHARTER ACADEMY's Drug and Alcohol Policy.

VOLUNTEER CIVIL SERVICE LEAVE

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

Emergency Duty is unpaid. You may choose to use your unused PTO if you wish to receive compensation for this time off, but you are not required to do so.

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

CIVIL AIR PATROL LEAVE

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

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

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

SECTION 9 – BENEFITS

Paid Time Off -PTO

■ Standard PTO Policy for Credentialed Employees only

The following full-time, regular CREDENTIALLED employees are eligible for PTO benefits:

- Full-time, regular Administrative/Credentialed employees accrue ten (10) paid PTO days per year totalling 70 hours.
- Part-time credentialed employees accrue PTO according to their contracted hours.

Requests to use PTO days by these employees must be submitted in writing at least 2 weeks in advance through the automated timekeeping system submission system and to the Human Resource Director. These employees will not be approved for more than 10 days of PTO in a single academic year.

PTO shall be scheduled in such a way as to provide adequate coverage of job responsibilities and staffing requirements. Although YES CHARTER ACADEMY will attempt to accommodate PTO requests to the greatest extent possible, there is no guarantee that any given PTO request will be granted.

Upon termination of employment, eligible employees will be paid for all unused PTO time at their current rate of pay. Employees are not entitled to pay in lieu of taking PTO except upon termination of employment.

SICK LEAVE

YES CHARTER ACADEMY enacted this policy in accordance with the California Healthy Workplaces, Healthy Families Act to provide paid sick leave (“PSL”) to eligible employees.

■ Eligible Employees

All non-Administrative/Credentialed employees (including part-time and temporary) who work for YES CHARTER ACADEMY 30 or more days within a year in California are allotted PSL as set forth in this policy.

■ Permitted Use

Eligible employees may use their allotted PSL to take paid time off for the diagnosis, care, or treatment of an existing health condition of (or preventive care for) the employee or the employee’s family member. For purposes of this policy, “family member” means a child, parent, spouse, registered domestic partner, grandparent, grandchild, sibling of the employee or “designated person”. “Child” means a biological child, a foster child, an adopted child, a step-child, a child of a registered domestic partner, a legal ward, or a child of a person standing in loco parentis, regardless of the age or dependency status of the child. “Parent” means a biological, foster, or adoptive parent; a step-parent; or a legal guardian of the employee or the employee’s spouse or registered domestic partner. A parent may also be someone who accepted the duties and responsibilities of raising the employee when the employee was a minor child, even if they are not the employee’s legal parent. “Spouse” means a legal spouse, as defined by California law. A “designated person” is any individual the employee identifies at the time of the employee requests PSL. An employee is limited to one designated person per 12-month period for purposes of PSL.

Employees are required to use their PSL for any sick days or reasons listed above. Employees may not opt out of using PSL when out sick.

Employees may also use their PSL to take time off from work for reasons related to domestic violence, stalking, or sexual assault, including being a victim of crime or abuse.

■ Allotment

Eligible employees will be allotted PSL days as follows:

- On July 1 (and on each subsequent July 1), all eligible employees will be allotted 5 days or 40 hours of PSL per fiscal year (July 1-June 30)
- If an employee is hired mid-year, they will receive 5 days or 40 hours of PSL days on their first day of employment for use during the remainder of the employee's first calendar year of employment
- Once the 30-day employment period has been satisfied, new employees may use any accrued and available PTO, subject to standard scheduling and approval requirements.

Paid sick leave days are not accrued on an as-worked basis but rather are allotted to the eligible employees on July 1 each year for the following fiscal year. Paid sick leave days are "use it or lose it" and, as such, do not carry over from year to year.

■ Limits on Use

Eligible employees may use PSL beginning on the 30th day of employment.

PSL may be taken in minimum increments of one hour. If an exempt employee absences themselves from work for part or all of a workday for a reason covered by this policy, they will be required to use PSL to make up for the absence.

■ Notification

The employee must provide reasonable advance notification, orally or in writing, of the need to use PSL, if foreseeable. If the need to use PSL is not foreseeable, the employee must provide notice as soon as practicable.

■ Termination

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

■ No Discrimination or Retaliation

YES CHARTER ACADEMY prohibits discrimination or retaliation against employees for using their PSL.

INSURANCE BENEFITS

Full-time employees are entitled to insurance benefits offered by YES CHARTER ACADEMY. These insurance benefits will include medical, dental, and vision. YES CHARTER ACADEMY will set a defined contribution towards the employee's insurance premiums that are sponsored by YES CHARTER ACADEMY. This amount will be determined on an annual basis. The employee's portion of the monthly premiums will be deducted from the employee's paycheck on a pre-tax basis.

If medical insurance premium rates increase, employees may be required to contribute to the cost of the increase to retain coverage. Unless otherwise mandated by law, employees on a leave of absence may be responsible for selecting continuing health coverage and paying the premium for such coverage through COBRA. If you have any benefit related questions while on a leave of absence, please contact the Human Resource Director.

COBRA BENEFITS

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

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

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

SOCIAL SECURITY/MEDICARE

Social Security is an important part of every employee's retirement benefit. YES CHARTER ACADEMY pays a matching contribution to each employee's Social Security taxes.

STATE DISABILITY INSURANCE (WAGE SUPPLEMENT)

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

PAID FAMILY LEAVE (WAGE SUPPLEMENT)

Under California law, eligible employees may participate in the Paid Family Leave ("PFL") program, which is part of the state's unemployment compensation disability insurance program. The PFL program provides up to eight weeks of partial wage replacement benefits to employees who take time off to care for a seriously ill or injured child, spouse, parent, registered domestic

partner, siblings, grandparents, grandchildren, or parents-in-law or to bond with a new child (birth, foster care, adoption). The PFL program does not provide job protection or reinstatement rights. It is a wage supplement provided concurrently while an employee takes an eligible leave of absence under YES CHARTER ACADEMY policy and applicable law.

YES CHARTER ACADEMY will require you to take up to two weeks of available and unused PTO prior to your receipt of benefits under the PFL program.

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

WORKER'S COMPENSATION INSURANCE

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

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

SECTION 10 – EMPLOYEE COMMUNICATIONS

COMMUNICATIONS POLICY

Every employee is responsible for using the YES CHARTER ACADEMY's computer system, including, without limitation, its computers, laptops, iPads, tablets, cellular phones, electronic mail (Email) system, telephone, video conferencing, voicemail, facsimile systems and the Internet ("Communications Systems"), properly and in accordance with this policy. Any questions about this policy should be addressed to the Human Resource Director.

The Communication Systems are the property of YES CHARTER ACADEMY and have been provided for use in conducting YES CHARTER ACADEMY business. All communications and information transmitted by, received from, created, or stored in its Communication Systems are YES CHARTER ACADEMY records and property of YES CHARTER ACADEMY. The Communication Systems are to be used for school purposes only. Employees may, however, use YES CHARTER ACADEMY technology resources for the following incidental personal uses so long as such use does not interfere with the employee's duties, is not done for pecuniary gain, does not conflict with YES CHARTER ACADEMY business, and does not violate any YES CHARTER ACADEMY policies:

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

■ No Expectation of Privacy

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

Even if employees use a password to access the Communication Systems (or any aspect thereof), the confidentiality of any message stored in, created, received, or sent from YES CHARTER ACADEMY's Communication Systems is not assured. Use of passwords or other security measures does not in any way diminish YES CHARTER ACADEMY's right to monitor and access materials on its Communication Systems, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed upon request to YES CHARTER ACADEMY for any reason that YES CHARTER ACADEMY, in its

discretion, deems appropriate. Further, employees should be aware that deletion of any Email messages, voicemails or files would not truly eliminate the messages from the system. All Email messages, voicemails and other files may be stored on a central back-up system in the normal course of data management.

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

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

■ Professional Use of Communication Systems Required

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

■ Offensive and Inappropriate Material

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

YES CHARTER ACADEMY may (but is not required) to use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by YES CHARTER ACADEMY networks. Notwithstanding the foregoing, YES CHARTER ACADEMY is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an email address on the Internet may lead to receipt of unsolicited email

containing offensive content. Users accessing the Internet do so at their own risk. Employees who encounter inappropriate or sexually explicit material while browsing on the Internet should immediately disconnect from the site, regardless of whether the site was subject to YES CHARTER ACADEMY's blocking software.

■ Solicitations

YES CHARTER ACADEMY's Communication Systems may not be used to solicit for political causes, commercial enterprises, outside organizations, or other non-job-related solicitations except if an employee is engaged in a protected activity related to improving the terms and conditions of their employment. Approval from the Principal is required before anyone can post any information on commercial on-line systems or the Internet.

■ Licenses and Fees

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

■ Games and Entertainment Software

Employees may not use a YES CHARTER ACADEMY Internet connection to download games or other entertainment software, or to play games over the Internet.

■ Confidential Information

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

■ Copyrights and Trademarks

YES CHARTER ACADEMY's Communication Systems may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from the Principal. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult a supervisor. Any YES CHARTER ACADEMY-approved material that is posted or sent via its computer system should contain all proper copyright and trademark notices.

■ Maintenance and Security of the System

Employees must not deliberately perform acts that waste resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, streaming video or audio files, engaging in online chat groups, printing excessive copies of

documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related.

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

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

■ Violations of this Policy

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

This policy is not intended, nor should it be interpreted, to in any way limit the ability of an employee to:

- Discuss with others the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

■ Amendment and Modification of this Policy

YES CHARTER ACADEMY reserves the right to modify this policy at any time, with or without notice. YES CHARTER ACADEMY requires employees to acknowledge and comply with a separate Acceptance Use of Technology Policy which is located at the end of this handbook and in our online policy manual.

SOCIAL MEDIA POLICY

YES CHARTER ACADEMY has adopted the following policy with regard to employees' behavior on social networking sites including, but not limited to, Facebook, Twitter, LinkedIn, Pinterest, Instagram, SnapChat and YouTube. If you wish to use networking protocols or set up a social media site as a part of the educational process, please work with your administrators and

technology staff to identify and use a restricted, school-endorsed networking platform. Such sites will be the property of YES CHARTER ACADEMY who will have unrestricted access to, and control of, such sites.

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

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

- Comply with the law at all times. Do not post any information or engage in any social media activity that may violate applicable local, state, or federal laws or regulations.
- Do not engage in any discriminatory, harassing, or retaliatory behavior in violation of School policy.
- Respect copyright, fair use, and financial disclosure rules and regulations. Identify all copyrighted or borrowed material with proper citations and/or links.
- Maintain the confidentiality of YES CHARTER ACADEMY's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications. This prohibition applies both during and after your employment with YES CHARTER ACADEMY.
- Do not post confidential information (as defined in this Handbook) about YES CHARTER ACADEMY, its employees, or its students. Remember that most student information is protected by the Family Educational Rights and Privacy Act, including any and all information that might identify the student. Publicizing student work and accomplishments is permitted only if appropriate consents are obtained.
- Confidential information (does not include information about the terms and conditions of your employment, such as wages, benefits, workplace safety and other topics an employee has the right to discuss with other employees under the law. Nothing in this policy prevents an employee from discussing or disclosing information about unlawful acts in the workplace, such as harassment or discrimination or any other conduct that the employee may have reason to believe is unlawful.
- While limited and incidental social media activities at work may be tolerated, such social media activities may not interfere with your job duties or responsibilities. Do not use your School-authorized e-mail address to register on social media websites, blogs, or other online tools utilized for personal use.
- Be knowledgeable about and comply with YES CHARTER ACADEMY's background check procedures.

- Be knowledgeable about and comply with YES CHARTER ACADEMY's reference policy. Do not provide employment references for current or former employees, regardless of the substance of such comments, without prior approval from YES CHARTER ACADEMY.
- We encourage you to be fair and courteous to fellow employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of YES CHARTER ACADEMY. We also encourage you to avoid posting statements, photographs, video, or audio that could be reasonably viewed as malicious, obscene, threatening, or intimidating, that disparage employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of YES CHARTER ACADEMY, or that might constitute harassment or bullying.
- Make sure you always try to be honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Please do not post any information or rumors that you know to be false about YES CHARTER ACADEMY, fellow employees, students, parents, vendors, customers, suppliers, people working on behalf of YES CHARTER ACADEMY, or competitors.
- Never represent yourself as a spokesperson for YES CHARTER ACADEMY unless authorized to do so. If you publish social media content that may be related to your work or subjects associated with YES CHARTER ACADEMY, make it clear that you are not speaking on behalf of YES CHARTER ACADEMY and that your views do not represent those of YES CHARTER ACADEMY, fellow employees, students, parents, vendors, customers, suppliers, or other people working on behalf of YES CHARTER ACADEMY. It is best to use a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of YES CHARTER ACADEMY."
- Never be false or misleading with respect to your professional credentials.
- Do not take any photos, videos, or other media in the workplace or on YES CHARTER ACADEMY's premises or at School functions without permission of YES CHARTER ACADEMY. It is your responsibility to ensure that your posts do not contain any prohibited information, or Confidential Information, including, but not limited to, photos, videos, or other media referencing or relating to student information, even if the student(s) is/are not specifically identified by name but could be easily determined or may be perceived as identifying any student or group of students. Violations may result in disciplinary action, up to and including termination.
- Supervisors who "friend" subordinates on social media accounts (whether personal or School accounts) are responsible for abiding by this policy at all times and immediately reporting any violations of this policy to the Principal. Failure to do so may result in disciplinary action, up to and including termination.

Employees are not to initiate "friendships" with students or parents. Employees shall not accept students as friends on any personal social networking sites and are to decline any student-initiated friend requests. Employees must delete any students already on their "friends" list immediately.

Employees should also be aware that participation in social media, even in a private setting, may not remain private and posts may become public knowledge and/or reported to YES CHARTER ACADEMY.

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

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

Employees may not use trade names, or logos belonging to YES CHARTER ACADEMY without express written permission of the Principal.

In the event you have any questions about whether a particular social media activity may involve or implicate YES CHARTER ACADEMY, or may violate this policy, please contact the Principal.

Social media is in a state of constant evolution, and YES CHARTER ACADEMY recognizes that there will likely be events or issues that are not addressed in these guidelines. Thus, each School employee is responsible for using good judgment and seeking guidance, clarification, or authorization before engaging in social media activities that may implicate this policy.

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

Nothing in this policy is not intended to interfere with, restrain or prevent employees from using social media to:

- Communicate with others regarding wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

EQUIPMENT POLICY

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

■ Laptop Computers

Each staff member assigned a laptop for professional use shall be required to sign a laptop Agreement Form and will be charged for any damages, loss or theft to the laptop caused by willful misconduct.

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

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

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

If the employee fails to adhere to these procedures, the employee will be held legally and financially responsible to YES CHARTER ACADEMY for the replacement of such equipment.

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

YES CHARTER ACADEMY may add security and other tracking technology to any and all computing devices issued by it and any and all such usage is subject to review, monitoring and auditing by YES CHARTER ACADEMY.

Non-compliance with any policies or procedures will result in appropriate disciplinary action and/or reimbursement of any and all costs to YES CHARTER ACADEMY if resulting from an employee's willful misconduct.

Each full time exempt employee receives a laptop computer for use in carrying out day-to-day functions such as lesson planning, email, enhancing classroom instruction, and using school-provided software for administrative duties (i.e. tracking attendance, logging grades, posting comments, etc.). Employee-issued laptops are property of YES CHARTER ACADEMY. Employees are required to treat their laptops with great care. Laptops may never be left unattended or in unlocked classrooms. Employees are required to bring their laptop computers home with them each night. Upon termination of employment, employees understand and agree that they must promptly return their school-issued laptop to YES CHARTER ACADEMY. Employees are responsible for reimbursing YES CHARTER ACADEMY for the cost of lost or damaged laptops when the loss or damage is due to the willful misconduct of the employee.

Employees acknowledge and understand that YES CHARTER ACADEMY is the owner of the laptop and of all information contained on the laptop. Employees are discouraged from keeping personal information on their school-issued laptops or using the laptops for personal use. There should be no expectation of privacy with regard to a school-issued laptop and employees must return their laptop upon request by YES CHARTER ACADEMY.

CELL PHONE POLICY

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

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

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

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

Employees whose job responsibilities do not specifically include driving as an essential function, but who use a cell phone for business purposes, whether issued by YES CHARTER ACADEMY or not, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves or others at risk to fulfill business needs.

Any employee who fails to comply with this policy will be deemed to have engaged in grossly negligent conduct beyond the course and scope of their employment. As a result, any employee who is charged with a traffic violation or incurs any other form of liability resulting from a violation of this policy will, to the extent allowed by applicable law, be solely responsible for any such liability.

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

This policy is not intended, nor shall it be interpreted, to in any way limit the ability of an employee to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

TELEPHONE CALLS AND TEXTING

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

PERSONAL PHONE AND PERSONAL CELL PHONE USE

Personal phone calls should not be made or received during working hours. Any such calls must be made during employee breaks. Friends and relatives should be discouraged from calling during business hours unless there is an emergency. All emergency calls should be directed to the main office. When the call is received, the employee will be contacted.

In addition, the use of personal cell phones for placing or receiving calls, sending or receiving text messages, checking voicemail, or any other form of communication supported by YES CHARTER ACADEMY's cell phone provider during working hours is strictly prohibited. Cell phones should be placed out of sight and completely silenced to avoid disruption to the learning environment. In the event of a field trip or other class outing where personal cell phones may be used for safety purposes, communication should be limited to school staff only. YES CHARTER ACADEMY will not be responsible for lost or stolen cell phones or other personal property.

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

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

This policy is not intended, nor shall it be interpreted, to in any way limit the ability of an employee to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law

Personal telephone calls should be made and received during non-teaching times. Personal calling cards or cell phones should be used for long distance personal calls. YES CHARTER ACADEMY expects that cell phones will be turned on a silent/meeting answer mode while employees are on the job and includes, but is not limited to, staff meetings and professional development.

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

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

This policy is not intended, nor shall it be interpreted, to in any way limit the ability of an employee to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

NEPOTISM POLICY

YES CHARTER ACADEMY permits the employment of qualified relatives of employees, of the employee's household or immediate family as long as such employment does not, in the opinion of YES CHARTER ACADEMY, create actual conflicts of interest. For purposes of this policy,

"qualified relative" is defined as a spouse, registered domestic partner, child, parent, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, first cousin, corresponding in-law, "step" relation, adoptive relative, guardian, ward, or any member of the employee's household. "Qualified relative" also includes persons engaged in amorous relationships, meaning a relation in which persons voluntarily have a physical relationship or are engaged in a romantic courtship (e.g. dating or engaged) that may or may not have been consummated. YES CHARTER ACADEMY will use sound judgment in the placement of related employees in accordance with the following guidelines:

A qualified relative is permitted to work in the same department, provided no direct reporting or supervisor-to-subordinate relationship exists. That is, no employee is permitted to work within "the chain of command" when one qualified relative's work responsibilities, salary, hours, career progress, benefits, or other terms and conditions of employment could be influenced by the other relative.

Qualified relatives may have no influence over the wages, hours, benefits, career progress and other terms and conditions of the other related staff members.

Current employees who marry will be permitted to continue working in the same job positions held only if they do not work in direct supervisory relationship with one another or in job positions involving conflicts of interest. If relatives are found to be employed in any of these prohibited job positions, YES CHARTER ACADEMY will take action to eliminate the conflict, including possibly requiring one or both employees to accept a transfer to another position or to resign. The Council of Directors must approve any exceptions to this policy.

BUILDING SECURITY/SCHOOL KEYS

All employees who are issued keys to the office and classrooms are responsible for their safekeeping. These employees will sign a BUILDING KEY DISBURSEMENT FORM upon receiving the key.

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

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

INTERNAL INVESTIGATIONS & SEARCHES

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

Whenever necessary, in YES CHARTER ACADEMY's discretion, employees' work areas (i.e. desks, file cabinets, lockers, etc.) may be subject to a search without notice. Employees are required to cooperate. Because even a routine search for YES CHARTER ACADEMY property might result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to YES CHARTER ACADEMY. Employees have no expectation of privacy in their work areas.

WORKPLACE VIDEO SURVEILLANCE AND SECURITY CAMERAS POLICY

Purpose and Authorization

YES CHARTER ACADEMY utilizes video surveillance systems to promote the health, welfare, and safety of students, staff, and visitors, and to safeguard school facilities and property. The use of surveillance cameras is authorized as part of the school's overall risk management and safety strategy, consistent with best practice guidance.

Notice of Surveillance

All staff, students, and visitors are hereby notified that video surveillance may occur on school premises. Notice is provided through this handbook and through posted signage on campus.

Scope and Placement of Cameras

Surveillance cameras may be placed in locations deemed appropriate by school administration, including but not limited to:

- Building entrances and exits
- Hallways and common areas
- Parking lots and exterior grounds
- Cafeterias, playgrounds, and fields

Cameras will **not** be placed in areas where there is a reasonable expectation of privacy, including but not limited to:

- Restrooms
- Locker rooms or changing areas
- Private offices or designated confidential spaces

Camera placement is reviewed to ensure compliance with California privacy rights and to avoid unlawful intrusion.

California Privacy Compliance

In accordance with California law, surveillance practices will:

1. Not constitute an unreasonable intrusion
2. Not occur in areas where there is a reasonable expectation of privacy
3. Be implemented in a manner that balances safety interests with individual privacy rights

Audio recording is not conducted unless explicitly permitted by law. California is a two-party consent state under California Penal Code § 632, and any audio recording will comply fully with applicable legal requirements.

Use of Surveillance Footage

Video recordings may be used for legitimate school and legal purposes, including:

- Investigating incidents, misconduct, or policy violations
- Supporting disciplinary actions
- Assisting in safety planning and risk mitigation
- Providing evidence in legal or administrative proceedings

Information captured through surveillance may be used as evidence and may result in disciplinary or legal action when appropriate.

Records and Retention

Surveillance recordings may, when applicable:

- Become part of a student's educational record (subject to FERPA)
- Become part of an employee's personnel record

All records will be maintained and retained in accordance with applicable state and federal laws, including FERPA and California Education Code requirements.

The school will take reasonable steps to preserve footage involving:

- Injury to students, staff, or the public
- Property damage
- Potential violations of law or school policy

Access and Confidentiality

Access to surveillance recordings is strictly limited to authorized personnel with a legitimate need, such as:

- Administration
- IT or security personnel
- Safety or risk management staff

Recordings are not publicly accessible and will not be shared except:

- As required by law (e.g., subpoena or court order)
- With legal counsel or law enforcement when appropriate
- In compliance with FERPA and applicable privacy laws

Requests from third parties must be referred to administration and reviewed in consultation with legal counsel.

No Expectation of Privacy

Employees should be aware that there is no expectation of privacy in areas where surveillance cameras are in use.

Prohibited Conduct

Unauthorized access, use, disclosure, or tampering with surveillance equipment or recordings is strictly prohibited and may result in disciplinary action, up to and including termination.

VIOLENCE IN THE WORKPLACE

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

All threats or acts of violence occurring on YES CHARTER ACADEMY premises, regardless of the relationship between YES CHARTER ACADEMY and the parties involved.

All threats or acts of violence occurring off YES CHARTER ACADEMY premises involving someone who is acting in the capacity of a representative of YES CHARTER ACADEMY.

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

- Hitting or shoving an individual
- Threatening an individual or their family, friends, associates, or property with harm
- Intentional destruction or threatening to destroy YES CHARTER ACADEMY property
- Making harassing or threatening phone calls
- Harassing surveillance or stalking (following or watching someone)

- Unauthorized possession or inappropriate use of firearms or weapons

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

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

Employees should immediately inform the Human Resource Director or Office Manager about any workplace security hazards. If these individuals are not available, the employee should immediately inform any other supervisor so that appropriate action can be taken.

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

In certain circumstances, YES CHARTER ACADEMY may seek a workplace violence restraining order on behalf of one or more employees in furtherance of its commitment to providing a workplace that is free from acts of violence or threats of violence.

SECTION 11 – STANDARDS OF CONDUCT

PERSONAL STANDARDS

Each employee must be neatly groomed and wear clothing that is professional and appropriate for the employee's position. The Human Resource Director will inform you of any special clothing requirements. Employees will not be permitted to wear clothing or otherwise present an appearance that may cause disruption, be taken as offensive or reduce productivity.

PUBLIC IMAGE/DRESS CODE

The following items are considered inappropriate working attire for YES CHARTER ACADEMY employees:

- Spaghetti-strapped shirts
- Tank tops or revealing
- Short apparel of any kind
- Sheer clothing
- T-shirts with inappropriate or offensive gestures or advertising.

The Principal will be the final arbiter of what is considered to be inappropriate attire. You may be required to return home to change clothing if deemed necessary. Non-exempt employees will not be paid for time away from work to change attire. If management occasionally designates "casual days," appropriate guidelines will be provided to you.

Consult your supervisor or Human Resource Director if you have any questions regarding appropriate attire.

PERSONAL APPEARANCE/STANDARDS OF DRESS

The Council of Directors and the Principal believes that teachers and other YES CHARTER ACADEMY staff serve as role models. They should therefore maintain professional standards of dress and grooming. Just as overall attitude and instructional competency contribute to a productive learning environment, so do appropriate dress and grooming.

The Council of Directors and Principal encourages staff, during school hours, to wear clothing that will add dignity to the educational profession, will present an image consistent with their job responsibilities, and will not interfere with the learning process. Accordingly, all staff shall adhere to the following standards of dress:

- Clothing and jewelry must be safe and appropriate to the educational environment.
- All clothing must be clean and in good repair. Slits or tears in pants or other articles of clothing are not permitted except for modest slits in any apparel that are no higher than three (3) inches above the knee.

- Head coverings, including hats of any kind, except those worn for religious or safety reasons, are not to be worn inside school buildings including assemblies, classrooms, labs and offices. Hats may be worn outside for sun protection. All hats are to be removed upon entering school buildings. For exceptions to this policy, the Principal must grant prior approval.
- Slacks and shorts are to be worn on the waist with no portion of an undergarment showing. Shorts should be modest in length and should be no higher than three (3) inches above the knee.
- All tops must be appropriate to the work environment, and should be clean, neat, and provide proper coverage.
- For safety purposes, earrings must not dangle more than one (1) inch below the ear.
- Clothing or jewelry that depict and/or promote gangs (as defined in Ed. Code § 35183), drugs, alcohol, tobacco, sex, violence, illegal activities, profanity, or obscenity are not permitted.
- Appropriate shoes must be worn at all times.
- The Principal will be the final arbiter of what constitutes appropriate dress and attire.

DISCIPLINARY PHYSICAL CONTACT WITH STUDENTS

It is the policy of YES CHARTER ACADEMY that no teacher or other staff member will use corporal punishment against a student. This prohibition includes spanking, slapping, pinching, hitting, tying, taping, or the use of any other physical force as retaliation or correction for inappropriate behavior.

All teachers are trained in and subsequently accountable for following all discipline practices as laid out in our Discipline Policy and Student Parent Handbook.

STAFF-STUDENT INTERACTIONS

■ Boundaries Defined

For the purposes of this policy the term “boundaries” is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing beyond the boundaries of a student-teacher relationship is deemed an abuse of power and a betrayal of public trust.

■ Acceptable and Unacceptable Behaviors

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

(of staff and/or family and a minor) and desensitizing the minor to various forms of touching and other intimate interaction.

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

■ Unacceptable Behaviors

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

- Giving gifts to an individual student that are of a personal and intimate nature (including photographs); or items such as money, food, outings, electronics, etc. without the written pre-approval of the Principal or School Leader.
- Kissing of ANY kind
- Massage [Note: Prohibited in athletics unless provided by massage therapist or other certified professional in an open public location. Coaches may not perform massage or rub-down. Permitted in special education only as instructed under an IEP or 504 plan.]
- Full frontal or rear hugs and lengthy embraces
- Sitting students on one's lap (grades 3 and above)
- Touching buttocks, thighs, chest or genital area
- Wrestling with students or other staff members except in the context of a formal wrestling program
- Tickling or piggyback rides
- Any form of sexual contact
- Any type of unnecessary physical contact with a student in a private situation
- Intentionally being alone with a student away from school
- Furnishing alcohol, tobacco products, or drugs or failing to report knowledge of such
- "Dating" or "going out with" a student

- Remarks about physical attributes or physiological development of anyone. This includes comments such as “Looking fine!” or “Check out that [body part].”
- Taking photographs or videos of students for personal use or posting online
- Undressing in front of a student
- Leaving campus alone with a student for lunch
- Sharing a bed, mat, or sleeping bag with a student
- Making, or participating in, sexually inappropriate comments
- Sexual jokes, or jokes/comments with sexual overtones or double-entendres
- Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator.
- Listening to or telling stories that are sexually oriented
- Discussing your personal troubles or intimate issues with a student
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior
- Giving students a ride to/from school or school activities without the express, advance written permission of the Principal and the student’s parent or legal guardian
- Being alone in a room with a student at school with the door closed and/or windows blocked from view
- Allowing students at your home and/or in rooms within your home without signed parental permission for a pre-planned and pre-communicated educational activity which must include another educator, parent, or designated school volunteer
- Staff mirroring the immature behavior of minors
- Sending emails, text messages, social media responses, making phone calls, or sending notes or letters to students if the content is not about school activities. Communication via private social media accounts is not acceptable.

■ Acceptable Behaviors

- Pats on the shoulder or back
- Handshakes
- “High-fives” and hand slapping

- When age appropriate, touching face to check temperature, wipe away a tear, remove hair from face, or other similar types of contact
- Placing TK through second grade students on one's lap for purposes of comforting the child for a short duration only
- Holding hands while walking with small children or children with significant disabilities
- Assisting with toileting of small or disabled children in view of another staff member
- Touch required under an IEP or 504 Plan
- Reasonable restraint of a violent person to protect self, others, or property
- Obtaining formal written pre-approval from the Principal to take students off school property for activities such as field trips or competitions, including parent's written permission and waiver form for any sponsored after-school activity whether on or off campus
- Emails, text-messages, phone conversations, and other communications to and with students, if permitted, must be professional and pertain to school activities or classes (communication should be initiated via transparent [non-private] school-based technology and equipment)
- Keeping the door wide open when alone with a student
- Keeping reasonable and appropriate space between you and the student
- Stopping and correcting students if they cross your own personal boundaries, including touching legs, or buttocks, frontal hugs, kissing, or caressing
- Keeping administration informed when a significant issue develops about a student, such as a change in demeanor or uncharacteristic behavior
- Keeping after-class discussions with a student professional and brief
- Immediately asking for advice from senior staff or administration if you find yourself in a difficult situation related to boundaries
- Involving your supervisor in discussion about boundaries situations that have the potential to become more severe (including but not limited to: grooming or other red flag behaviors observed in colleagues, written material that is disturbing, or a student's fixation on an adult)
- Making detailed notes about an incident that in your best judgement could evolve into a more serious situation later

- Recognizing the responsibility to stop Unacceptable Behaviors of students and/or co-workers
- Asking another staff member to be present, or within close supervisory distance, when you must be alone with a student after regular school hours
- Prioritizing professional behavior during all moments of student contact
- *Asking yourself if any of your actions, which are contrary to these provisions, are worth sacrificing your job and career.*

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

■ Boundaries Reporting

When any staff member, parent, or student becomes aware of a staff member (or volunteer, guest, vendor) having crossed the boundaries specified in this policy, or has a strong suspicion of misconduct, they must report the suspicion to the Human Resources Director or Principal promptly. Reasonable suspicion means something perceived in spite of inconclusive or slight evidence. It is based on facts that would lead a reasonable person to believe the conduct occurred. Prompt reporting is essential to protect students, the suspected staff member, any witnesses, and YES CHARTER ACADEMY as a whole. Employees must also report to the administration any awareness of, or concern about, student behavior that crosses boundaries, or any situation in which a student appears to be at risk for sexual abuse.

■ Investigating

The Principal will promptly investigate and document the investigation of any allegation of sexual misconduct or inappropriate behavior by a staff member, using such support staff or outside assistance, as they deemed necessary and appropriate under the circumstances. Throughout this fact-finding process, the investigating administrator, and all others privy to the investigation, shall protect the privacy interests of any affected student(s) and/or staff member(s) including any potential witnesses, as much as possible. The investigating administrator shall promptly notify the Governing Council in closed session of the existence and status of any investigations. Upon completion of any such investigations, the Principal shall report to the Governing Council any conclusions reached. The investigating administrator shall consult with legal counsel, as appropriate, prior to, during, and after conducting any investigation.

■ Consequences

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

CUSTOMER & PUBLIC RELATIONS

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

STANDARDS OF CONDUCT AND CIVILITY

At YES CHARTER ACADEMY, we are committed to upholding the highest standards of personal integrity and conduct. These standards are based on our dedication to treating people with dignity, respect, and civility, and taking individual and collective responsibility for our conduct. The manner in which we conduct ourselves defines us and how we are perceived by others. As school employees, we also serve as role models to our students.

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

PROHIBITED CONDUCT

The following is a list of conduct that is prohibited and will not be tolerated by YES CHARTER ACADEMY. It is not an all-inclusive list, but rather a list designed to give examples of the types of conduct prohibited by YES CHARTER ACADEMY. Other types of conduct that threaten security, personal safety, employee welfare and/or YES CHARTER ACADEMY's operations also may be prohibited and will result in disciplinary action up to and including termination.

- Falsification of employment records, employment information, or other School records.
- Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time card, either your own or another's.
- Theft, deliberate or careless damage or loss of any School property or the property of any employee or customer.

- Provoking a fight or fighting during working hours or on School property.
- Participating in horseplay or practical jokes on School time or on School premises where such conduct might be a safety risk or might be interpreted as offensive.
- Carrying firearms or any other dangerous weapons on School premises at any time or while acting on behalf of YES CHARTER ACADEMY.
- Violation of the Substance and Alcohol policy.
- Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening or abusive language toward a supervisor or member of management.
- Unreported absence on scheduled workdays unless otherwise excused.
- Excessive tardiness or absenteeism unless otherwise excused.
- Unauthorized use of School equipment, time, materials, facilities, or YES CHARTER ACADEMY name.
- Sleeping or malingering on the job.
- Failure to observe working schedules, including the required rest and meal periods.
- Soliciting other employees for membership, funds, or other similar activity in connection with any outside organization during your working time or the working time of the employee(s) solicited.
- Distributing unauthorized literature or any written or printed material during working time or in work areas. ("Working time" does not include your meal and break periods.)
- Failure to timely notify your supervisor when you are unable to report to work absent extenuating circumstances.
- Failure of an employee to obtain permission to leave work for any reason during normal working hours.
- Abuse of sick leave.
- Violation of the Communication Systems Policy.
- Violation of the Standards of Conduct and Civility Policy.
- Failure to provide a physician's certificate when requested or required to do so.
- Violating YES CHARTER ACADEMY's Personal Appearance/Standards of Dress or dress code.

- Breaching Confidentiality.
- Making derogatory racial, ethnic, religious or sexual remarks or gestures; any violation of the Harassment and/or Equal Employment Opportunity policy; or using profane or abusive language at any time on School premises or during working hours.
- Violation of any safety, health, security or School rule.
- Negligence or other conduct leading to the endangerment of harm of a child or children.
- Working overtime without authorization or refusing to work assigned overtime.
- Unsatisfactory job performance.
- Willfully or maliciously making false statements regarding any co-worker or submitting a complaint known to be false.

YES CHARTER ACADEMY will not discipline employees for conduct that relates to employees' ability to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in concerted activity protected under federal, state or local law.

CONFIDENTIAL INFORMATION

You may, during the course of your duties, be advised of certain confidential business matters and affairs of YES CHARTER ACADEMY regarding its business practices, students, suppliers and employees. Your duties may also place you in a position of trust and confidence with respect to certain trade secrets and other proprietary information relating to the business of YES CHARTER ACADEMY and not generally known to the public or competitors. Such proprietary information includes student information, competitive strategies, marketing plans, fundraising, personnel information and financial information. Confidential information does not include information about the terms and conditions of your employment, such as wages, benefits, workplace safety and other topics you have the right to discuss with other employees under the law. You shall not, either during your employment with YES CHARTER ACADEMY or any time in the future, directly or indirectly:

- Disclose or furnish, directly or indirectly, to any other person, firm, agency, corporation, client, business, or enterprise, any confidential information acquired during your employment;

- Individually or in conjunction with any other person, firm, agency, School, client, business, or corporation, employ or cause to be employed any confidential information in any manner whatsoever, except in furtherance of the business of YES CHARTER ACADEMY;
- Without the written consent of YES CHARTER ACADEMY, publish, deliver, or commit to being published or delivered, any copies, abstracts, or summaries of any files, records, documents, drawings, specifications, lists, equipment and similar items relating to the business of YES CHARTER ACADEMY, except to the extent required in the ordinary course of your duties.

Nothing in this policy prevents employees from discussing or disclosing information about unlawful acts in the workplace, such as harassment or discrimination or any other conduct that they have reason to believe is unlawful. This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others regarding the terms and conditions of their employment during non-working times, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

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

Failure to comply with this policy may result in disciplinary action, up to and including termination.

CONFLICTS OF INTEREST

All employees must avoid situations that result in actual or even potential conflicts of interest. Personal, social and economic relationships with competitors, suppliers, customers, parents, or co-employees that may impair an employee's ability to exercise good judgment on behalf of YES CHARTER ACADEMY or which give the appearance of such impairment create an actual or potential conflict of interest.

YES CHARTER ACADEMY expects employees to devote their best efforts to the interests of our school. YES CHARTER ACADEMY recognizes your right to engage in activities outside of your employment, which are of a private nature and unrelated to our business. However, outside activities (second jobs, side businesses, clubs, etc.) must not interfere with your ability to fully

perform your job duties at YES CHARTER ACADEMY or create a conflict of interest with your statutory duty of loyalty to YES CHARTER ACADEMY. YES CHARTER ACADEMY prohibits employees from working with another School or external organization that competes with YES CHARTER ACADEMY whether as a regular employee or as a consultant.

If you have any questions whether an action or proposed course of conduct would create a conflict of interest, you should immediately obtain advice from the Human Resource Director on this issue. A violation of this policy will result in immediate and appropriate discipline, up to and including immediate termination.

■ Outside Employment

If you are a full time employee we expect that you devote your full professional effort to your position at YES CHARTER ACADEMY. If you wish to participate in outside work activities you are required to obtain written approval from the Principal prior to starting those activities. Approval will be granted unless the activity conflicts with YES CHARTER ACADEMY's interests. In general, outside work activities are not allowed when they:

- Prevent you from performing work for which you are employed at YES CHARTER ACADEMY.
- Involve organizations that are doing or seek to do business with YES CHARTER ACADEMY including actual or potential vendors.
- Violate provisions of law or YES CHARTER ACADEMY policies or rules.
- When the employee is on a medical leave (FMLA/CFRA/PDL or any other medical leave).

Your obligations to YES CHARTER ACADEMY must be given priority. Full time employees are hired and continue employment with the understanding that YES CHARTER ACADEMY is their primary employer and that other employment, commercial involvement or volunteer activity that is in conflict with the business interests of YES CHARTER ACADEMY is strictly prohibited. This section is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engaging in protected concerted activity that employees have the right to engage in under federal, state or local law.

EXPENSE REIMBURSEMENT POLICY

YES CHARTER ACADEMY reimburses employees for reasonably necessary business expenses incurred within the course and scope of employment. Employees who have incurred pre-

authorized business expenses, including, but not limited to mileage, must submit receipts, invoices, or route information fully documenting the expense. Do not incur expenses without prior authorization. Employees who have incurred business expenses should submit required receipts to YES CHARTER ACADEMY business office within 30 days of incurring the expense.

YES CHARTER ACADEMY expects employees to act responsibly and professionally when incurring and submitting expenses. The organization will reimburse employees for reasonable expenses on pre-approved business. This includes, for example, travel fares, accommodations, meals, tips, telephone and fax charges, and purchases made on behalf of the organization.

YES CHARTER ACADEMY does not pay for local travel to and from the office (regular commute). If employees use their vehicles for business travel, mileage will be reimbursed as per the IRS current mileage rates and for appropriate parking fees. YES CHARTER ACADEMY will not be responsible for fuel, maintenance, traffic or parking violations.

■ General guidelines

- Original receipts are required for reimbursement of all expenses.

These expenses include:

- Original boarding passes for airplane / train travel
- Credit card receipts
- Detailed merchant receipts

Receipts must be accompanied by a summary which outlines:

- The nature of the expense
- The name and titles of the individuals involved
- The purpose for the expense

Expense summaries must be submitted with receipts and approved by the Human Resource Director.

All expenses and summaries must be submitted within 30 days to the Principal for approval and Business Administrator for payment.

■ Travel guidelines

Employees are required to fly coach class with the lowest available airfare for non-stop travel.

If a car rental or hotel accommodations are required, they will be booked and paid for in advance by our Business Administrator.

For work-related trips, employees will be eligible for reimbursement of expenses of meals per the maximum of Cal Human Resource rates as rates change per area of travel. Reimbursements will not be paid where other meal arrangements are provided. For example, a luncheon included with an event.

The following list includes examples of non-reimbursable expenses:

- Personal travel insurance
- Personal reading materials
- Childcare
- Toiletries, cosmetics, or grooming products
- Expenses incurred by spouses, children, or relatives
- In-room movies or video games
- Sporting activities, shows, etc.
- Alcohol with meals

Any questions related to the content of this policy or its interpretation should be directed to the Business Administrator

SECTION 12 – SAFETY

SUBSTANCE AND ALCOHOL POLICY

It is the intent of YES CHARTER ACADEMY to promote a safe, healthy and productive work environment for all employees. YES CHARTER ACADEMY recognizes that the illegal and/or excessive use of drugs and/or alcohol is not conducive to safe working conditions, employees' health, efficient operations or School success.

For purposes of this policy, "illegal drugs" includes, but is not limited to, substances that are prohibited by law (such as cocaine, heroin, etc.), controlled substances, marijuana (including medicinal marijuana, marijuana vaping or other recreational marijuana use), and prescription drugs (if they are not prescribed for the person using them and/or not being used as prescribed). "Drug paraphernalia" means any accessory for the use, possession, manufacture, distribution, dispensation, purchase, or sale of illegal drugs. "Under the influence" means that the employee is affected by alcohol, prescription medication that impairs cognitive or physical functions, and/or illegal drugs in any detectable manner.

YES CHARTER ACADEMY complies with all Federal and State regulations regarding drug use while on the job. This policy prohibits the following:

- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia or alcohol during working hours, including meal and break periods, or in the presence of pupils;
- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol on School property at any time;
- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol while attending a School function or event;
- Storing alcohol (if unauthorized), illegal drugs, or drug paraphernalia in a locker, desk, automobile, or other repository on YES CHARTER ACADEMY's premises;
- Refusing to submit to an inspection or testing when requested by administration;
- Being under the influence of illegal drugs, prescription medication that impairs cognitive or physical functions and/or alcohol during working hours, while on YES CHARTER ACADEMY's premises and/or attending a School function or event.
- Conviction under any criminal drug statute for a violation occurring in the workplace, including failure to notify YES CHARTER ACADEMY in writing of employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than 5 calendar days after such conviction; or
- Failure to keep all prescribed medicine in its original container.

Employees taking physician-prescribed medications, which impairs the employee's job performance, (including medical prescribed marijuana) should not report to work. In addition, if you are required to take any kind of prescription or nonprescription medication that will affect your ability to perform your job, you are required to report this to Human Resource Director they will determine if it is necessary to temporarily place you on another assignment or take other action as appropriate to protect your safety and the safety of other employees and students.

Employees taking physician-prescribed medication which will not impair their job performance may be required to present a statement from the prescribing physician to the employee's supervisor indicating the duration of the prescription and stating that the use of the prescription will not impair the employee's ability to perform their specific job duties. This policy does not require or request the prescribing physician or the employee to identify any prescription drug or the medical condition for which it is prescribed. No employee shall use or have in their possession on YES CHARTER ACADEMY premises any prescription medication other than medications currently prescribed by a physician for the employee.

YES CHARTER ACADEMY will not discriminate against employees for the use of cannabis/marijuana off the job and away from the worksite, nor will YES CHARTER ACADEMY take disciplinary action against employees for such use, so long it does not result in the employee being under the influence of marijuana while on the job (e.g., using marijuana off-duty and outside of work and then coming to work while still under the influence/impaired).

This policy will not be construed to prohibit the use of alcohol at social or business functions sponsored by YES CHARTER ACADEMY where alcohol is served. However, employees must remember their obligation to conduct themselves appropriately at all times while at School-sponsored functions or while representing YES CHARTER ACADEMY.

YES CHARTER ACADEMY may at times conduct unannounced searches of School property for alcohol, illegal drugs, drug paraphernalia, and/or unauthorized controlled substances or to ensure compliance with any other School-related policy. This may include desks, storage areas and rooms normally used to store employees' personal property. As a result, employees do not have an expectation of privacy in this regard.

Violation of this Drug and Alcohol Policy may result in disciplinary action, up to and including termination, at YES CHARTER ACADEMY's sole discretion.

Employees should be aware that participation in a rehabilitation program will not necessarily prevent the imposition of disciplinary action, including termination, for violation of this policy. Employees who undergo voluntary counseling or treatment and who continue to work, if any, must meet all established standards of conduct and job performance.

Compliance with this Drug and Alcohol Policy is a condition of employment at YES CHARTER ACADEMY. Failure or refusal of an employee to cooperate fully, sign any required document, submit to any inspection, or follow any prescribed course of substance abuse treatment will result in discipline, up to and including termination.

Because the use, sale, purchase, possession, or furnishing of an illegally obtained substance is a violation of the law, YES CHARTER ACADEMY may report such illegal drug activities to an appropriate law enforcement agency.

YES CHARTER ACADEMY may require a test by intoxilator, blood test, urinalysis, medical examination or other pre-hiring drug/alcohol screening and of those persons whom YES CHARTER ACADEMY reasonably suspects of using, possessing, or being under the influence of a drug or alcohol or is acting in such manner that they may harm themselves or another employee during the work day.

Any refusal to submit to such testing will be considered a positive screen. An employee's consent to submit to such a test is required as a condition of employment, and an employee's refusal to consent may result in disciplinary action, including termination for a first refusal or any subsequent refusal. YES CHARTER ACADEMY shall determine the manner in which such testing is conducted with the goal being to ensure that the test results are accurate.

Such a test may be required of employees involved in any work-related accident or unsafe practice where the safety of the employee or other employees was jeopardized. Periodic retesting may also be required following positive test results or after any violation of this policy or rehabilitation.

SMOKING

All School buildings and facilities are non-smoking facilities. This includes nicotine and non-nicotine cigarettes including (herbal cigarettes) as well as cigars, pipes, e-cigarettes, vaping and marijuana. Smoking is prohibited within 20 feet of a school building and within 25 feet of a school playground, whichever is farther.

SECURITY

All employees are responsible for helping to maintain a secure workplace. Be aware of persons loitering for no apparent reason. All staff are expected to question any unknown person seen in the workplace who does not have a visitor's pass. If you are leaving late at night or are in any other situation that presents security concerns or where you do not feel comfortable, please seek the assistance of the Office Manager, other employees or call 911. Report any suspicious persons or activities to the Office Manager. Never attempt to force an individual to leave the workplace if s/he is uncooperative. Immediately contact your supervisor or school administrators for assistance or call 911. Secure your desk or work area at the end of the day or when called away from your work area for an extended length of time, and do not leave valuable and/or personal articles that may be accessible in or around your work area. Employees shall not use their cell phone or similar device to engage in any form of audio or video recording on school property without the prior written approval of the Principal and the written consent of the individual being recorded. Please report any problems with our security systems to the Principal.

PARKED VEHICLES

Employees are responsible for their own parked vehicles and the personal possessions within while parked on YES CHARTER ACADEMY property. Be cautious: keep school property and/or personal possessions out of sight and lock your car. Insuring your vehicle and personal property against loss and damage is recommended for your protection.

USE OF PERSONAL VEHICLE FOR SCHOOL BUSINESS

Personal vehicles used by employees to conduct YES CHARTER ACADEMY business must be insured by the employee's personal automobile insurer. YES CHARTER ACADEMY's liability insurance applies on a secondary basis if the underlying personal auto insurance is insufficient. In no event does YES CHARTER ACADEMY's automobile liability insurance coverage pay for damage to the employee's vehicle. Insuring your vehicle against collision damage is recommended for your protection.

PERSONAL AUTOMOBILE

Employees who use their own automobiles for travel on authorized school business will be reimbursed for mileage at the rate established by the Internal Revenue Services. Employees must have prior supervisory approval for the use of personal vehicles and must carry, at their own expense, the minimum insurance coverage for property damage and public liability.

PERSONAL PROPERTY

YES CHARTER ACADEMY cannot be responsible and will assume no liability for any loss or damage to employee personal property resulting from theft, fire, or any other cause on YES CHARTER ACADEMY's premises, including the parking area, or away from school property while on school business. YES CHARTER ACADEMY employees are prohibited from using personal property for work-related purposes unless approved in advance by the Principal.

SAFETY POLICY

YES CHARTER ACADEMY is firmly committed to maintaining a safe and healthy working environment. All employees of YES CHARTER ACADEMY are expected to be safety conscious on the job at all times. All unsafe conditions or hazards should be corrected immediately. Report all unsafe conditions or hazards to your supervisor or the Principal immediately, even if you believe you have corrected the problem. If you suspect a concealed danger is present on School premises, or in a product, facility, piece of equipment, process or business practice for which YES CHARTER ACADEMY is responsible, bring it to the attention of your supervisor or the Principal immediately. Supervisors should arrange for the correction of any unsafe condition or concealed danger immediately and immediately contact the Principal regarding the problem.

All workplace injuries and illnesses must be immediately reported to your supervisor and the Human Resource Director.

YES CHARTER ACADEMY has in place a written Injury and Illness Prevention Program and a Workplace Violence Prevention Plan as required by law. These documents are located in the main office for review.

ERGONOMICS

YES CHARTER ACADEMY has invested in providing a work environment that is safe for all employees. To lessen the risk of ergonomic hazards, YES CHARTER ACADEMY will make necessary adjustments to an individual's workstation, educate employees on ergonomic safety, and modify processes when deemed necessary to ensure the well-being and safety of our employees. You should report any ergonomic concerns to the Human Resources Director.

CHEMICAL EXPOSURE WARNING

Employees should be aware that work areas might contain chemicals known to the State of California to cause cancer or to cause birth defects or other reproductive harm. If you have any questions or concerns about possible chemical exposure in your work area, contact the Human Resource Director.. YES CHARTER ACADEMY uses chemicals in some of its operations. Employees should receive training and be familiar with the handling, use, storage and control measures relating to these substances if they will use or likely be exposed to them. Safety Data Sheets (SDS) are available for inspection. Employees must follow all labeling requirements.

EXTREME WEATHER & AIR QUALITY POLICY

1. Purpose and Scope

To safeguard the health, safety, and academic success of students and staff during

environmental emergencies, including extreme heat, poor air quality (AQI), and severe cold or storms.

2. Monitoring and Triggers

The Principal or their designee will monitor local weather conditions daily using the National Weather Service (NWS) HeatRisk Forecast and AirNow Fire and Smoke Map.

- **Extreme Heat Thresholds:**

- *HeatRisk Level 2 (Yellow - Minor to Moderate):* Encourage hydration and access to shade.
- *HeatRisk Level 3 (Orange - Major):* Mandate frequent hydration breaks. Ensure strenuous outdoor activities are rescheduled, minimized, or moved indoors.
- *HeatRisk Level 4 (Red/Magenta - Extreme):* Cancel all outdoor activities, including PE, recess, and after-school sports.

- **Air Quality (AQI) Thresholds:**

- *AQI 0–100 (Green/Yellow):* Normal operations.
- *AQI 101–150 (Orange):* Unhealthy for sensitive groups. Sensitive students will be provided with indoor alternatives for PE and recess.
- *AQI 151+ (Red/Purple):* Unhealthy to Very Unhealthy. All outdoor activities, sports practices, and events are suspended. All doors and windows must remain closed, with HVAC systems set to recirculate.

- **Extreme Cold/Severe Storms:**

- If temperatures or wind chills present an immediate frostbite or hypothermia risk, or if severe flooding/windstorms make travel unsafe, schools will implement a delayed start, early dismissal, or full-day campus closure.

3. Mitigation and Accommodations

During extreme weather events, the school will implement the following measures:

- **Hydration:** Water stations will be accessible at all times. Students are permitted to carry water bottles.
- **Cool/Safe Spaces:** Indoor spaces equipped with functioning air conditioning (or sufficient heating) will be designated as cooling/warming centers during recesses and lunch periods.
- **PPE/Clothing:** Modification of dress code to allow for lightweight, light-colored, and sun-protective clothing (hats, sunglasses) during heatwaves.

- **Athletics:** YES Charter Academy does not have current coaching staff but when hired will follow Wet Bulb Globe Temperature (WBGT) guidelines and state athletic acclimatization rules to limit exertion and mandate rest periods.

4. Communication

- **Alerts:** Families will be notified of weather-related schedule changes (closures, modified days) via our School/District Communication Platform ParentSquare as early as possible.
- **Staff Training:** All staff, including yard duty supervisors and coaches, will undergo annual training on recognizing the symptoms of heat exhaustion, heatstroke, and respiratory distress.

5. Implementation

This policy applies to all school-sponsored activities and is overseen by the Principal / District Superintendent and Safety and Facilities Committee. Administrators reserve the right to elevate safety measures based on campus-specific conditions (e.g., power outages or lack of AC).

SECTION 13 – TERMINATION

VOLUNTARY TERMINATION

YES CHARTER ACADEMY will consider an employee to have voluntarily terminated their employment if the employee does any of the following: (1) elects to resign from YES CHARTER ACADEMY; (2) fails to return from an approved leave of absence on the date specified without notifying YES CHARTER ACADEMY for the need for continued leave including failure to communicate with YES CHARTER ACADEMY; or (3) fails to report for work without notice to YES CHARTER ACADEMY for three consecutive work days. YES CHARTER ACADEMY requests that employees provide at least two weeks written notice of a voluntary termination. All YES CHARTER ACADEMY property must be returned immediately upon terminating employment. YES CHARTER ACADEMY retains the right to accept resignation immediately and pay the amount of straight time compensation an employee would have earned in lieu of further performance.

INVOLUNTARY TERMINATION

An employee may be terminated involuntarily for, among other reasons, poor performance, misconduct or other violations of YES CHARTER ACADEMY's Rules of Conduct as set forth herein. Notwithstanding the foregoing, or anything else contained in this handbook, pursuant to its at-will policy, YES CHARTER ACADEMY reserves the right to terminate any employee at any time, with or without advance notice and with or without cause.

EXIT INTERVIEWS

All employees who choose to leave employment at YES CHARTER ACADEMY will be asked to take part in an exit interview with the Principal to communicate their challenges and growth while employed at YES CHARTER ACADEMY. Information shared during an exit interview will be treated as confidential to the extent possible.

VERIFICATION AND REFERENCE POLICY

All requests for employment verification, references or personal information verification or disclosures must be directed to the Human Resources Director. Only the Human Resources Director is authorized to provide verifications or references, or disclose personal information, pertaining to current or former employees.

With respect to verification requests, YES CHARTER ACADEMY will disclose only the dates of employment and the title of the last position held. YES CHARTER ACADEMY will verify or disclose an employee's salary history only if the employee provides written authorization for YES CHARTER ACADEMY to provide the information. However, YES CHARTER ACADEMY will provide information about current or former employees as required by law or court order.

YES CHARTER ACADEMY will not provide any letters of reference for current or former employees. Please refer all questions about this policy to the Human Resource Director.EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

- **Employee Handbook Acknowledgment**

By my signature below, I acknowledge that I have received a copy of YES CHARTER ACADEMY's Employee Handbook, on the date indicated below and agree to my at-will employment as described below. I acknowledge that it is my responsibility to read and review the Employee Handbook carefully. I also acknowledge that it is my responsibility to ask for clarification if I do not understand any of the policies included in the Employee Handbook.

I also acknowledge that I have received a copy of YES CHARTER ACADEMY's Harassment, Discrimination and Retaliation Prevention Policy which is in the Employee Handbook. I understand and agree that it is my responsibility to read and familiarize myself with this policy and all the provisions of the Employee Handbook. I understand that YES CHARTER ACADEMY is committed to providing a work environment that is free from harassment, discrimination and retaliation. My signature below certifies that I understand that I must conform to and abide by the rules and requirements described in this policy.

I understand that the Employee Handbook contains important information regarding YES CHARTER ACADEMY's expectations, policies and guidelines and that I am expected to comply with these expectations, policies and guidelines at all times. I understand that the Employee Handbook does not provide a binding contract, but provides guidelines for personnel concerning some of YES CHARTER ACADEMY's policies.

Just as I am free to terminate the employment relationship with YES CHARTER ACADEMY at any time, YES CHARTER ACADEMY, in its sole discretion, also reserves the right to modify or terminate the employment relationship with me at any time for any or no reason and with or without notice. Further, there is no agreement, express or implied, written or verbal, between the employee and YES CHARTER ACADEMY for any specific period of employment, for continuing or long-term employment, or for guaranteed terms and conditions of employment. No one other than the Principal of YES CHARTER ACADEMY, has the authority to alter my employment at-will status, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Further, any such agreement must be in writing and must be signed by the Principal. This is the entire agreement between YES CHARTER ACADEMY and me regarding this subject. All prior or contemporaneous inconsistent agreements are superseded.

YES CHARTER ACADEMY reserves the right to modify, alter, add to or delete any of the policies, guidelines or benefits contained in this handbook at any time with or without notice.

Other than YES CHARTER ACADEMY Council of Directors approval, no other entity or person has the authority to modify this employee handbook.

Employee Name (print)_____

Employee Signature: _____

Date: _____

- **Acceptable Use of Technology Policy and Acknowledgment**

The Governing Council of Directors recognizes that technological resources enhance employee performance by offering effective tools to assist in providing a quality instructional program; facilitating communications with parents/guardians, students, and the community; supporting district and school operations; and improving access to and exchange of information. It is expected that all employees learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive professional development in the appropriate use of these resources.

Employees shall be responsible for the appropriate use of technology and shall use YES Charter Academy technology primarily for purposes related to their employment.

YES Charter Academy technology includes, but is not limited to, computers, the YES Charter Academy's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through YES Charter Academy-owned or personally owned equipment or devices.

The Principal or designee shall establish an Acceptable Use Agreement which outlines employee obligations and responsibilities related to the use of district technology. Upon employment and whenever significant changes are made to the district's Acceptable Use Agreement, employees shall be required to acknowledge in writing that they have read and agreed to the Acceptable Use Agreement.

Employees shall not use YES Charter Academy technology to access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, or unethical or that promotes any activity prohibited by law, Board policy, or administrative regulations.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

The Principal or designee shall ensure that all district computers with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. The Principal or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. (20 USC 7131; 47 USC 254)

The Principal or designee shall annually notify employees in writing that they have no reasonable expectation of privacy in the use of any equipment or other technological resources provided by or maintained by the district, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, even when provided their own password. To ensure proper use, the Principal or designee may monitor employee usage of YES Charter Academy technology at any time without advance notice or consent and for any reason allowed by law.

In addition, employees shall be notified that records maintained on any personal device or messages sent or received on a personal device that is being used to conduct district business may be subject to disclosure, pursuant to a subpoena or other lawful request.

Employees shall report any security problem or misuse of YES Charter Academy technology to the Principal, immediate supervisor or YES Charter Office Administration.

Inappropriate use of Yes Charter Academy technology may result in a cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law, board policy, and administrative regulations.

ACCEPTABLE USE AGREEMENT AND RELEASE OF DISTRICT FROM LIABILITY (EMPLOYEES)

YES Charter Academy authorizes district employees to use district technology, as defined in Board Policy 4040 - Employee Use of Technology. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

YES CHARTER ACADEMY expects all employees to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that employees may access through the system. However, the district shall not prevent or restrict access to an employee's mobile or other communications device(s) if there is a need to seek emergency assistance, assess the safety of a situation, or communicate with a person to confirm the person's safety.

The district makes no guarantee that the functions or services provided by or through the district will be without defect. In addition, the district is not responsible for financial obligations arising from unauthorized use, or misuse, of the system.

Each employee who is authorized to use district technology shall sign this Agreement, which indicates that the employee has read and understands this Agreement and Board Policy 4040 - Employee Use of Technology.

Employee Obligations and Responsibilities

Employees are expected to use YES Charter Academy technology safely, responsibly, and primarily for work-related purposes and in accordance with the accompanying board policy and applicable copyright laws. Any incidental personal use of YES Charter Academy technology shall not interfere with district business and operations, the work and productivity of any district employee, or the safety and security of district technology. The district is not responsible for any loss or damage incurred by an employee as a result of the employee's personal use of district technology.

The employee in whose YES Charter Academy technology is issued is responsible for its proper use at all times. Employees shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Employees shall not gain unauthorized access to the files or equipment of others, access electronic resources by using another person's name or electronic identification, or send anonymous electronic communications. Furthermore, employees shall not attempt to access any data, documents, emails, or programs in the district's system for which they do not have authorization.

Employees are prohibited from using YES Charter Academy technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, create, or otherwise use material that is discriminatory, defamatory, obscene, sexually explicit, harassing, intimidating, threatening, or disruptive
2. Disclose or in any way cause to be disclosed confidential or sensitive district, employee, or student information without prior authorization from a supervisor, including sharing confidential information or personally identifiable information with an open artificial intelligence system
3. Engage in personal commercial or other for-profit activities without permission of the Superintendent or designee
4. Engage in unlawful use of district technology for political lobbying
5. Infringe on copyright, license, trademark, patent, or other intellectual property rights
6. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission, changing settings on shared computers)

7. Install unauthorized software
8. Engage in or promote unethical practices or violate any law or board policy, administrative regulation, or district practice

Privacy

Since the use of YES Charter Academy technology is intended for use in conducting district business, no employee should have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, Internet searches, browsing history, use of artificial intelligence, communications sent or received from district technology, or other uses within the jurisdiction of the district. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Employees should be aware that, in most instances, their use of district technology (such as web searches or emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by an employee on district technology does not create a reasonable expectation of privacy.

Personally Owned Devices

If an employee uses a personally owned device to access district technology or conduct district business, the employee shall abide by all applicable board policies, administrative regulations, and this Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

Records

Any electronically stored information generated or received by an employee which constitutes a district or student record shall be classified, retained, and destroyed in accordance with Board Policy/Administrative Regulation 3580 - District Records, Board Policy/Administrative Regulation 5125 - Student Records, or other applicable policies and regulations addressing the retention of district or student records.

Reporting

If an employee becomes aware of any security problem (including, but not limited to, a cyberattack, phishing, or any compromise of the confidentiality of any login or account information), or misuse of district technology, the employee shall immediately report such information to the Superintendent or designee.

Consequences for Violation

Violations of the law, board policy, or this Agreement may result in revocation of an employee's access to district technology and/or discipline, up to and including termination. In

addition, violations of the law, board policy, or this agreement may be reported to law enforcement agencies as appropriate.

Employee Acknowledgment

I have received, read, understand, and agree to abide by this Agreement, Board Policy 4040 - Employee Use of Technology, and other applicable laws and district policies and regulations governing the use of district technology. I understand that there is no expectation of privacy when using district technology or when my personal electronic devices use district technology. I further understand that any violation may result in revocation of user privileges, disciplinary action, and/or appropriate legal action.

I hereby release the YES Charter Academy, its personnel, and the Governing Board from any and all claims and damages arising from my use of district YES Charter Academy or from the failure of any technology protection measures employed by the district.

Name: _____ Position: _____
(Please print)

Signature: _____ Date: _____

Yuba Environmental Science
Charter Academy
Parent/Student Handbook



9841 Texas Hill Road
PO Box 430
Oregon House, CA 95962-0430
P: (530) 692-2210
F: (530) 692-3241
www.yescharteracademy.

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Disclaimers:

The policies, procedures, and rules outlined in this handbook are designed to guide the daily operations of our school district. This handbook is not an irrevocable contract between YES Charter Academy and any student, parent, or guardian.

The Council of Directors and school administration reserve the right to change, amend, suspend, or terminate any policy, rule, or procedure contained in this handbook at any time, without prior notice, to adapt to changing legal requirements or operational needs.

This handbook is intended to align with local, state, and federal laws, as well as official Council of Director policies. In the event of a contradiction or conflict between the text of this handbook and established Board policy or applicable law, the official Board policy and governing law will always take precedence.

It is the responsibility of all students, parents, and guardians to read, understand, and comply with the rules and expectations set forth in this document. Failure to read this handbook does not excuse a student from compliance with school rules or discipline.

This Handbook supersedes and replaces any and all prior handbooks, oral agreements, written policies, or past practices of the School concerning the subject matters addressed herein.



Yuba Environmental Science YES Charter Academy

9841 Texas Hill Road · PO Box 430
Oregon House, CA 95962-0430
(530) 692-2210 · FAX (530) 692-3241

LETTER FROM THE PRINCIPAL

Dear Parents/Guardians:

Welcome to a new school year at YES Charter Academy. The faculty and staff are proud to partner with you in the education of your children.

Educational success for all students cannot be complete without an effective partnership with all parents. You are the most essential part of your children's education and it is important that we build a strong relationship in order to best serve your children's educational needs. Therefore, we strongly encourage you to participate in our Parent-Teacher Conference Days and all other school activities.

You will find in the Parent/Student Handbook some very important information regarding the policies and procedures YES CHARTER ACADEMY has established for the safety of your children and the smooth operation of our school. Please read this information carefully and keep it for future reference. Should you have questions, feel free to contact school staff at (530) 692-2210.

Our hope is that the partnership you develop with your children's teachers and YES Charter Academy will reflect a positive feeling about education and will be a pleasurable experience for everyone.

Sincerely,

A handwritten signature in blue ink, appearing to read "Louise Miller".

Louise Miller, Principal

WELCOME TO YES CHARTER ACADEMY!

Our Mission at YES CHARTER ACADEMY is to educate TK-12th grade students in a school culture that values the scientific method and a curricular focus on environmental studies. The highest Common Core State Standards, as well as high standards of moral conduct, are emphasized.

The vision of the YES CHARTER ACADEMY is to educate K–12th students of the Sierra Foothills through a self-motivating, individualized, and comprehensive curriculum that connects learners with learning via a program, teaching staff, and school culture that value scientific methods of inquiry.

YES CHARTER ACADEMY Students Are: Environmental Stewards, Positive Team Members, Academic Masters, Resourceful, Responsible Citizens, Kind!

YES CHARTER ACADEMY Contacts & Information

School Address: 9841 Texas Hill Rd. Oregon House

Mailing Address: PO Box 430 Oregon House, CA 95962

Phone Number: (530) 692-2210

Fax Number: (530) 692-3241

Office hours: 8:00am- 4:00pm

School Schedule:

TK- 8th grades: Monday - Thursday 8:30 AM – 3:00 PM

HighSchool: Monday -Thursday 8:30 AM to 3:30 PM

Early out Friday's dismissal TK- 8th grade 1:00 PM; 9th grade and up 1:30 PM

After school programming (ELOP/ASES) 3:00 PM - 6:00pm Monday -Thursday; Fridays 1:00 PM - 6:00 PM

Website: www.yescharteracademy.org

Parent Square: www.parentsquare.com

Council of Directors members names and biographies listed on our website:

<https://yescharteracademy.org/board/board-members/>

Staff Directory is located on our website at www.yescharteracademy.org

School Calendar

YES Charter Academy

2026-2027 School Calendar

August 2026						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
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30	31					13

September 2026						
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October 2026						
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November 2026						
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						14

December 2026						
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						13

January 2027						
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February 2027						
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March 2027						
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April 2027						
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May 2027						
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June 2027						
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July 2027						
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	Minimum Days
	No School
	First and Last Day of School August 12-May 28
	Summer Extended Learning Opportunities Program 8-5
	Extended learning offered 7:45-8:30 and afterschool Mon-Fri until 6:00 PM
	Teacher Professional Development no students
	Make up days if needed

Parent Teacher Conferences

178 Attendance Days

Council Approved	3/26/2026
Instructional Minutes	K 36,000
	1-3 50,400
	4-8 54,000



Lifecycle of Farm to School

- ❖ Our Farm to School program serves students fresh, locally sourced ingredients in school meals, fresh local fruits and vegetables on our salad bar, and local grass-fed beef and organic chicken in our main dishes.
- ❖ **ALL** students will have free breakfast and lunch! Breakfast is from 8:15-8:35.
- ❖ YES CHARTER ACADEMY is committed to health and wellness in our students and staff. **Soda, Kool Aid, energy drinks, candy, and processed foods** are not allowed on campus.
- ❖ YES CHARTER ACADEMY encourages students to use water bottles to help your student stay hydrated. **YES CHARTER ACADEMY water bottles are on sale in the office for \$5.00.**

How do we do this? YES CHARTER ACADEMY has a greenhouse, a garden, and a henhouse, all tended by the YES CHARTER ACADEMY farmer and students. We buy food produced by local farmers and ranchers; and we scratch cook school meals in our school kitchen.

Our farm to school team is:

Nick Brown Farmer

Sheila Rolfer Procurement Specialist

Cherrity Leyson Chef

Michelle Rodriguez Cook

Farm to School & Garden Program

Farm to School at YES Charter Academy: Growing Knowledge, Nourishing Futures

At YES Charter Academy, our Farm to School Program is more than just a garden—it's a living, breathing classroom where students explore science, sustainability, and the powerful connection between food, health, and community. What began as a modest garden has blossomed into a vibrant, schoolwide learning initiative thanks to years of dedication, strong community partnerships.

Our program was built on a strong foundation, thanks in large part to **Tena Brown**, a certified California Master Gardener. Tina continues to lead engaging garden-based learning activities for students sharing her deep knowledge and passion for growing food, building healthy soil, and connecting with the land. Her contributions remain central to the success and spirit of our Farm to School work.

Today, the program continues to thrive under the guidance of **Nick Brown**, our Farm to School Director—an accomplished first-generation farmer, educator, and nutrition advocate. Nick has decades of hands-on expertise, offering educational opportunities, and brings a strong commitment to food justice and environmental stewardship. He helps students build real-world skills and lifelong habits around growing and eating nourishing food to help realize their full potential.

Also on the team is our brilliant procurement specialist, **Sheila Rolfer**. Sheila takes great care in sourcing the best local produce. She also utilizes the schools FFVP (Fresh Fruit and Vegetables Program Grant) by offering the students fresh fruits and vegetables three times a week at recess with an added educational component. This federal grant allows our students to receive fresh fruits and veggies in addition to their breakfast and lunch meals. Rounding out our Farm to School Team is our dedicated kitchen staff, **Cherrity Leyson** and **Michelle Rodriquez**.

From composting and soil science to trellis-building, planting, and harvesting, students at every grade level actively engage in the full cycle of food production. Thanks to the CA Grown Fresh grant, our garden now includes a greenhouse, chicken coop, outdoor learning center, and secure fencing—making it a year-round hub of learning and nourishment. Our harvests are even making their way into the school lunch program, where students enjoy the literal fruits (and veggies!) of their labor.

We are also proud to partner with the **California Native Plant Society** to introduce native species into the garden, fostering deeper ecological awareness and biodiversity.

The Farm to School Program is rooted in the belief that **children are our future—and we are what we eat**. By teaching students to grow food, care for the earth, and nourish themselves and their communities, we're planting seeds for a healthier, more connected tomorrow.

School/Parent Responsibilities

YES Charter Academy will provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State's student academic

achievement standards by clearly planning learning expectations for students, providing meaningful opportunities for that learning, and designing and implementing appropriate assessment measures.

YES Charter Academy will send frequent reports to parents on their child's progress, depending upon grade level, via weekly newsletter, personal notes, a teacher web page, as well as formal assessment report cards and communications.

YES Charter Academy will hold parent-teacher conferences annually during which this Compact will be discussed as it relates to the individual student's achievement. There will be two formal conferences each year that will be officially scheduled within the class and school calendar.

YES Charter Academy will grant parents reasonable access to staff during after-school or before-school appointments made at a mutually convenient time.

YES Charter Academy will provide parents with opportunities to fulfill their parent participation hours in their child's class by providing an annual sign-up list and upon request from our office.

YES Charter Academy will provide parents with the ability to observe classroom activities by requesting, in advance, a Visitor Pass from the teacher, Principal or Office Administration.

The Parent/Guardian will be responsible for supporting his/her child's learning by reporting any absences before 9 am during all school days.

The Parent/Guardian will make sure homework is completed and returned when due

The Parent/Guardian will make sure students do not bring cell-phones to school

The Parent/Guardian will limit their students screen time including television watching

The Parent/Guardian will monitor their student's academic achievement by attending conferences and return all teacher and staff communication

Attendance/Tardiness

Showing up for school has a huge impact on a student's academic success starting in kindergarten and continuing through high school. Even as children grow older and more independent, families play a key role in making sure students get to school safely every day and understand why attendance is so important for success in school and in life.

Here at **YES Charter Academy** your students' attendance is very important and our goal is to eliminate tardiness, absence and maximize instructional time and to develop a sense of punctuality.

If your student will be absent or late to school:

Contact us as soon as possible to discuss the absence so we can work together to provide missed education opportunities.

Any student who is not in their classroom when the bell rings is tardy. Tardies in excess of 30 minutes will be recorded as **Truancy and an absence**, and may subject a student to truancy consequences.

If your student does not arrive before 9am they are considered Truant and have to be checked in by a parent or guardian. You must come to the school to sign in your student after 9am.

All absences must be verified by telephone call, email, Parent Square, personal note or personal visit from parent or guardian.

In many cases, absences from school are unavoidable due to health problems or other circumstances. However, chronic absenteeism can have a drastic impact on your child's education.

- **Children chronically absent in kindergarten and first grade are much less likely to learn to read by the end of third grade.**
- **By sixth grade, chronic absence is a proven early warning sign of drop-out. By ninth grade, good attendance can predict graduation even better than eighth-grade test scores. Clearly, going to school regularly matters!**

We would like to help resolve any problems that may be causing your child to miss school and want to work together to support your student with academic success.

Excused Absences

Subject to any applicable limitation, condition, or other requirement specified in law, a student's absence shall be excused for any of the following reasons:

1. Personal illness, including absence for the benefit of the student's mental or behavioral health
2. Quarantine under the direction of a county or city health officer
3. Medical, dental, optometry, or chiropractic service or appointment
 - a. Students in grades 7-12, inclusive, may be excused from school for the purpose of obtaining confidential medical services without the consent of the student's parent or guardian.
4. Attendance at funeral services for or grieving the death of a member of the student's immediate family or, as determined by the student's parent/guardian, a person so closely associated with the student as to be considered the student's immediate family

Under California Education Code Section 48205, students are granted excused absences to attend funeral services.

Funeral Attendance: Students receive up to **five days** of excused absence to attend the funeral services of an immediate family member.

Grief Support: Students are also allowed up to **three additional days** of excused absence to access grief support services or participate in safety planning related to the family member's passing.

5. Jury duty in the manner provided for by law
6. Illness or medical appointment of a child to whom the student is the custodial parent
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to:
 - a. Attendance or appearance in court
 - b. Observance of a holiday or ceremony of the pupil's religion
 - c. Attendance at religious retreats for no more than one school day each semester
 - d. Attendance at an employment conference
 - e. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302
9. To spend time with an immediate family member who is an active-duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment or is on leave from or has immediately returned from such deployment

Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or designee.
10. Attendance at the student's naturalization ceremony to become a United States citizen
11. Participation in a cultural ceremony or event which relates to the habits, practices, beliefs, and traditions of a certain group of people
12. For a middle school or high school student, engagement in a civic or political event, provided that the student notifies the school ahead of the absence. as indicated below, provided that the pupil notifies the school ahead of the absence. A "civic or political event" includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls.
 - a. A middle school or high school pupil who is absent pursuant to this provision is required to be excused for only one school day-long absence per school year.

- b. A middle school or high school pupil who is absent pursuant to this provision may be permitted additional excused absences in the discretion of a school administrator.
- 13. Unless otherwise permitted by the Superintendent or designee, students shall be limited to one such school day-long absence each school year
- 14. When a student's immediate family member or, as determined by the student's parent/guardian, a person so closely associated with the student as to be considered the student's immediate family has died:
 - a. To access services from a victim services organization or agency
 - b. To access grief support services
 - c. To participate in safety planning or take other actions, including, but not limited to, temporary or permanent relocation, to increase the safety of the student, an immediate family member of the student, or a person determined by the student's parent/guardian to be in such close association with the student as to be considered immediate family.

Absences under this section shall be excused for not more than three days for each incident, unless extended on a case-by-case basis at the discretion of the school administrator. "Immediate family" means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

- 2. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school property as designated by the religious group, church, or denomination

Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in Administrative Regulation 6112 - School Day, and is not excused from school for this purpose on more than four days each school month.

- 3. For a student who holds a work permit authorizing work in the entertainment or allied industries for a period of not more than five consecutive days, work in such industry

For this purpose, student absence shall be excused for a maximum of up to five absences each school year.

- 4. Participation with a nonprofit performing arts organization in a performance for a public-school audience

A student may be excused for up to five such absences each school year provided that the student's parent/guardian provides a written explanation of such absence to the school.

5. Authorized parental leave for a pregnant or parenting student for up to eight (8) weeks, which may be extended if deemed medically necessary by the student's physician.
6. Due to the student's participation in military entrance processing.
7. For the purpose of a middle or high school pupil engaging in a civic or political event as indicated below, provided that the pupil notifies the school ahead of the absence. A "civic or political event" includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls.
 - a. A middle school or high school pupil who is absent pursuant to this provision is required to be excused for only one school day-long absence per school year.
 - b. A middle school or high school pupil who is absent pursuant to this provision may be permitted additional excused absences in the discretion of a school administrator.
8. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances

For the purpose of the absences described above, immediate family means the student's parent/guardian, sibling, grandparent, or any other relative living in the student's household.

Student Sign -out Policy: Students must be signed out by a parent or guardian designee, as listed as a contact in the student's file. A student removed for more than 30 minutes or more must have an **excused absence reason. If you pick up your student early for an unexcused reason it will count towards truancy.**

The following are steps YES Charter Academy will take when your child is absent.

We will call to verify the student's absence and ask for a reason for absence.

We will tell the parent or guardian if that the reason for absence is excused, unexcused and how the student can clear the absence.

Short term independent study is available to students who are temporarily not able to attend in-person due to extended illness or other circumstances, but are able to complete work at home.

All parents/guardians sign a short term IS contract at the beginning of the school year. Short term IS is voluntary but once issued, due within ten (10) school days.

Students can only be issued and complete fifteen (15) school days of short term IS.

Attendance Recovery is offered after school. During the summer and other interim days school is not in session and will be announced through parent square and social media. Attendance Recovery is optional and not mandatory. Attendance Recovery is considered instructional time and is staffed by a credentialed teacher who offers homework assistance, tutoring and other educational opportunities. See our Attendance Recovery Policy at the end of the handbook.

Students can only utilize and complete ten (10) days of Attendance Recovery.

Both Short term IS and Attendance Recovery can be used as a remedy to keep chronic absenteeism and truancy letters and reporting off your students school record.

What "Remedy" Actually Means: In California, state law (Education Code Section 46211) allows Local Educational Agencies (LEAs) to implement Attendance Recovery programs. Participation in these programs and Independent Study (IS) generates makeup time or Average Daily Attendance (ADA) credit. This does not erase the initial absence, but it offsets it to prevent students from hitting chronic absenteeism markers or triggering statutory truancy letters.

YES Charter Academy will monitor tardies and absences weekly and contact parents and/or guardians monthly with chronic attendance reports, to facilitate connectedness with the school and to promote attendance through early intervention strategies.

Truancy Consequences & California Education Law

A student shall be classified as a truant if the student is absent from school without a valid excuse three (3) full days in one school year, or if the student is tardy or absent for more than any 30-minute period during the school day without a valid excuse on three (3) occasions in one school year, or any combination thereof. Any student who has once been reported as a truant and who is again absent from school without valid excuse one or more days, or tardy on one or more days, shall again be deemed a truant.

Students with excessive absences or tardies who are classified as truants will require intervention by our Student Attendance Review Team (SART).

This might include phone calls, emails, meetings with the principal and if recommended by our SART.

Parents/Guardians will receive truancy letters as follows:

After three (3) unexcused absences- First letter will be issued.

After six(6) unexcused absences- Second letter will be issued and a meeting with the principal and SART is mandatory to set up an Attendance contract.

After nine (9) unexcused absences- Third letter will be issued and another mandatory meeting with the principal and SART is set up to go over the contract and to discuss remedies and consequences.

All letters sent out to parents in regards to chronic absenteeism are at the end of the handbook for your review.

What is the purpose of an SART attendance team?

The primary purpose of an attendance team is to organize the school's strategy to foster improved attendance for all students. Essentially the attendance team coordinates, assesses, and prioritizes.

The specific functions include:

1. Monitor data trends. See who is most affected and whether the data is getting better or worse.
2. Examine causes of chronic absenteeism using both qualitative and quantitative data.

3. Coordinate implementation of the school's multi-tiered strategy by engaging the entire school community in developing and supporting a comprehensive strategy that begins with prevention and early intervention. Reducing chronic absence begins with evidence-based prevention and early intervention strategies that involve the whole school community.

4. Ensure chronically absent students receive needed support from both the school and the community.

Support outstanding school attendance at home by:

- Making sure your child gets enough sleep and a nutritious breakfast each day
- Helping your child develop a positive attitude toward school and learning and encouraging him/her to participate in school activities
- Teaching the benefits of good attendance and consequences of poor attendance
- Creating back-up systems (alternative plans for getting to and from school)
- Creating morning and evening routines
- Posting school calendars, school attendance policy, and schedules in a visible place
- Making your school aware of any issues that may be affecting your child's attendance
- Making sure your child's school has your accurate daytime contact information, including cell phone number and/or e-mail address
- Notifying school staff if your child suffers from a chronic health condition and how this condition is impacting school attendance. Please visit our website at www.yescharteracademy.org for schedules, general school information, and more.

Expanded Learning Opportunity Programs

YES CHARTER ACADEMY offers a variety of free before, after school, interim and summer programming. This programming is available for all students TK- 11th grade. All of our programming operates within the school's hours of 7:30 AM through 6PM starting July 1st, 2026-27 school year. Summer programming hours are 8:00AM – 5:30PM.*

Expanded Learning Opportunity-Programs are an extended part of the educational services of the school and operate under California Department of Education program guidelines and oversight. These programs are intended for working families and those who intend to take advantage of attendance recovery and extended learning opportunities. This is not a drop-in service.

During our after-school programs, students will be supervised while being assisted with their homework, tutoring, or other instructional programming for a minimum of one hour. Students are supervised by trained program staff for extended play outside and while they participate in a variety of recreational games, eat snacks, and participate in other planned activities. Throughout the school year, more activities or clubs may become available. These activities, if offered, will be optional for participants. **

Late pick up policy: We understand circumstances outside your control happen. Please make sure to pick up your child no later than 5:30 PM Summer/6:00 PM during the school year. If you will be late picking up your student(s) , call the school right away. Excessive late pick will result in being disenrolled from the program.

Students will only be released to a parent/guardian or, with parent/guardian permission, to an emergency contact listed on the student registration form. Names may be added to or removed from the registration form at any time by the student's legal parent/guardian. The person picking up the student must sign the student out before leaving with the student.

Students who are currently enrolled at YES Charter Academy, in foster care, or homeless or an English Learner will have priority over any unregistered student.

All unregistered students who enter through the community need to be fully vaccinated as stated by California Law to participate in summer programming.

Before and after school programs will take place in the school cafeteria and on our outdoor playground and surrounding recreational areas. The phone number to reach the after-school program is (530) 692-2210. If you reach a recording, please leave a message and you will be called back. You may direct questions about participation to the school office at (530) 692-2210.

YES Charter Academy has Board Policy and Regulation 5148.2 located in our Board Policy Manual on YES Charter Academy's website. You can also request this policy by written request from our office.

Programming varies each year, but will be in alignment to YES Charter Academy mission and vision and values of environmental stewardship. All programming will include engaging field and project based learning and experiences, including field trips. Programming is also embedded with STEAM (Science, Technology, Engineering, Art & Math). Students aged 5-18 are all welcome, and open to the public.

For more information contact YES Charter Academy at 530-692-2210 and ask for Program Director

For our full policy and regulations on Before and After School programming see Appendix and the end of this handbook.

Transitional Kindergarten (TK)

The YES Charter Academy Governing Council of Directors desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The TK program shall assist students in developing the academic, social, and emotional skills needed to succeed in kindergarten and beyond.

The district's TK program shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Council of Directors encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in the development, implementation, and evaluation of the district's TK program.

Eligibility

The district's TK program shall admit children as follows: (Education Code 48000).

1. For the 2026-27 school year, and in each school year thereafter, children who turn four by September 1.

A child's eligibility for TK enrollment shall not impact family eligibility for a preschool or child care program, including, but not limited to, a Head Start program, a child care center serving children through an alternative payment program, a general child care and development program, a California State Preschool Program (CSPP), a migrant child care and development program, child care and development services for children with special needs, or a program serving children through a CalWORKs Stage 1, Stage 2, or Stage 3 program. (Education Code 48000)

Parents/guardians of eligible children shall be notified of the availability of the TK program and of the age, residency, immunization, and any other enrollment requirements. Enrollment in the TK program shall be voluntary.

On a case-by-case basis, a child whose fifth birthday is on or before September 1 may be admitted into the district's TK program upon request of a child's parents/guardians, if the Principal or designee determines that it is in the child's best interest.

At any time during the school year, the district may admit into the TK program a child whose fifth birthday is after the date specified for admittance for the applicable year as described above, provided that upon the recommendation of the Superintendent or designee, the Board determines that enrollment in a TK program is in the child's best interest and the child's parents/guardians approve. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance. (Education Code 48000)

Additionally, the district may enroll an early enrollment child in TK whose fourth birthday is between June 3 and September 1, inclusive, preceding the school year during which they are enrolled in TK. The Superintendent or designee shall maintain any classroom that includes an early enrollment child with a classroom enrollment that does not exceed 20 students and an adult-to-student ratio of at least one adult to every 10 students. Additionally, if an early enrollment child is enrolled in TK, the district shall concurrently offer enrollment to the child in the district's CSPP, subject to available space. (Education Code 48000.15)

Curriculum and Instruction

The district's TK program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education (CDE). It shall be designed to

facilitate students' development in essential knowledge and skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

Students in TK are not required to be assessed in English listening and speaking for purposes of initial identification as an English learner. However the district shall conduct the Home Language Survey during enrollment to identify whether the primary or native language of a student is other than English.

The Board shall establish the length of the school day in the district's TK program, which shall be at least three hours but no more than four hours long, including recess but excluding noon intermission, except for TK students enrolled in expanded learning opportunity programs provided by the district pursuant to Education Code 46120. If the district has adopted an extended-day kindergarten, the length of the school day for the TK program may be different than the length of the school day for the kindergarten program either at the same or different school sites. The Superintendent or designee shall annually report to CDE as to whether the district's TK programs are offered full-day, part-day, or both. (Education Code 8973, 37202, 46111, 46115, 46117, 48003)

The Superintendent or designee shall collaborate with parents/guardians and relevant community groups, in accordance with the plan developed for how all children in the attendance area of the district will have access to full-day learning programs the year before kindergarten that meet the needs of parents/guardians, including through partnerships with the district's expanded learning opportunities, the After School Education and Safety Program, CSPP, Head Start programs, and other community-based early learning and care programs.

TK students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

The district shall maintain an average TK class enrollment of not more than 24 students for each school site, not including students who are continuously enrolled in and meet the minimum day requirement for independent study for more than 14 school days in a school year. (Education Code 48000)

Staffing

The Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from CTC that authorizes such instruction.

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2025, have at least 24 units in early childhood education and/or child development, comparable professional experience in a preschool setting, and/or a child development teacher permit or an early childhood specialist credential issued by CTC. (Education Code 48000)

The Superintendent or designee may provide professional development as needed to ensure that TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children, including, but not limited to, developing competencies in serving inclusive classrooms and dual language learners.

The district shall maintain an average of at least one adult for every 12 students for TK classrooms and, contingent upon an appropriation of funding, maintain an average of at least one adult for every 10 students commencing with the 2025-26 school year. (Education Code 48000)

Continuation to Kindergarten

Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.

However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the TK year consenting to the child's enrollment in kindergarten the following year.

A student shall not attend more than two years in kindergarten or a combination of TK and kindergarten. (Education Code 46300)

Assessment

The Principal designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress. The Principal or designee shall monitor and regularly report to the Board regarding program implementation, the progress of students in meeting related academic standards, and student preparedness for future education.

Our Transitional Kindergarten (TK) program is offered year round in combination with extended learning opportunities programming starting at 1:00 pm through 6pm. Enrollment in these programs are limited as TK to staff ratio is 10 students per 1 credentialed teacher for Attendance recovery programming (see Before and After School Policies and Attendance Recovery Policy in Appendix) YES Charter employs an instructional aide for extending learning opportunities to fill in for program ratio requirements throughout the year and during summer programming.

Educational Programming

YES Charter Academy recognizes its essential obligation to offer a curriculum that conforms closely to California state educational requirements, and uses standard aligned curriculum at all times.

YES CHARTER ACADEMY is required to adhere to the Williams Act and adopt and update if necessary our curriculum through the Selection and Evaluation of Instructional Policy Materials policy for public review and approval through our Council of Directors annually

At YES CHARTER ACADEMY, we are committed to fostering a deep love of learning while meeting the diverse needs of our students.

By thoughtfully integrating the California State Standards with hands-on, engaging Project-Based Learning activities and essential 21st-century skills, we create a dynamic learning environment.

Our approach is designed to support various learning styles and ensure that students are not only academically successful but also prepared to thrive in the world beyond the classroom.

Mathematics

Today’s educational standards emphasize critical thinking, the application of knowledge, and conceptual understanding—moving beyond rote memorization. From the elementary years onward, students build a strong foundation, deepening their understanding year after year and making meaningful connections across disciplines.

In mathematics, our approach focuses on key components such as problem-solving, modeling, strategic use of tools, and logical reasoning. At YES CHARTER ACADEMY, we are committed to selecting curricula that not only align with California State Standards for both content and rigor but also provide students with opportunities for hands-on, real-world applications of their learning.

English	Language	Arts
In English Language Arts, YES CHARTER ACADEMY fosters a deep understanding of reading, writing, speaking, and listening skills, with an emphasis on critical thinking and effective communication. From elementary through middle and upper grades, students are equipped with the tools to analyze texts, articulate ideas, and express themselves clearly and creatively.		

Science

In Science, YES CHARTER ACADEMY follows the Next Generation Science Standards (NGSS) to ensure a rigorous and comprehensive understanding of the natural world. From early grades through middle and upper levels, students engage in hands-on, inquiry-based lessons that foster curiosity and critical thinking.

Aligned with NGSS, our educational programming encourages students to explore scientific concepts through investigation, experimentation, and problem-solving. In each grade, lessons are carefully crafted to build on prior knowledge, allowing students to deepen their understanding of core scientific principles while making real-world connections.

Arts	and	Physical	Education
At YES CHARTER ACADEMY, we believe in the importance of a well-rounded education, which is why we integrate the California Arts Standards and Physical Education Standards into our curriculum. Our programming in Art and PE provide specialized instruction, allowing students to explore their creativity and develop physical fitness through structured lessons. Additionally, art, music, and movement are woven into daily activities with classroom teachers, ensuring that every student has the opportunity to express themselves artistically and stay active.			

Elementary School Physical Education

Students in grades 1-8 will receive, at minimum, 200 minutes of physical education instruction each 10 school days, exclusive of recesses and lunch periods. Complaints regarding the failure to comply with these physical education instructional minute requirements may be filed under the district’s Uniform Complaint Procedures. Complainants not satisfied with the district’s decision may appeal to the CDE and receive a written decision from the CDE within 60 days.

High School

Career Technical Education

YES Charter Academy offers a Career Technical Education (CTE) program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. YES Charter Academy offers CTE classes in the following industry sectors:

(AGR) Forestry & Natural Resources

(MKT) Entrepreneurship & Small Business Ownership

(AME) Design, Visual and Media Arts

In the expanding 9-12th grades, the educational programming and curriculum will be aligned to Career Technical Education pathways, determined by unmet labor needs in the community, articulated wherever possible with the Yuba Community College, and with deep attention to professional skills, completing a-g, and with a continued dedication to environmental resources, digital media, and entrepreneurship/ small business ownership.

Students will also work towards paid and unpaid internships in their 11th and 12th grade years, and PE classes will be deeply aligned with social emotional and physical health education, and outdoor offerings in our local community like hiking, kayaking and leadership courses in the outdoors. College and career counseling, ePortfolios, and even an a-g 'g' Adulting 101 course will support the whole-child as they mature through young adulthood.

YES CHARTER ACADEMY is dedicated to scaffolding and pacing curriculum through our K-12 for graduate success. To prepare for these secondary grade levels, we have carefully chosen courses that will engage, and align with our current student body and areas of coursework not offered locally at the secondary level. Additional training in embedding CCSS and CTE, as well as strong project based/ cross-curricula pedagogy will be at the center of our growing school. All students will graduate as completers from three CTE pathways over the course of their high school career.

All students will have the opportunity in small classes to take industry-aligned certifications in their classes, and additional a-g courses that support their success and meet CA requirements include 4 years of math, **not 3**, with a senior course around Financial Analysis, Business computer applications, Speech, Psychology and a Senior seminar focused on ePortfolio, Scholarships, Job and college applications and personal statements. As well, a Leadership class, allowing students to improve the school community and run events for the K-12 population, create a yearbook, quarterly newsletters.

Graduation Requirements

The graduation requirements include four years of English, three years of math, two years of science (life and physical), two years of physical education, three years of social science, one semester of health, one semester of geography, and one year of foreign language and/or visual and performing arts and/or career technical education course. This is the minimum for graduation, but every student will be encouraged and supported to complete the heightened requirements for UC/CSU.

YES CHARTER ACADEMY follows Education Code Section 51225.31 to exempt an individual with exceptional needs who satisfies the eligibility criteria described in subdivision (b) of that statute.

YES CHARTER ACADEMY follows all applicable legal requirements to support highly mobile students toward graduation. Faculty, staff, and families are responsible for making sure students not only meet graduation requirements but exceed them whenever possible. YES CHARTER ACADEMY stakeholders seek input on improving programs at the school through the California Department of Education, California State University and the University of California. The YES CHARTER ACADEMY Council of Directors and/or the school leadership reserve the right to modify, amend, and improve YES CHARTER ACADEMY course offerings, and graduation requirements as necessary to achieve the mission and goals of the YES Charter Academy.

YES Charter Academy College Preparation Requirements

Years completed	UC/CSU A-G Requirements
3 years	a: History/Social Science- 2 years required
4 years	b: English- 4 years required
3 years	c: Mathematics- 3 years required; 4 years recommended
3 years	d: Laboratory Science- 2 years required; 3 years recommended
2 years	e: Language Other than English- 2 years required; 3 years recommended
1years	f: Visual and Performing Arts - 1 year required
3 years	g: Preparatory Electives- 1 year required
2 years	Physical Education and Health

YES Charter Academy will inform parents on an ongoing basis of the transferability of coursework to other public high schools and an individual course's "A-G" status (eligibility to meet college entrance requirements) through the course catalog and the YES CHARTER ACADEMY website. This will ensure that high school pupils can meet California college entrance requirements. Additionally, YES CHARTER ACADEMY will offer concurrent enrollment and dual enrollment opportunities and will inform parents about the transferability of course to post-secondary education institutions as applicable.

In addition, beginning in 9th grade with our 'Get Focused Stay Focused College and Career' course, students will create a 1-, 3- and 10-year goals and plans, learn their own strengths, weaknesses and interests, explore career opportunities, and begin a budget for college or post-secondary. With implementation of the growth mindset, we will help kids plan for pivots and options and opportunities, so they exit our program ready for the success they plan for.

The Dream Act, FAFSA, grants and scholarships will be defined and explored in 9th and 10th grade, in 11th &* 12th grade internship courses and Senior Seminar, college applications, FAFSA, scholarships, Resumes and Mock interviews will be a deep component of the education our students will receive. PSAT/ SAT process will also be covered, with an ongoing discussion of post-secondary, the cost, and focusing on the student choices and goals, and the steps and path to achieve their goals.

Students will engage in some of their curriculum within the community. Junior year, on tract students will be offered internships with a local company, nonprofit or within the school, informed by their career interest plan, and Senior year students will be allowed and recruited for paid internships or work study for one period a week, to demonstrate their skills earned in CTE pathways, and gain work experience and community networking. These 2 courses will also engage students with understanding taxes, interviews, customer service, communication, time management and networking as well as other skills communicated by community businesses locally and throughout California, that they need in tomorrow's workforce.

The proposed 4-year High School schedule plan includes a modified block schedule with A/ B and a 1 day 7 period schedule to accommodate longer periods for rigorous hands-on learning and to model and accommodate for articulated and dual enrolled classes with the community college. High school students will begin at the mandated 8:30 start time and will be provided with 1:1 technology.

Project Based Learning

Spanning 15 acres, YES Charter offers students exceptional opportunities to extend their learning beyond the traditional classroom. Central to our educational approach is Project-Based Learning (PBL), which encourages students to explore real-world issues while cultivating critical thinking and problem-solving skills.

Each PBL experience begins with a thought-provoking driving question designed to spark curiosity and inspire deeper inquiry. By integrating standards across multiple disciplines, students engage in meaningful projects that connect academic knowledge with practical application, fostering a comprehensive understanding of the world around them.

This hands-on approach also allows students to connect with their local environment, developing a sense of stewardship for the land. Our First Graders, for example, delighted in planting a milkweed

garden to support the future of native pollinators, such as the monarch butterfly. Meanwhile, our Middle School students explored fire science, proposing innovative solutions for communities in fire-prone areas

Field trips play a vital role in connecting students to the world around them. By visiting local farms, rafting along the Yuba River, and even spending a week at Shady Creek Outdoor School, YES Charter students gain a greater understanding of the important part they play in the community. .

Project-based learning means the use of a central project that allows student interaction with a main idea or theme at several levels.

Ideally, every subject the student is studying—mathematics, language skills, science, social studies, and the arts—will connect with the same project theme, turning education into a complete and fully engaged experience for each individual. If possible, the entire school can be involved in the same project, with each grade engaged in age-appropriate tasks and assignments. YES Charter Academy's are ideally structured for project-based learning because of their greater flexibility in choosing textbooks and learning strategies.

An excellent example of project-based learning at YES Charter Academy was our **Trout Project**. Every classroom and subject at YES CHARTER ACADEMY were involved in hatching and raising steelhead trout, raised from eggs given to us by the US Department of Fish and Game and eventually released into the Feather River.

Younger students learned to observe and predict stages of trout development. Older students studied life cycle, natural resources, and critical problems involved with environment restoration. Students studied California history and the role that fish and streams have played in our state's development. Math was incorporated through daily measurement of temperatures and statistics regarding survival and hatching rates, including the study of averages—means, modes, and medians. Students also studied related vocabulary and articles. Most classes kept a journal of their observations. As a culminating experience, the students took a field trip to release the young hatchlings into the Feather River.

As this project illustrates, project-based learning at YES Charter Academy aims to educate the whole person in an engaged, fulfilling, and memorable atmosphere. Our whole school came together to study and participate in the life and environment of the steelhead trout. Restoring the young fish to their natural environment gave the students a sense of genuine accomplishment. Working as a team for the good of their community furthered their development as responsible citizens and stewards of the natural world.

The staff and administration of YES Charter Academy believe that project-based learning brings life to learning and creates a more engaged environment for development of life-long understanding.

Individualized Learning Plans (ILPs)

Because academic excellence is a primary goal at YES Charter Academy, we are enthusiastic about the use of Individualized Learning Plans (ILPs), which give every student individualized attention.

ILPs encourage full inclusion of students with special needs, teaching methods that respond to students' strengths and weaknesses, and bonding with student families.

Each ILP begins with a "learning conference" that includes the student, the teacher, and the student's parents. The conference isn't just about academics—it includes a chance for students to express their goals and problems without the fear of being judged.

ILPs include individualized lessons and assignments tailored to improving the student's work in areas that need strengthening. Supplemental schoolwork and assignments designed for individual students may be employed. Parents are asked to examine and sign student homework as part of a collective effort involving parents, teachers, students, and administrators. ILPs give every parent or guardian who wants to be part of their student's education the opportunity to be involved

Homeschool Program

YES CHARTER ACADEMY has offered a long-term independent study program (homeschool program) since the YES Charter Academy opened its doors in 2008 for elementary and middle school. The Independent Study program is limited and YES CHARTER ACADEMY does not actively recruit students. The YES Charter Academy is pleased to be able to offer this program to students and families who need it. The long-term independent study program provides flexibility for students who may have unique needs, and supports students who thrive in a self-paced, individualized learning environment. Our students come from diverse backgrounds, including those with special needs, gifted learners, and those who may have experienced social or academic difficulties in traditional educational settings. YES CHARTER ACADEMY also serves families who have chosen not to vaccinate their children and are looking for a flexible, supportive learning environment outside of traditional schools. Such unvaccinated students receive only non-classroom-based instruction, and do not come onto campus to interact with other students nor can they participate in any other school programming such as field trips and extended learning opportunities.

Students participate in the long-term independent study program for a variety of reasons: to accommodate medical or mental health needs, to access a more customized curriculum, or to benefit from a flexible schedule that allows for extracurricular activities, family responsibilities, or outside religious instruction, separate from the YES CHARTER ACADEMY educational program. Some families prefer independent study for increased parental involvement, while others select this option due to personal philosophies.

Students in the long-term independent study program are expected to be successful through standards-based curriculum choices, personalized learning plans, regular teacher check-ins, evaluations and monitoring to remain in the program. Students will receive access to resources that support their unique learning styles. Students enrolled in the long-term independent study program are offered the same curriculum and learning materials as those in the classroom; many

students, though, opt for the self-paced materials designed for independent study that YES CHARTER ACADEMY provides. Students and families in the independent study program are offered all educational and academic evaluations and support as students who attend in the classroom. The flexibility of independent study allows students to work at their own pace, giving them the time needed to master subjects while developing strong time-management and self-motivation skills. Families are also actively involved in their child's learning, fostering a collaborative approach that supports academic achievement.

For more information or questions, please contact the school Principal or Program Director at 530-692-2210.

Parent Volunteer Opportunities

Each parent of an enrolled child at YES Charter Academy is invited and encouraged to volunteer their time and experience and to allow their voices to be heard. We believe in the collaborative process and rely on evidence-based research that tells us how integral Parental involvement in their student's education and school improves not only academics and test scores but overall mental health. As an Educational Partner, parental input is integral to the success of our school.

The list below are opportunities for families to volunteer at or attend. If you or your family would like to be involved in planning or helping out at any activity, you can reach out and contact YES Charter Academy. Thank you for your support!

- Harvest Festival
- Breakfast with Santa
- Book Fair
- Earth Day
- Science Fair
- Field Trip Chaperone
- Coordinate Bake Sales at Community Events
- Join the Council of Directors
- Join a committee
- Join our monthly Fox den Parent Club-meets monthly

Dress and Grooming

The Governing Council of Directors believes that appropriate dress and grooming contribute to a productive learning environment. The Council of Directors expects students to wear clothing that is suitable for the school activities in which they participate.

Students should not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program.

Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.

In addition, the dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists.

The Principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code.

The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.

School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code.

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.

Repeated violations or refusal to comply with the YES Charter Academy's dress code may result in disciplinary action.

Gang-Related Apparel or Accessories

The Council of Directors and Principal prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a proposed dress code shall be presented to the Council of Directors, which shall approve the plan upon determining that it is necessary to protect the health and safety of the school environment.

When determining specific items of clothing that may be defined as gang apparel, the school shall ensure that the determination is free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristics.

YES Charter Academy cares about their students and families and if for any reason a student(s) is unable to provide clothing or clean clothing resources will be provided.

Your support is most needed and appreciated in the following areas:

- Students should dress for the weather and/or come dressed anticipating the weather

- Shoes must be suitable for P.E.; Sandals must have a back strap. All shoes need to be firmly attached to the feet and without flashing lights or wheels.
- Clothes should be sufficient to conceal undergarments and insure privacy at all times.
- Saggy clothing is discouraged. Students may be asked to change if clothing prohibits them from moving freely.
- Hats and hoods must be removed inside all buildings. Headwear worn for purposes of religious observance will be permitted both indoors and outdoors.
- 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.

Students who come to school dressed inappropriately will be asked to change into clothing provided by the office or will need a change of clothes brought to school by parent/guardian.

Prohibited Items

Cell Phones and Private Electronic Devices:

YES Charter Academy Student Cell Phone Protocol

Mobile communication devices shall be turned off prior to entering the school and turned into the office as soon as the student arrives. Students are prohibited from having a cell phone or communication device, such as a smartwatch or tablet, on their person while in the classroom or outside the classroom during recess, P.E. or other outside student activities to ensure the safety and confidentiality of all students. Cell-phone usage is not prohibited on school buses unless students are communicating with parents or guardians. Devices are distributed to students who attend aftercare but are to be kept turned off and in the student's backpack unless they are communicating with a parent or guardian.

All YES Charter Academy employees can remove any private device from the possession of a student found to be violating this Policy.

If a private device is heard ringing, beeping, or buzzing from inside a jacket, purse, backpack, or other similar article, whether within the immediate presence of the student or not, a YES Charter Academy employee may remove the private device and confiscate the private device.

Parents/guardians will be contacted to pick up any confiscated private devices at the end of the regular school day or at the conclusion of a YES Charter Academy sponsored activity.

All students are required to adhere to the following guidelines regarding private devices:

Private devices may be used:

- Off campus before or after school.
- Before or after any YES Charter Academy sponsored activity occurring before or after the regular school day.
- In the case of an emergency, or in response to a perceived threat of danger.
- When a licensed physician and surgeon determines that the possession or use of a private device is necessary for the health or well-being of the student.
- When the possession or use of a private device is required in a student's individualized education program ("IEP").

Private devices shall be turned off and shall not be used:

- During instructional classroom time, including assemblies, and any other school activity, which takes place during the regularly scheduled school day on or off campus.
- During break periods, between class periods, or during lunch.
- During events sponsored by the YES Charter Academy held before or after regular school hours.
- On field trips or excursions sponsored by the YES Charter Academy.

In addition to this Policy, all other applicable YES Charter Academy student discipline policies and rules shall apply to any student who fails to comply with the requirements of this Policy.

Students who possess any private device(s) shall assume sole responsibility for the maintenance and care of any such private device(s) in accordance with this Policy. At no time shall the YES Charter Academy be responsible for preventing theft, loss or damage to any private devices brought onto campus or at YES Charter Academy sponsored activities.

If Parents need to contact their student they need to contact the school office.

Parents and Students are obligated to sign that they read and understand this cell-phone policy. If there are circumstances that meet criteria to waive any or part of this cell-phone policy it must be discussed first and in writing.

Personal Property: Students shall not bring items of value to school without the expressed consent of the parent/guardian. The school is not responsible for damaged, lost or stolen items. Students bear the sole responsibility for personal items brought to school. We strongly encourage students not to bring large sums of money to school. Personal property having no bearing on studies will not be allowed at school. This includes toys, games, radios, skateboards, video games, CD players, recorders, baseball cards, athletic equipment, cameras, iPods, and mp3 players. **These items may be confiscated and returned only to parents.**

YES Charter Academy is not responsible for lost or stolen cell phones, personal electronic devices and personal property.

Student Drop Off & Parking

GENERAL GUIDELINES:

All visitors to the Yuba Environmental Science YES Charter Academy are expected to adhere to the rules of the road when driving on or around the school premises.

All visitors are expected to drive slowly when students are present.

Motor vehicles of any kind, including but not limited to, motorcycles, motor scooters, and motorized skateboards, are not allowed on the school premises in any area except the parking lot or designated drop-off and pick-up areas.

- When approaching the area designated for student pick-up and drop-off, remain patient and stay to the right side of the area. There shall be no passing around other vehicles.
- Unless the parking lot has been designated a student drop-off and pick-up area, please enter the parking lot only if you plan to get out and walk your child to school. Otherwise, the parking lot is not a safe drop-off and pick-up area.
- When you pull to the curb of the designated pick-up and drop-off area, the first car should pull at least one or two car lengths past the main entrance before stopping.
- When leaving, pull out slowly and look carefully for students and other cars.
- Enter the property using the ENTER ONLY designated drive and exit using the EXIT ONLY drive.
- Drivers of Kindergarten aged children may park on the gravel round-about to attach/remove Children from car seats and accompany them to/from the car, while school is in session.

Student Parking

Car-Permits and Driving

Driving to school is considered a privilege. Failure to abide by the following rules may result in the loss of this privilege and/or disciplinary measures imposed by the school. These regulations are subject to change as deemed necessary by the Administration.

- The student must possess a valid California driver's license.
- The student and vehicle must be covered by insurance, which meets California law for financial responsibility.
- The student and his/her parents or guardians must assume liability for damage to school property. The school cannot be responsible for damage or loss to any vehicle brought to school.

- The student must obtain a parking permit-
- The student must park in the prescribed parking areas in the spaces designated for students.
- Vehicles are to be parked and not used during the school day except when prior approval has been granted by the parent or guardian, and by the school.
- Vehicles may not be used to transport other students off campus for school activities.
- A student driver must abide by the California Motor Vehicle Code and the YES Charter Academy High School parking regulations

Parking

Student parking is allowed in the staff parking lot under the solar panel awnings until an additional parking lot is built for the high school.

During the school day on or around the school grounds, and at all school-related functions, students who drive recklessly or speed will be penalized. Students endangering themselves or others will be subject to suspension under Ed Code 48900(A)(1), and loss of driving privileges on campus may also be applied. This Ed Code will also be applied for all cases of “hood riding.” All student vehicles must be registered with the front office. Penalties for not having the vehicle registered, parking illegally, or not displaying the permit include detentions, and the possible revoking of the student permit.

Student Parking Lot

The Student Parking Lot is off limits to students during instructional time, however during lunch students may go to their cars to retrieve items (lunches, books, etc.), but may not loiter in the parking lot. Vehicles are to be parked and not used during the school day except when prior approval has been granted by the parent or guardian, and by the school.

Registration of Visitors & Guest Passes

For the safety and protection of all students, visitors must first check in at the office before visiting campus or classrooms. Visitors shall be provided identification to be used by at all times while on the YES CHARTER ACADEMY premises. Parents are encouraged and welcome to visit our school at any time. Conferences with either the teacher or other school staff should be by appointment because this will ensure that the person you want to see is available.

Unless otherwise directed by the principal or designee, a staff member shall accompany visitors while they are on school grounds.

Any person who is not a student or staff member shall register immediately upon entering any school building or grounds when school is in session. (Education Code 35160)

REGISTRATION PROCEDURE (BP/AR 1250)

In order to register, a visitor shall, upon request, furnish the principal or designee with the following information: (Penal Code 627.3)

1. Name, address, and occupation
2. Age, if less than 21
3. Purpose for entering school grounds
4. Proof of identity
5. Other information consistent with the provisions of law

PRINCIPAL'S REGISTRATION AUTHORITY

The principal or designee may refuse to register any visitor if the principal or designee reasonably concludes that the individual's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The principal or designee may revoke any visitor's registration if there is a reasonable basis for concluding that the individual's presence on school grounds would interfere, or is interfering, with the peaceful conduct of school activities or would disrupt the school, students, or staff.

When a visitor fails to register, or when the principal or designee denies or revokes a visitor's registration privileges, the principal or designee shall request that the individual promptly leave the school grounds. If a visitor is shown reasonable cause to believe that the visitor is willfully disrupting the orderly operation of a school, the principal or designee may issue a "Stay Away Letter" in accordance with Penal Code 626.4.

When a visitor is directed to leave, the principal or designee shall inform the visitor that if the visitor reenters the school within seven days the visitor may be guilty of a misdemeanor subject to a fine and/or imprisonment.

No electronic listening or recording device may be used by any person in a classroom without the teacher's and principal's permission.

APPEAL PROCEDURES

Any person who is denied registration or whose registration is revoked may appeal either of these

determinations by submitting, within five days after the person's departure from school, a written request for a hearing to either the Superintendent or the principal of the school at which the registration was denied or revoked. This request must state why the person believes the denial or revocation was improper and must provide an address to which the hearing notice may be sent. Upon receipt of the request for a hearing, the Superintendent or principal shall promptly mail a notice of the hearing to the person requesting it. A hearing before the Superintendent or principal shall be held within seven days after receipt of the request.

Student Health, Safety, & Medical Treatment:

ADMINISTRATION OF MEDICATION FOR PUPIL

The YES Charter Academy Governing Council of Directors believes that regular school attendance is critical to student learning and that students who need to take medication prescribed or ordered for them by their authorized health care providers should be able to participate in the educational program.

Any student who is or may be required to take, during the regular school-day, prescription medication prescribed or ordered for the student by an authorized health care provider may be assisted by the designated YES CHARTER ACADEMY personnel.

In order for a student to be assisted by the school nurse or other designated and trained YES CHARTER ACADEMY personnel in administering medication, YES CHARTER ACADEMY shall obtain both:

1. A written statement from the student's authorized health care provider detailing the name of the medication, method, amount/dosage, and time schedules by which the medication is to be taken, and
2. A written statement from the parent, foster parent, or guardian of the student indicating the desire that YES CHARTER ACADEMY assist the student in the matters set forth in the statement of the authorized health care provider.

Students will be permitted to **self-carry and self-administer** prescription medication **if, in addition to the above**, parent provides a written statement from the student's authorized health care provider

- (1) Consenting to the self-administration,
- (2) Providing a release for the school nurse or designated YES CHARTER ACADEMY personnel to consult with the health care provider of the student regarding any questions that may arise with regard to the medication, and
- (3) Releasing YES CHARTER ACADEMY and YES CHARTER ACADEMY personnel from civil

liability if the self-administering student suffers an adverse reaction as a result of self-administering medication.

These written statements specified shall be provided at least annually and more frequently if the medication, dosage/amount, frequency of administration, or reason for administration changes.

The primary responsibility for the administration of medication rests with the parent/guardian, student, and medical professionals.

Administration of Medication Forms are available upon request in the main office.

The Superintendent or designee shall make Epinephrine auto-injectors available at each school for providing emergency medical aid to any person suffering, or reasonably believed to be suffering, from an anaphylactic reaction.

The Superintendent or designee may make naloxone hydrochloride or another opioid antagonist and stock albuterol inhalers available at each school for providing emergency medical aid to any person suffering or reasonably believed to be suffering from opioid overdose or respiratory distress.

LICE POLICY (BP 5141.33)

I. Purpose and Philosophy

The Governing Board recognizes that head lice infestations do not pose a medical threat, do not transmit disease, and are not a sign of poor hygiene. To minimize academic disruption and reduce student absences, district procedures focus on early detection, family support, and the elimination of unnecessary school exclusions.

II. Screening & Surveillance Protocol

1. **No Routine Mass Screenings:** YES Charter Academy does not conduct classroom-wide or school-wide head lice screenings, as scientific evidence proves they do not reduce transmission and violate student privacy.
2. **Individual Referrals:** Staff members who suspect a student has an active head lice infestation shall privately refer the student to our office personnel for an individual screening.
3. **Privacy Protections:** School staff must maintain absolute confidentiality regarding any student suspected or confirmed to have head lice to protect the child from social stigma.

III. Exclusion & Return-to-School Policy

1. **Abrogation of "No-Nit" Policies:** Students will **not** be excluded from school or sent home early for containing nits (lice eggs).

2. **Day-of Action:** If live, crawling head lice are detected, the student will be permitted to return to their classroom to finish the remainder of the school day.
3. **Parental Notification:** A YES Charter Academy office staff will contact the parent/guardian at the end of the school day to provide educational treatment resources based on the [CDPH Head Lice Toolkit](#).
4. **Re-Admission Requirement:** The student may return to school the next morning following their first home treatment. Upon arriving at school, the student must report briefly to the office to verify the absence of active, live crawling lice before returning to class. If live lice is found, the office will contact the parent or guardian and the student will remain in school unless the parents want them home to repeat lice treatment.

IV. Environmental & Classroom Management

1. **Environmental Cleaning:** Massive disinfection or chemical pesticide spraying of classrooms or school buses is strictly prohibited.
2. **Precautionary Shifts:** Affected classrooms will temporarily encourage students to store personal items (coats, hats, backpacks) separately and avoid sharing headphones or pillows.

V. Parent Notification Guidelines

1. **Targeted Letters:** Standard policy restricts exposure notifications solely to the parents of the affected student.
 2. **Outbreak Thresholds:** Broad classroom or grade-level alerts are only distributed at the principal's discretion if multiple connected cases appear within a single cohort.
-

CONFIDENTIAL MEDICAL SERVICES

All parents/guardians are hereby notified that in accordance with state law, all students in grades 7- 12 may be excused from school, without the consent of the student's parent/guardian, to obtain confidential medical services.

IMMIGRATION ENFORCEMENT

YES Charter Academy believes that all students should be safe irrespective of their citizenship or immigration status. YES Charter Academy Staff will not solicit or collect information or documents regarding the citizenship or immigration status of students or family members or provide assistance with immigration enforcement at district schools unless required by state and federal law.

Unless authorized by law, student information shall not be disclosed to immigration law enforcement authorities without parent consent, a court order, or judicial subpoena.

A student's parent/guardian shall be immediately notified if a law enforcement officer requests or gains access to the student for immigration enforcement purposes, unless the judicial warrant or subpoena restricts disclosure to the parent/guardian.

YES Charter Academy encourages students and their families to update their emergency contact information as needed throughout the school year and provide alternative contacts, including identified trusted adult guardian, in case the student's parent/guardian is unavailable. The information provided on the emergency card will only be used in response to specific emergency situations and not for any other purpose.

YES Charter Academy also encourages all students and families to learn their emergency phone numbers and be aware of the location of important documentation. In the event of a student's parent/guardian being detained or deported by federal immigration authorities, YES Charter Academy shall release the student to the person(s) designated in the student's emergency contact information or to any individual who presents a caregiver's authorization affidavit on behalf of the student. YES Charter Academy shall only contact child protection services if district personnel are unable to arrange for the timely care of the student by the designated person(s) listed in the emergency contact information or identified caregiver's authorization affidavit.

YES Charter Academy's full board policy BP 5151.13 Response to immigration enforcement can be found in our online policy manual.

CHILD CUSTODY

Families are encouraged to resolve private familial disputes and self-enforce court orders without involving the school. YES Charter Academy will follow decisions made by courts. Principals cannot modify a judge's ruling regarding custody of a child. If a child custody arrangement has changed, a parent must provide the school with complete and current information.

SUSPECTED CHILD ABUSE OR NEGLECT (BP 5141.4)

The Governing Council of Directors is committed to supporting the safety and well-being of district students and desires to facilitate the prevention of and response to child abuse and neglect. The Principal or designee has developed and implemented strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.

YES Charter Academy's Child Abuse Reporting Procedures Policy and Regulation 5141.4 defines abuse and outline reporting procedures. This policy and regulation is located in our online Policy Manual and can be accessed through our website at yescharteracademy.org.

According to Penal Code Section 11165.7:

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; athletic coaches, administrators, and directors; licensees, administrators, and employees of a licensed child day care facility; Head Start program teachers; district police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program.

Effective January 1, 2026, SB 848 amends Penal Code section 11165.7 by expanding the "mandated reporter" definition to include: school volunteers, as defined; board members; and contractors whose duties require contact with or supervision of pupils. Specifically, SB 848 states:

(1) An employee, volunteer, or governing board or body member of a school district, county office of education, charter school, or private school. For purposes of this paragraph, a volunteer is a person who is over 18 years of age and who interacts with pupils outside of the immediate supervision and control of the pupil's parent or guardian or a school employee.

(2) An employee, volunteer, or board member of a public or private school, contractor to a school district, county office of education, charter school, state special school or diagnostic center operated by the State Department of Education, or private school whose duties require contact with or supervision of pupils at that school district, county office of education, charter school, state special school or diagnostic center operated by the State Department of Education, or private school. For purposes of this paragraph, a volunteer is a person who is over 18 years of age and who interacts with pupils outside of the immediate supervision and control of the pupil's parent or guardian or a school employee.

The Principal or designee may provide a student who is a victim of abuse with school-based mental health services or other support services and/or may refer the student to resources available within the community as needed.

CHILD ABUSE PREVENTION

YES Charter Academy's instructional program provides age-appropriate and culturally sensitive child abuse prevention curriculum which explains students' right to live free of abuse, includes instruction in the skills and techniques needed to identify unsafe situations and react appropriately and promptly, informs students of available support resources, and teaches students how to obtain help and disclose incidents of abuse.

The YES CHARTER ACADEMY program also may include age-appropriate curriculum in sexual abuse and sexual assault awareness and prevention. Upon written request of a student's parent/guardian, the student shall be excused from taking such instruction. (Education Code 51900.6)

The YES Charter Academy or designee may display posters, in areas on campus where students frequently congregate, notifying students of the appropriate telephone number to call to report child abuse or neglect.

In addition, student identification cards for students in grades 7-12 shall include the National Domestic Violence Hotline telephone number.

The Principal or designee shall, to the extent feasible, seek to incorporate community resources into the district's child abuse prevention programs and may use these resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

CHILD ABUSE REPORTING

The Principal or designee shall establish procedures for the identification and reporting of known and suspected child abuse and neglect in accordance with law.

Procedures for reporting child abuse shall AND ARE LOCATED In the school's comprehensive safety plan.

District employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect.

Within the first six weeks of each school year, or within the first six weeks of employment if hired during the school year, the Superintendent or designee shall provide training on mandated reporting requirements to district employees and persons working on their behalf who are mandated reporters. (Education Code 44691; Penal Code 11165.7)

The Superintendent or designee shall use the online training module provided by the California Department of Social Services (CDSS). (Education Code 44691)

The training shall include, but not necessarily be limited to, training in identification and reporting of child abuse and neglect. Additionally, the training shall include information that failure to report an incident of known or reasonably suspected child abuse or neglect as required by law is a misdemeanor punishable by imprisonment and/or a fine as specified. (Education Code 44691; Penal Code 11165.7)

In addition, the Superintendent or designee shall provide annual training the prevention of abuse, including sexual abuse, children on district property, by district staff, or in district-sponsored programs. (Education Code 44691) The Superintendent or designee shall obtain and retain proof of each mandated reporter's completion of the training. (Education Code 44691)

Extreme Weather & Air Quality Policy:

1. Purpose and Scope

To safeguard the health, safety, and academic success of students and staff during environmental emergencies, including extreme heat, poor air quality (AQI), and severe cold or storms.

2. Monitoring and Triggers

Site administrators will monitor local weather conditions daily using the National Weather Service (NWS) HeatRisk Forecast and AirNow Fire and Smoke Map.

- **Extreme Heat Thresholds:**

- *HeatRisk Level 2 (Yellow - Minor to Moderate):* Encourage hydration and access to shade.
- *HeatRisk Level 3 (Orange - Major):* Mandate frequent hydration breaks. Ensure strenuous outdoor activities are rescheduled, minimized, or moved indoors.
- *HeatRisk Level 4 (Red/Magenta - Extreme):* Cancel all outdoor activities, including PE, recess, and after-school sports.

- **Air Quality (AQI) Thresholds:**

- *AQI 0–100 (Green/Yellow):* Normal operations.
- *AQI 101–150 (Orange):* Unhealthy for sensitive groups. Sensitive students will be provided with indoor alternatives for PE and recess.
- *AQI 151+ (Red/Purple):* Unhealthy to Very Unhealthy. All outdoor activities, sports practices, and events are suspended. All doors and windows must remain closed, with HVAC systems set to recirculate.

- **Extreme Cold/Severe Storms:**

- If temperatures or wind chills present an immediate frostbite or hypothermia risk, or if severe flooding/windstorms make travel unsafe, schools will implement a delayed start, early dismissal, or full-day campus closure.

3. Mitigation and Accommodations

During extreme weather events, the school will implement the following measures:

- **Hydration:** Water stations will be accessible at all times. Students are permitted to carry water bottles.
- **Cool/Safe Spaces:** Indoor spaces equipped with functioning air conditioning (or sufficient heating) will be designated as cooling/warming centers during recesses and lunch periods.
- **PPE/Clothing:** Modification of dress code to allow for lightweight, light-colored, and sun-protective clothing (hats, sunglasses) during heatwaves.
- **Athletics:** YES Charter Academy does not have current coaching staff but when hired will follow Wet Bulb Globe Temperature (WBGT) guidelines and state athletic acclimatization rules to limit exertion and mandate rest periods.

4. Communication

- **Alerts:** Families will be notified of weather-related schedule changes (closures, modified days) via our School/District Communication Platform ParentSquare as early as possible.

- **Staff Training:** All staff, including yard duty supervisors and coaches, will undergo annual training on recognizing the symptoms of heat exhaustion, heatstroke, and respiratory distress.

5. Implementation

This policy applies to all school-sponsored activities and is overseen by the Principal / District Superintendent and Safety and Facilities Committee. Administrators reserve the right to elevate safety measures based on campus-specific conditions (e.g., power outages or lack of AC).

Discipline Policy:

The Governing Council of Directors is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and achievement and desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Council of Directors believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent/guardian involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

The Principal along with our Council of Directors have adopted and implemented effective, age-appropriate strategies for maintaining a positive school climate and responding appropriately to student misbehavior at YES Charter Academy. **PBIS (Positive Behavioral Interventions and Supports)** help to create a positive and safe learning environment that reinforce positive behavior. Within this framework YES Charter Academy staff are trained to apply Nurtured Heart, Growth Mindset, Conscious Discipline and Restorative Justice practices strategies that focus on providing students with social emotional learning supports. These relationship-focused models convey perseverance through challenges, mistakes as learning opportunities, teach self-regulation and self-awareness, focus on praising positive behavior, avoiding emotional responses to negative behavior and ensuring equity through accountability, healing and reconciliation.

YES Charter Academy Student Conduct Policy

YES Charter Academy believes that all students have the right to be educated in a safe and positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school activities, or using district transportation.

The Principal or designee shall ensure that the school and each classroom develops standards of conduct and discipline consistent with Board policies and administrative regulations. Students and

parents/guardians shall be notified of district and school rules related to conduct.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats.
2. Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption to the school program.
3. Conduct that disrupts the orderly classroom or school environment
4. Willful defiance of staff's authority
5. Damage to or theft of property belonging to students, staff, or the district
6. Obscene acts or use of profane, vulgar, or abusive language
7. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited substances (See Tobacco Policy in Appendix)
8. Possession or use of a laser pointer, unless for a valid instructional or other school-related purpose with prior permission of the principal or designee
9. Use of a smartphone or other mobile communication device in an unauthorized manner
10. Plagiarism or dishonesty on school work or tests
11. Wearing of any attire that violates district or school dress codes, including gang-related apparel
12. Tardiness or unexcused absence from school
13. Failure to remain on school premises in accordance with school rules
14. Any conduct prohibited by the school's Suspension & Expulsion Policy

Employees are expected to enforce standards of conduct and when they observe or receive a report of a violation of these standards, to appropriately intervene, or seek assistance. As necessary, the employee shall refer the matter to a supervisor or the principal or designee.

When a school employee suspects that a search of a student or a student's belongings will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with Board Policy and Administrative Regulation 5145.12 - Search and Seizure.

When a student uses any prohibited device, or uses a permitted device in an unauthorized

manner, a district employee may confiscate the device. The employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate. See our mobile communication device BP-5131.8

Students who violate YES CHARTER ACADEMY rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, referral to a student success team or counseling services, or denial of participation in extracurricular or cocurricular activities or other privileges in accordance with Board policy and administrative regulation. The Principal or designee shall notify local law enforcement as appropriate.

Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during non-school hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.

Our core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences.

1. All parties involved in conflicts will be heard and treated with dignity and respect.
2. Students will learn, with guidance, how to solve their problems in a respectful way and experience consequences.
3. Students will think of various solutions and evaluate which solution is best for all involved.

Parents are encouraged to discuss the YES Charter Academy Discipline Policy and Positive Behavior Matrix (SPARRK) and student handbook at home to assure the students full comprehension of the rules and the reasons why these rules exist.

Students are expected to develop responsibility for their actions, to cooperate with others (students, teachers, other adults), to develop a positive attitude toward their school learning process, and to be courteous and respectful of others at all times. It is the responsibility of the student to be aware of YES Charter Academy rules as they are necessary to ensure the safety and welfare of all children. These rules apply before, during, and after school anywhere on the campus.

The PBIS acronym that YES CHARTER ACADEMY developed is SPARRK and is posted in classrooms



SPARRK!!	CLASSROOM	HALLWAY	BATHROOM	CAFETERIA	PLAYGROUND	BUS
ENVIRONMENTAL STEWARD	USE ONLY WHAT YOU NEED KEEP IT CLEAN/NEAT TURN OFF LIGHTS RESPECT YOUR SPACE	KEEP IT CLEAN 	TURN OFF WATER 1 SQUIRT OF SOAP 2 PULLS OF TOWELS	WASH YOUR HANDS BEFORE EATING USE COMPOST BINS	PICK UP TRASH RESPECT WILDLIFE AND NATURE	CLEAN YOUR AREA 
POSITIVE TEAM PLAYER	SHARE SUPPLIES ALLOW OTHERS TO LEARN	ADMIRE WALLS WITH EYES ONLY	ALLOW EACH PERSON PRIVACY	WAIT PATIENTLY INSIDE VOICE	ENCOURAGE EVERYONE BE A GOOD SPORT	INSIDE VOICE HANDS & FEET TO YOURSELF
ACADEMIC MASTER	ATTEND TO YOUR LEARNING AND THE TEACHER BE PREPARED	STAY QUIET SO OTHERS CAN LEARN	RETURN TO CLASS PROMPTLY	EAT A HEALTHY SCHOOL LUNCH BRING BRAIN HEALTHY FOOD FROM HOME	EXERCISE FOR A HEALTHY BRAIN TEACH OTHERS HOW TO PLAY THE GAME	REVIEW THE DAY
RESPONSIBLE CITIZEN	USE AN INSIDE VOICE HANDS AND FEET TO YOURSELF BE A PROBLEM SOLVER	HOLD DOORS WALK GO DIRECTLY TO YOUR DESTINATION	CLEAN UP YOUR MESS FLUSH THE TOILET WASH YOUR HANDS	CLEAN UP AFTER YOURSELF WALK CAREFULLY WITH TRAYS 	USE EQUIPMENT APPROPRIATELY USE POSITIVE LANGUAGE RESOLVE CONFLICTS YOURSELF	FOLLOW ALL DIRECTIONS FOLLOW BUS RULES KEEP TRACK OF YOUR STUFF
RESOURCEFUL	USE KIND WORDS BE HELPFUL	SMILE STAY RIGHT	WAIT YOUR TURN MIND YOUR OWN BUSINESS	"PLEASE" & "THANK YOU" MAKE ROOM AT THE TABLE	INCLUDE EVERYONE PLAY FAIR	SMILE MAKE ROOM

and hallways.

Steward of the Environment, Positive Team Player, Academic Master, Responsible Citizen, Resourceful, Kind

When a student fails to observe the rules, the following disciplinary actions will be taken:

Consequences may include loss of recess/activity, a logical consequence, campus beautification, change of academic setting, or suspension. Restorative Justice Practices will be utilized to repair relationships and/or any harm done. See Family Liaison section below of this handbook for more information.

We proactively teach all students behavior instruction, which is designated and integrated into each instructional day. Students that do not follow the defined and taught expectations are supported with consistent behavior interventions and supports. Low level Incidents are documented; appropriate consequence & instruction is given. Major offenses are referred to the office by staff.

Administration thoroughly investigates and documents the incident(s) Disciplinary consequences are assigned that are in compliance with school policy and state and federal law. The incident(s) is documented within the student file.

Parent/guardian is contacted. Behavior instruction and expectation review is administered to students.

SEVERE CLAUSE FOR EXTREMELY SEVERE CASES, including but not limited to, bullying, fighting, theft, possession of drugs or weapon or harassment, students may be sent directly to the principal on the first offense. The principal will determine the consequences and notify parents.

In addition, the Principal or designee's strategies for responding to student misconduct shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures.

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required or permitted by law or when other means of correction have been documented to have failed.

School personnel and volunteers shall not allow any disciplinary action taken against a student to result in the denial or delay of a school meal.

A student shall not be denied recess unless the student's participation poses an immediate threat to the physical safety of the student or to the physical safety of one or more of the student's peers. If, due to such immediate threat, a student is denied recess, staff shall make all reasonable efforts to resolve the threat and minimize the student's exclusion from recess, to the greatest extent practicable.

Seclusion and behavioral restraint are prohibited as a means of discipline and shall not be used to correct student behavior except as permitted pursuant to Education Code 49005.4 and in accordance with district regulations.

The Principal or designee at each school may develop disciplinary rules to meet the school's particular needs consistent with law, Board policy, and administrative regulations. The Board, at an open meeting, may review the approved school discipline rules for consistency with Board policy and state law. Site-level disciplinary rules shall be included in the school's comprehensive safety plan.

At all times, the safety of students and staff, providing interventions and support to students, as well as the maintenance of an orderly school environment, shall be priorities in determining appropriate discipline.

When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate support and/or discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, well-being, and opportunity to learn.

Family Liaison

YES Charter Academy Family Liaison acts as a bridge between families, the school, and the community, facilitating communication, support, and resources for students and families. They work to enhance family involvement in the school, build trust between families and the educational community, and support higher academic achievement through collaboration with school personnel.

Restorative Justice Practices: YES Charter Academy employs our Family Liaison who has been trained on Restorative Practices. Restorative Justice in schools is a transformative approach to discipline that emphasizes repairing harm and rebuilding relationships rather than solely punishing students for misbehavior. It focuses on accountability, empathy, and resolving conflict through dialogue and mutual agreement, involving all parties affected by a situation. This approach aims to create a positive school climate, improve student behavior, and foster a sense of community. By shifting from a punitive model to one that seeks to understand and resolve the root causes of behavior, implementing restorative justice can significantly reduce suspensions, improved student behavior, and positively increase overall school climate.

Key Principles and Practices:

Focus on Harm, Not Just Punishment:

Restorative justice shifts the focus from punishment to understanding the harm caused and working towards repairing it.

Involving All Parties:

It emphasizes including victims, offenders, and the wider school community in the process of resolving conflict and finding solutions.

Building Relationships:

Restorative practices prioritize building positive relationships among students, teachers, and staff to foster a more supportive and inclusive environment.

Conflict Resolution:

It equips students and staff with the skills to resolve conflicts effectively through communication, empathy, and problem-solving.

Accountability and Responsibility:

Students are encouraged to take responsibility for their actions and understand the impact of their behavior on others.

Reintegration:

Restorative justice aims to reintegrate students back into the school community after a conflict or incident, providing support and guidance.

For more information contact Dawn Kaundart our Family Liaison at 530-292-2210.

Emergency Plans:

SPECIAL INFORMATION FOR PARENTS

Telephones/Communications:

In the event of an earthquake, flood or other natural disaster, keep your radios tuned to your local radio station for advisory information. Please do not call the school as we must have the lines open for emergency calls. We will contact families via our Parent Square two-way communication system and make announcements on our website.

Dismissal:

Should there be a major earthquake, children will remain under the supervision of school authorities until parents or responsible adults can pick them up.

Student Release Procedure:

- Go directly to the entrance of the school or evacuation area. Inform the teacher, aide or adult responsible for that classroom that you are taking the child from the class line.
- Proceed with the child back to Student Release Tables just outside the school entrance to sign a Student Release form for each child you are taking. Do not remove your child or any other child from school without signing the emergency release form. This provides us a record of where each child is when someone else arrives later looking for the child.
- Unless you are staying to volunteer, please leave as quickly as possible after signing out your child.

IF YOU CAN'T GET TO THE SCHOOL

Should a major disaster occur, it is likely that many parents will not be able to reach the school right away. If conditions make it necessary, we will release your child to the adult indicated on your child's Emergency Release form. We will keep a written record of the child and the adult to whom the child has been released.

The school principal or teacher in charge will determine the need to leave the building. In the event the building cannot be reoccupied or if a fire requires an evacuation of the school, the students will be transferred to the nearest available safe shelter. If the children are caught in a disaster between home and school, it is recommended that they go immediately to school.

FOOD AND WATER

In the event that children would need to remain on campus for several hours after any sort of a disaster, there will be a supply of fresh water and limited food, in the school earthquake kit.

FIRE DRILLS AND EVACUATION

In the case of fire at the school, the school will be immediately evacuated according to the floor plan set forth at the beginning of each school year. Teachers are required to keep a student roster with them at all times, checking attendance immediately after evacuation. Fire drills will be conducted at least once per year with the evacuation of the local fire department.

BOMB THREATS

In the case of a bomb threat at the school, the school will be immediately evacuated according to the fire evacuation plan; appropriate emergency personnel will be summoned. Students and teachers will not re-enter the building until it has been deemed safe by emergency personnel.

YES Charter Academy has a Safety Plan for review on our website that addresses emergency school closure, which includes an Instructional Continuity Plan that outlines how we will continue with offering educational and other support after an emergency or natural disaster.

Bus/Transportation:

YES Charter Academy provides bus service to and from our school. Riding the school bus is a privilege and the privileged may be revoked if the school rules and regulations are not followed. Students must submit to the driver's authority, for their safety, at all times.

Bus drivers, students, parents, and the school all share the responsibility for bus safety, following all bus rules, and behaving in a responsible manner while riding the bus. **Riding the school bus is a privilege.** If you behave appropriately, you will be allowed to ride the bus. This agreement is designed to ensure that all students riding the bus are picked-up and dropped-off in a safe and orderly manner.

Below, you will find the terms and conditions that must be agreed upon in order for your child to ride the YES Charter Academy bus.

Students agree to ride the bus safely and follow all bus rules:

The following rules apply at all times when students are riding a school bus, including when on school activity trips:

1. Riders shall follow the instructions and directions of the bus driver at all times.
2. Riders should arrive at their designated bus stop at least (5) minutes prior to the bus's scheduled arrival and stand in a safe place at the stop to wait quietly for the bus.
3. Riders shall stay away from the bus until it comes to a complete stop and enter the bus in an orderly manner and go directly to their seats.
4. Riders shall sit down and stay seated and fasten any passenger restraint systems. Riders shall remain seated while the bus is in motion with their back to the back of the seat, facing forward.
5. Riders shall not block the aisle or emergency exit with their body or personal belongings. Riders may bring large or bulky items, such as class projects or musical instruments, on the bus only if the item does not displace any other rider or obstruct the driver's vision.
6. Riders should be courteous to the driver and to fellow passengers. Vulgarity, rude, or abusive behavior is prohibited.
7. Any noise or behavior that could distract the driver, such as loud talking, scuffling or fighting, throwing objects, or standing or changing seats, is prohibited and may lead to

suspension of riding privileges.

8. Riders shall not use tobacco products, eat, or drink while riding the bus.
9. Riders may bring electronic devices onto the bus only if such devices are permitted at school. If the use of cellular telephones or similar devices disrupts the safe operation of the school bus, the bus driver may direct the student to no longer use the device on the bus.
10. Riders shall not put any part of the body out of the window nor throw any item from the bus.
11. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
12. Service animals are permitted on school transportation services; all other animals are prohibited. (Education Code 39839; 13 CCR 1216)
13. Upon reaching their destination, riders shall remain seated until the bus comes to a complete stop and upon the signal from the driver, unfasten any restraint system, enter the aisle, and go directly to the exit.
14. Riders should be alert for traffic when leaving the bus and shall follow the district's transportation safety plan when crossing the road and exiting the bus.
The driver or any passenger shall report any violation of the district's bus rules to the principal or designee. The principal or designee shall notify the student's parent/guardian of the misbehavior, determine the severity of the misconduct, and take action accordingly. In instances of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined appropriate by the principal or designee.

Bus drivers shall not deny transportation services except as directed by the principal or designee.

Bus Surveillance Systems

The Superintendent or designee shall monitor the use and maintenance of the district's bus surveillance system. Students are prohibited from tampering with the bus surveillance system. Any student found tampering with the system shall be subject to discipline and shall be responsible for the costs of any necessary repairs or replacement.

Camera supports may be installed in all buses. Cameras may be rotated among the buses and activated at the discretion of the Superintendent or designee.

The content of any recording is a student record and may only be accessed in accordance with the district's policy and administrative regulation concerning student records.

Students agree to treat the bus, the driver, and all the passengers with respect:

- Obey directions from my bus driver. The driver is authorized to assign seats.
- Cooperate with the bus driver my name when asked
- Respect bus property. Do not be Destructive. Vandalism will not be tolerated.
- Respect personal property at bus stops and on bus
- Keep the bus clean, pick up after yourself. Deposit trash in the garbage can at the front of the bus.
- No inappropriate conversations or touching allowed

If I choose not to follow this contract, you understand the following consequences may occur, or in the event of a serious offense I may be suspended from the bus immediately:

BUS DISCIPLINE:

1st Offense: My parent(s)/guardian will be notified by the school bus driver or designate either verbally or via bus conduct report. I will be warned about the consequences of not following the school bus rules. I may be assigned a seat by the bus driver until my behavior improves. I understand that other disciplinary measures may be taken if I violate the school bus rules or the school code of conduct.

2nd Offense: A bus conduct report will be issued. An administrator will notify my parent(s)/guardian about my behavior. I will definitely be assigned a seat by the bus driver and I may lose all bus privileges for 3 to 5 days.

3rd Offense: Same as above, but I may be subject to an indefinite suspension and subject to a **last chance agreement** before I am allowed to return.

For severe cases: Students may be suspended immediately from the bus for severe infractions for a period of time to be determined by a school administrator. A serious infraction, such as a weapon, drug or physical violence, may result in bus privileges being suspended immediately.

Note: If bus privileges are suspended, the Parent/Guardian must arrange transportation to and from school for their student(s). Students must continue to attend school. Additional referrals (regarding behavior on the bus) may result in removal from the bus for the remainder of the school year.

Parent Square:

YES Charter Academy is using a Parent/Guardian communication program called **Parent Square**. This program will allow us to reach parents via text, phone, and email. This is where Parents/Guardians can sign up for events and to input volunteer hours. You can download the **Parent Square** app from your mobile app store. We also use **Parent Square** for events, notifications, signups, and presales. Apparel and water bottles can also be purchased via this app. **Parent Square** is also an Alert System for emergencies and urgent messages and allows you direct access to communication with your student's teacher. Please contact the office if you need any assistance utilizing this program.

APPENDIX A: ANNUAL NOTIFICATIONS

Availability of Prospectus

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

Cal Grant Program Notice

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

California Healthy Kids Survey

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

Campus Search and Seizure

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

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

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

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

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

Cancer Prevention Act

Students in the state are advised to adhere to current immunization guidelines, as recommended by the Advisory Committee on Immunization Practices (ACIP) of the federal Centers for Disease Control and Prevention (CDC), the

American Academy of Pediatrics, and the American Academy of Family Physicians, regarding full human papillomavirus (HPV) immunization before admission or advancement to the eighth-grade level of any private or public elementary or secondary school.

Because the vaccine is more effective when given at younger ages, two doses of HPV vaccine are recommended for all kids between the ages of 9 to 12 years, and the second dose should be given before the start of 8th grade. Kids who wait until later to get their first dose of HPV vaccine may need three doses.

HPV vaccination can prevent over 90 percent of cancers caused by HPV. HPV vaccines are very safe, and scientific research shows that the benefits of HPV vaccination far outweigh the potential risks.

Diabetes

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

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

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

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

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

The YES Charter Academy will provide an information sheet regarding type 1 diabetes to the parent or guardian of a student when the student is first enrolled in elementary school, pursuant to Education Code Section 49452.6. The information sheet shall include, but shall not be limited to, all of the following:

1. A description of type 1 diabetes.
2. A description of the risk factors and warning signs associated with type 1 diabetes.
3. A recommendation that parents or guardians of students displaying warning signs associated with type 1 diabetes should immediately consult with the student's primary care provider to determine if immediate screening for type 1 diabetes is appropriate.
4. A description of the screening process for type 1 diabetes and the implications of test results.
5. A recommendation that, following a type 1 diagnosis, parents or guardians should consult with the pupil's primary care provider to develop an appropriate treatment plan, which may include consultation with and examination by a specialty care provider, including, but not limited to, a properly qualified endocrinologist.

A copy of the information sheet regarding type 1 diabetes is available at:

<https://www.cde.ca.gov/ls/he/hn/type1diabetes.asp>. Please contact the office if you need a copy of this information sheet or if you have any questions about this information sheet.

Dangers of Synthetic Drugs

The illicit use and abuse of synthetic drugs represents an emerging and ongoing public health threat in California. The fentanyl crisis specifically, has impacted communities across the state, leading to a sharp increase in fentanyl poisonings and deaths in recent years. This notice aims to address the crisis with a preventative approach ensuring students and families are educated on the deadly consequences of recreational drug use.

A synthetic drug is a drug with properties and effects similar to a known hallucinogen or narcotic but having a slightly altered chemical structure, especially such a drug created in order to evade existing restrictions against illegal substances. Synthetic drugs include but are not limited to synthetic cannabinoids ("synthetic marijuana," "Spice," "K2"), methamphetamines, bath salts, and fentanyl.

The California Department of Public Health ("CDPH") has expounded on the extreme danger of drugs laced with fentanyl. Illicit fentanyl can be added to other drugs to make them cheaper, more powerful, and more addictive. Illicit fentanyl has been found in many drugs, including heroin, methamphetamine, counterfeit pills, and cocaine. Fentanyl mixed with any drug increases the likelihood of a fatal overdose. Furthermore, it is nearly impossible to tell if drugs have been

laced with fentanyl without additional testing, because fentanyl cannot be seen, smelled, or tasted when used as a lacing agent. Social media platforms may be used as a way to market and sell synthetic drugs, such as fentanyl.

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

Education of Foster and Mobile Youth

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

- *"Foster youth"* means any of the following:
 1. A child who has been removed from their home pursuant to Section 309 of the California Welfare and Institutions Code ("WIC").
 2. A child who is the subject of a petition filed pursuant to WIC section 300 or 602 (whether or not the child has been removed from the child's home by juvenile court).
 3. A child who is the subject of a petition filed pursuant to WIC section 602, has been removed from the child's home by the juvenile court, and is in foster care.
 4. A nonminor under the transition jurisdiction of the juvenile court, as described in WIC section 450, who satisfies all of the following criteria:
 - a. The nonminor has attained 18 years of age while under an order of foster care placement by the juvenile court.
 - b. The nonminor is in foster care under the placement and care responsibility of the county welfare department, county probation department, Indian tribe, consortium of tribes, or tribal organization.
 - c. The nonminor is participating in a transitional independent living case plan.
 5. A dependent child of the court of an Indian tribe, consortium of tribes, or tribal organization who is the subject of a petition filed in the tribal court.¹
 6. A child who is the subject of a voluntary placement agreement, as defined in WIC section 11400.
- *"Former juvenile court school student"* means a student who, upon completion of the student's second year of high school, transfers from a juvenile court school to the YES Charter Academy.
- *"Child of a military family"* refers to a student who resides in the household of an active duty military member.
- *"Currently Migratory Child"* refers to a child who, within the last 12-months, has moved with a parent, guardian, or other person having custody to the YES Charter Academy from another Local Educational Agency ("LEA"), either within California or from another state, so that the child or a member of the child's immediate family might secure temporary or seasonal employment in an agricultural or fishing activity, and whose parents or guardians have been informed of the child's eligibility for migrant education services. This includes a child who, without the parent/guardian, has continued to migrate annually to secure temporary or seasonal employment in an agricultural or fishing activity.
- *"Newcomer pupil"* is a person aged 3 to 21 years, who was not born in any of the 50 United States, the District of Columbia, or the Commonwealth of Puerto Rico, and has not been attending one or more schools in any one or more of the 50 United States, the District of Columbia, or the Commonwealth of Puerto Rico, for more than three (3) full academic years. This also includes a "pupil participating in a newcomer program," as defined in Education Code section 51225.2, as that section read on January 1, 2023, who was enrolled in the YES Charter Academy before January 1, 2024. The YES Charter Academy may, in its discretion, also extend the rights in Education Code sections 51225.1 and 51225.2 to a "pupil participating in a newcomer program," as defined in Education Code section 51225.2, as that section read on January 1, 2023.

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

- *“Educational Rights Holder” (“ERH”)* means a parent, guardian, or responsible adult appointed by a court to make educational decisions for a minor pursuant to WIC sections 319, 361 or 726, or a person holding the right to make educational decisions for the student pursuant to Education Code section 56055.
- *“School of origin”* means the school that the foster youth attended when permanently housed or the school in which the foster youth was last enrolled. If the school the foster youth attended when permanently housed is different from the school in which the student was last enrolled, or if there is some other school that the foster youth attended within the immediately preceding 15 months, the YES Charter Academy liaison for foster youth, in consultation with and with the agreement of the foster youth and the ERH for the youth, shall determine, in the best interests of the foster youth, the school that shall be deemed the school of origin. For a foster youth who is an individual with exceptional needs as defined in Education Code section 56026, “school” as used in the definition of “school of origin” includes a placement in a nonpublic, nonsectarian school as defined in Education Code section 56034, subject to the requirements of Education Code section 56325.
- *“Best interests”* means that, in making educational and school placement decisions for a foster youth, consideration is given to, among other factors, the opportunity to be educated in the least restrictive educational program and the foster youth’s access to academic resources, services, and extracurricular and enrichment activities that are available to all YES Charter Academy students.
- *“Partial coursework satisfactorily completed”* includes any portion of an individual course, even if the student did not complete the entire course.

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

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

Dawn Kaundart
Family Liaison
530-692-2210

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

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

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

Foster youth, currently migratory children and children of military families have the right to remain in their school of origin if it is in their best interest. The YES Charter Academy will immediately enroll a foster youth, currently migratory child or child of a military family seeking reenrollment in the YES Charter Academy as the student’s school of origin (subject to the YES Charter Academy’s capacity and pursuant to the procedures stated in the YES Charter Academy’s YES Charter Academy and Board policy). If a dispute arises regarding a foster youth’s request to remain in the YES Charter Academy as the school of origin, the foster youth have the right to remain in the YES Charter Academy pending the resolution of the dispute. The YES Charter Academy will also immediately enroll any foster youth, currently migratory child or child of a military family seeking to transfer to the YES Charter Academy (subject to the YES Charter Academy’s capacity and pursuant to the procedures stated in the YES Charter Academy’s YES Charter Academy and Board policy)

regardless of the student's ability to meet normal enrollment documentation or uniform requirements (e.g., producing medical records or academic records from a previous school).

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

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

If the YES Charter Academy operates an intersession program, YES Charter Academy shall grant priority access to foster youths. Notwithstanding any other law, if the foster youth will be moving during an intersession period, the pupil's educational rights holder, or Indian custodian in the case of an Indian child, shall determine which school the pupil attends for the intersession period, if applicable. "Intersession program" means an expanded learning program offered by the YES Charter Academy on non-school days, including, but not limited to, summer school. "Indian custodian" is as the term is defined in Section 1903 of Title 25 of the United States Code.

High School Graduation Requirements: Foster and Mobile Youth who transfer to the YES Charter Academy any time after the completion of their second year of high school, and newcomer pupils who are in their third or fourth year of high school, shall be exempt from any of the YES Charter Academy's graduation requirements that are in excess of the California minimum graduation requirements specified in Education Code section 51225.3 ("additional graduation requirements") unless the YES Charter Academy makes a finding that the student is reasonably able to complete the YES Charter Academy's graduation requirements by the end of the student's fourth year of high school.

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

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

The YES Charter Academy shall notify and consult with students who are exempted from the YES Charter Academy's additional graduation requirements and the student's ERH. The consultation shall include all of the following:

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

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

If a Foster and Mobile Youth who was eligible for an exemption and 1) was not properly notified of the availability of the exemption, or 2) previously declined the exemption pursuant to this Policy, the YES Charter Academy shall exempt the student within thirty (30) days of the exemption request, if an exemption is requested by the student or the student's ERH and the student at one time qualified for the exemption, even if the student is no longer a Foster and Mobile Youth or the court's jurisdiction of the pupil has terminated.

An eligible student's exemption from the YES Charter Academy's additional graduation requirements will continue to apply while the student is enrolled in the YES Charter Academy or if the student transfers to another school even after the court's jurisdiction terminates or the student no longer meets the definition of Foster and Mobile Youth.

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

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

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

1. Consult with the student and the student's ERH regarding the student's option to remain at the YES Charter Academy for a fifth year to complete the YES Charter Academy's graduation requirements, consistent with the laws regarding continuous enrollment and satisfactory progress for YES Charter Academy students over age 19.
2. Consult with the student, and the ERH for the student, about how remaining in school for a fifth year to complete the YES Charter Academy's graduation requirements will affect the student's ability to gain admission to a postsecondary educational institution.
3. Consult with and provide information to the student and the student's ERH about transfer opportunities available through the California Community Colleges.
4. Permit the student to stay at the YES Charter Academy for a fifth year to complete the YES Charter Academy's graduation requirements upon agreement with the student, if the student is 18 years of age or older, or, if the student is under 18 years of age, upon agreement with the student's ERH.
5. For a student identified as a foster youth, consult with the student, and the student's ERH, regarding the student's option to remain in the school of origin.

Through January 1, 2028, upon making a finding that a Foster and Mobile Youth **is not reasonably able to complete the YES Charter Academy's additional graduation requirements but is reasonably able to complete state coursework requirements specified in Education Code Section 51225.3** within the student's fifth year of high school, the Principal or designee shall exempt the pupil from YES Charter Academy's graduation requirements and provide pupil the option of remaining in school for a fifth (5th) year to complete the statewide coursework requirements. YES Charter Academy shall consult with the Foster and Mobile Youth and their ERH regarding all of the following:

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

4. The pupil's academic data and any other information relevant to making an informed decision on whether to accept the exemption and option to remain in school for a fifth year to complete the statewide coursework requirements.

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

1. Within the first 30 calendar days of the **following** academic year, YES Charter Academy shall reevaluate eligibility;
2. Provide written notice to the pupil, the pupil's ERH, and the pupil's social worker or probation officer, if applicable, whether the pupil qualifies for an exemption upon reevaluation, based on the course completion status of the pupil at the time of reevaluation, to determine if the pupil continues to be reasonably able to complete YES Charter Academy's additional graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high school.
3. If, given their course completion status at that time the reevaluation is conducted, the pupil is not reasonably able to complete YES Charter Academy additional graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high school, the YES Charter Academy shall provide written notice to the pupil and the pupil's ERH of the pupil's options to:
 - i. Receive an exemption from all coursework and other requirements adopted by the governing body of YES Charter Academy that are in addition to the statewide coursework requirements specified in Section 51225.3, **or**
 - ii. Upon agreement with the pupil's ERH, stay in school for a fifth year to complete the YES Charter Academy's additional graduation requirements.

The pupil (if not a minor) or the pupil's ERH shall have sole discretion whether to accept the exemption, based on the pupil's best educational interests.

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

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

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

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

with the Foster and Mobile Youth Liaison, who shall be aware of the specific educational recordkeeping needs of Foster and Mobile Youth.

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

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

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

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

Complaints of Noncompliance: A complaint of noncompliance with any of the requirements outlined above may be filed through the YES Charter Academy's Procedures. A copy of the Uniform Complaint Policy and Procedures is available upon request at the main office.

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

Education of Homeless Children and Youth

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

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

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

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

Dawn Kaundart, Family Liaison

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

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

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

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

School Stability: The YES Charter Academy will work with homeless students and their parent/guardian to ensure that each student is placed in the least restrictive educational programs, and has access to the academic resources, services, and extracurricular and enrichment activities that are available to all students, including, but not necessarily

limited to, interscholastic sports. All decisions regarding a homeless student's education and placement will be based on the best interest of the child and shall consider, among other factors, educational stability and the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress.

Homeless students have the right to remain in their school of origin if it is in their best interest. The YES Charter Academy will immediately enroll a homeless student seeking reenrollment in the YES Charter Academy as the student's school of origin (subject to the YES Charter Academy's capacity and pursuant to the procedures stated in the YES Charter Academy's YES Charter Academy and Board policy). The YES Charter Academy will also immediately enroll any homeless student seeking to transfer to the YES Charter Academy (subject to the YES Charter Academy's capacity and pursuant to the procedures stated in the YES Charter Academy's YES Charter Academy and Board policy) regardless of the student's ability to meet normal enrollment documentation or uniform requirements (e.g., producing medical records or academic records from a previous school).

Homeless students have the right to remain in their school of origin following the termination of the child's status as a homeless student as follows:

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

If the YES Charter Academy operates an intersession program, YES Charter Academy shall grant priority access to homeless students. Notwithstanding any other law, if the homeless student will be moving during an intersession period, the pupil's parent, guardian, educational rights holder, Indian custodian² in the case of an Indian child, or, if none of the preceding are applicable, an accompanied homeless student themselves shall determine which school the pupil attends for the intersession period, if applicable. "Intersession program" means an expanded learning program offered by the YES Charter Academy on non-school days, including, but not limited to, summer school. "Indian custodian" is as the term is defined in Section 1903 of Title 25 of the United States Code.

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

To determine whether a homeless student is in their third or fourth year of high school, either the number of credits the student has earned to the date of transfer, the length of the student's school enrollment, or, for pupils with significant gaps in school attendance, the pupil's age as compared to the average age of pupils in the third or fourth year of high school may be used, whichever will qualify the student for the exemption.

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

The YES Charter Academy shall notify and consult with students who are exempted from the YES Charter Academy's additional graduation requirements and the student's ERH. The consultation shall include all of the following:

1. Discussion regarding how any of the requirements that are waived may affect the pupil's postsecondary education or vocation plans, including the ability to gain admission to a postsecondary educational institution.

² "Indian custodian" means any Indian person who has legal custody of an Indian child under tribal law or custom or under State law or to whom temporary physical care, custody, and control has been transferred by the parent of such child. *Section 1903 of Title 25 of the United States Code*

2. Discussion and information about other options available to the pupil, including, but not limited to, a fifth year of high school, possible credit recovery, and any transfer opportunities available through the California Community Colleges.
3. Consideration of the pupil's academic data and any other information relevant to making an informed decision on whether to accept the exemption.

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

If a homeless student who was eligible for an exemption and 1) was not properly notified of the availability of the exemption, or 2) previously declined the exemption pursuant to this Policy, the YES Charter Academy shall exempt the student within thirty (30) days of the exemption request, if an exemption is requested by the student or the student's ERH and the student at one time qualified for the exemption, even if the student is no longer homeless.

An eligible student's exemption from the YES Charter Academy's additional graduation requirements will continue to apply while the student is enrolled in the YES Charter Academy or if the student transfers to another school even after the student no longer meets the definition of a homeless child.

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

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

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

1. Consult with the student and the student's ERH regarding the student's option to remain at the YES Charter Academy for a fifth year to complete the YES Charter Academy's graduation requirements, consistent with the laws regarding continuous enrollment and satisfactory progress for YES Charter Academy students over age 19.
2. Consult with the student, and the ERH for the student, about how remaining in school for a fifth year to complete the YES Charter Academy's graduation requirements will affect the student's ability to gain admission to a postsecondary educational institution.
3. Consult with and provide information to the student and the student's ERH about transfer opportunities available through the California Community Colleges.
4. Permit the student to stay at the YES Charter Academy for a fifth year to complete the YES Charter Academy's graduation requirements upon agreement with the student, if the student is 18 years of age or older, or, if the student is under 18 years of age, upon agreement with the student's ERH.
5. Consult with the student, and the student's ERH, regarding the student's option to remain in the school of origin.

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

of remaining in school for a fifth (5th) year to complete the statewide coursework requirements. YES Charter Academy shall consult with the homeless student and the student's ERH regarding all of the following:

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

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

1. Within the first 30 calendar days of the **following** academic year, YES Charter Academy shall reevaluate eligibility;
2. Provide written notice to the pupil, the ERH, and the pupil's social worker or probation officer, if applicable, whether the pupil qualifies for an exemption upon reevaluation, based on the course completion status of the pupil at the time of reevaluation, to determine if the pupil continues to be reasonably able to complete YES Charter Academy's additional graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high school.
3. If, given their course completion status at that time the reevaluation is conducted, the pupil is not reasonably able to complete YES Charter Academy additional graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high school, the YES Charter Academy shall provide written notice to the pupil and the ERH of the pupil's options to:
 - iii. Receive an exemption from all coursework and other requirements adopted by the governing board body of YES Charter Academy that are in addition to the statewide coursework requirements specified in Section 51225.3, or
 - iv. Upon agreement with the ERH, stay in school for a fifth year to complete the YES Charter Academy's additional graduation requirements.

The pupil (if not a minor) or the ERH shall have sole discretion whether to accept the exemption, based on the pupil's best educational interests.

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

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

The YES Charter Academy will provide homeless students credit for the partial completion of courses taken while attending a public school, a juvenile court school, a school in a country other than the United States, and/or a nonpublic, nonsectarian school or agency. If the student did not complete the entire course, the YES Charter Academy shall not require the student to retake the portion of the course the student completed unless the YES Charter Academy, in consultation with the holder of educational rights for the student, finds that the student is reasonably able to complete

the requirements in time to graduate from high school. When partial credit is awarded in a particular course, the homeless student shall be enrolled in the same or equivalent course, if applicable, so that the student may continue and complete the entire course. These students shall not be prevented from taking or retaking a course to meet California State University or the University of California admission eligibility requirements.

Complaints of Noncompliance: A complaint of noncompliance with any of the requirements outlined above may be filed through the YES Charter Academy's Uniform Complaint Procedures. A copy of the Uniform Complaint Policy and Procedures is available upon request at the main office.

Availability of Complete Policy: For any homeless student who enrolls at the YES Charter Academy, a copy of the YES Charter Academy's complete policy shall be provided at the time of enrollment. A copy of the complete Policy is available upon request at the main office.

English Learners

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

Information Regarding Financial Aid

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

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

The YES Charter Academy shall confirm that each of its students in grade 12 completes and submits a FAFSA to the United States Department of Education, or if the student is exempt from paying nonresident tuition pursuant to Education Code section 68130.5, a California Dream Act Application to the Student Aid Commission. Students who are exempt or whose parent/guardian (if the student is a minor) have opted-out will not be required to comply.

Human Trafficking Prevention

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

In accordance with the California Healthy Youth Act, the YES Charter Academy will provide age-appropriate instruction on the prevention of human trafficking, including sexual abuse, assault, and harassment. You have the right to excuse your child from all or part of the instruction on the prevention of human trafficking. An opt-out form is available at the main office for your convenience. Your consent for this instruction is NOT required. If we do not receive a written request to excuse your child, your child will be included in the instruction.

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

Immunizations

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

These required immunizations include:

Child's Grade	List of shots required to attend school
TK/K-12 Admission	Diphtheria, Tetanus and Pertussis (DTaP) - Five (5) doses Polio - Four (4) doses Measles, Mumps, and Rubella (MMR) - Two (2) doses Hepatitis B (Hep B) - Three (3) doses Varicella (chickenpox) – Two (2) doses NOTE: Four doses of DTaP are allowed if one was given on or after the fourth birthday. Three doses of DTaP meet the requirement if at least one dose of Tdap, DTaP, or DTP vaccine was given on or after the seventh birthday (also meets the 7th-12th grade Tdap requirement.) One or two doses of Td vaccine given on or after the seventh birthday count towards the requirement for DTaP. Three doses of Polio are allowed if one was given on or after fourth birthday. MMR doses must be given on or after the first birthday. Two doses of measles, two doses of mumps, and one dose of rubella vaccine meet the requirement, separately or combined. Combination vaccines (e.g., MMRV) meet the requirements for individual component vaccines.
Entering 7th Grade	Tetanus, reduced Diphtheria, and acellular Pertussis (Tdap) - One (1) dose NOTE: At least one dose of pertussis-containing vaccine is required on or after the 7th birthday.

Involuntary Removal Process

No student shall be involuntarily removed by the YES Charter Academy for any reason unless the parent or guardian of the student has been provided written notice of intent to remove the student no less than five (5) schooldays before the effective date of the action ("Involuntary Removal Notice"). The written notice shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder. The Involuntary Removal Notice shall include the charges against the student and an explanation of the student's basic rights including the right to request a hearing before the effective date of the action. The hearing shall be consistent with the YES Charter Academy's expulsion procedures. If the student's parent, guardian, or educational rights holder requests a hearing, the student shall remain enrolled and shall not be removed until the YES Charter Academy issues a final decision. As used herein, "involuntarily removed" includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions or expulsions pursuant to the YES Charter Academy's suspension and expulsion policy.

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

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

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

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

Lost or Damaged School Property

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

Mental Health Services

The YES Charter Academy recognizes that when unidentified and unaddressed, mental health challenges can lead to poor academic performance, increased likelihood of suspension and expulsion, chronic absenteeism, student attrition, homelessness, incarceration, and/or violence. Access to mental health services at the YES Charter Academy and in our community is not only critical to improving the physical and emotional safety of students, but it also helps address barriers to learning and provides support so that all students can learn problem-solving skills and achieve in school and, ultimately, in life. The following resources are available to your child:

Available on Campus:

- School-based counseling services – your child is encouraged to directly contact a YES Charter Academy counselor by coming into the counseling office during school hours and making an appointment to speak with a counselor. The counseling office can also be reached at 530-692-2210. Our YES Charter Academy counselor supports students by providing individual sessions, group or parent consultations whenever a student is having a difficult time due to academic stress, transition to changes in their environment, or social concerns, including isolation. Counseling services, whether provided by our YES Charter Academy or by an outside provider listed herein, are voluntary.
- Special education services – if you believe your child may have a disability, you are encouraged to directly contact our Principal to request an evaluation.
- Prescription medication while on campus – if your child requires prescription medication during school hours and you would like assistance from School staff in providing this medication to your child, please contact Breanne Partridge, Human Resource Director at 530-692-2210.

Available in the Community:

- Sutter-Yuba Behavioral Health 1965 Live Oak Blvd, Yuba City, CA 95991 530-822-7200
- Sutter County Youth & Family Behavioral Services 1445 Veterans Memorial Circle, Ste B, Yuba City, CA 95991 530-822-7513
- Yuba County Office of Education Student Mental Health & Wellness Department- 935 14th St, Marysville, Ca 530-749-4900

Available Nationally:

- National Suicide Prevention Hotline - This organization provides confidential support for adults and youth in distress, including prevention and crisis resources. Available 24 hours at 1-800-273-8255.
- The Trevor Project - This organization provides suicide prevention and crisis intervention for LGBTQ youth between the ages of 13 and 24. **Available at 1-866-488-7386 or visit <https://www.thetrevorproject.org/>.**

- Big Brothers/Big Sisters of America – This organization is a community-based mentorship program. Community-specific program information can be found online at <https://www.bbbs.org> or by calling (813) 720-8778.

Nondiscrimination Statement

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

The YES Charter Academy Council of Directors shall not refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction or any book or other resource in a school library on the basis that it includes a study of the role and contributions of Native Americans, African Americans, Latino Americans, Asian Americans, Pacific Islanders, European Americans, LGBTQ+ Americans, persons with disabilities, or members of other ethnic, cultural, religious, or socioeconomic status groups. The YES Charter Academy Council of Directors shall not adopt or approve the use of any textbook, instructional material, supplemental instructional material, or curriculum for classroom instruction if the use of such would subject a student to unlawful discrimination pursuant to Education Code section 220.

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

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

The YES Charter Academy does not request nor require student records prior to a student’s enrollment.

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

The YES Charter Academy is committed to providing an educational atmosphere that is free of unlawful harassment under Title IX of the Education Amendments of 1972 (sex); Titles IV, VI, and VII of the Civil Rights Act of 1964 (race, color, or national origin); The Age Discrimination Act of 1975; the IDEIA; and Section 504 and Title II of the ADA (mental or physical disability).

The YES Charter Academy also prohibits sexual harassment, including cyber sexual bullying, and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, religious affiliation, creed, color, immigration status, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation.

The YES Charter Academy does not condone or tolerate harassment of any type, including discrimination, intimidation, or bullying, including cyber sexual bullying, by any employee, independent contractor or other person with which the YES Charter Academy does business, or any other individual, student, or volunteer. This applies to all employees, students, or volunteers and relationships, regardless of position or gender.

Pursuant to California law and the California Attorney General’s guidance to K-12 schools in responding to immigration issues (“Guidance”), YES Charter Academy provides equal access to free public education, regardless of a student’s or their parent’s or guardian’s immigration status or religious beliefs. The complete Guidance, including *Appendix G – Know Your Rights* can be reviewed via the following link: <https://oag.ca.gov/sites/all/files/agweb/pdfs/bci/school-guidance-model-k12.pdf>

The YES Charter Academy will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted. Inquiries, complaints, or grievances regarding harassment as described in this section, above, should be directed to the YES Charter Academy Uniform Complaint Procedures (“UCP”) Compliance Officer:

Michele Goldberg - Programs Director/ Social Worker
Louise Miller, Principal

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

Oral Health Assessment

Students enrolled in transitional kindergarten or kindergarten in a public school or while enrolled in first grade if the student was not previously enrolled in kindergarten in a public school are required to present proof of having received an oral health assessment completed by a dental professional that was performed within 12 months before the student’s initial enrollment in a public school. Please contact the main office if you have questions about this requirement.

Parent and Family Engagement Policy

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

Physical Examinations and Right to Refuse

Evaluation of vision and hearing of a child (tests for visual acuity, color vision, and impaired hearing) by the school nurse or other authorized person, if authorized, will be made upon first enrollment and at least every third year thereafter until the child has completed the eighth grade.

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

Pregnant and Parenting Students

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

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

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

Louise Miller, Principal 530-692-2210

A copy of the UCP is available upon request at the main office. For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the complaint procedures, please contact the Principal.

Safe Storage of Firearms

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

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

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child’s parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; or (3) unlawfully brandishes the firearm to others.
 - The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.
- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child’s parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor **never** actually accesses the firearm.
- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.
- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person’s child or ward.

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

School Bus and Passenger Safety

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

Section 504

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

Sexual Health Education

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

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

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

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

Special Education /Students with Disabilities

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

Pursuant to the IDEA and relevant state law, the YES Charter Academy is responsible for identifying, locating, and evaluating children enrolled at the YES Charter Academy with known or suspected disabilities to determine whether a need for special education and related services exists. This includes children with disabilities who are homeless or foster youth. The YES Charter Academy shall not deny nor discourage any student from enrollment solely due to a disability. If you believe your child may be eligible for special education services, please contact the Principal at 530-692-2210 who will contact our Special Education teacher to contact you and to set up an evaluation if necessary.

YES Charter Academy participates in a multidistrict SELPA with the county of The Yuba County SELPA has a procedural handbook on their website here. [Yuba County SELPA Procedural Handbook](#) YES Charter Academy has their own set of policy and regulations in their online policy handbook

State Testing

The YES Charter Academy shall annually administer required state testing to the applicable grades (e.g., the California Assessment of Student Performance and Progress [“CAASPP”].) Notwithstanding any other provision of law, a parent’s or guardian’s written request to YES Charter Academy officials to excuse their child from any or all parts of the CAASPP

shall be granted. Upon request, parents have a right to information on the level of achievement of their student on every State academic assessment administered to the student.

Student Records, including Records Challenges, Directory Information, and CCGI Notice

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

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

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

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

One exception, which permits disclosure without consent, is disclosure to YES Charter Academy officials with legitimate educational interests. A YES Charter Academy official is a person employed by the YES Charter Academy as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the YES Charter Academy's Council of Directors. A YES Charter Academy official also may include a volunteer, consultant, vendor, or contractor outside of the YES Charter Academy who performs an institutional service or function for which the YES Charter Academy would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, therapist, or contracted provider of digital educational platforms and/or services; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another YES Charter Academy official in performing their tasks. A YES Charter Academy official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

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

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

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

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

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

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

1. YES Charter Academy officials who have a legitimate educational interest as defined by 34 C.F.R. Part 99;
2. Other schools to which a student seeks or intends to enroll so long as the disclosure is for purposes related to the student's enrollment or transfer. When a student transfers schools, the YES Charter Academy will mail the original or a copy of a student's cumulative file to the receiving district or private school within ten (10) school days following the date the request is received from the public school or private school where the student intends to enroll. The YES Charter Academy will make a reasonable attempt to notify the parent or eligible student of the request for records at the parent's or eligible student's last known address, unless the disclosure is initiated by the parent or eligible student. Additionally, the YES Charter Academy will give the parent or eligible student, upon request, a copy of the record that was disclosed and give the parent or eligible student, upon request, an opportunity for a hearing;
3. Certain government officials listed in 20 U.S.C. § 1232g(b)(1) in order to carry out lawful functions;
4. Appropriate parties in connection with a student's application for, or receipt of, financial aid if it is necessary to determine eligibility, amount of aid, conditions for aid or enforcing the terms and conditions of the aid;
5. Organizations conducting certain studies for the YES Charter Academy in accordance with 20 U.S.C. § 1232g(b)(1)(F);
6. Accrediting organizations in order to carry out their accrediting functions;
7. Parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1986;
8. Individuals or entities, in compliance with a judicial order or lawfully issued subpoena. Subject to the exceptions found in 34 C.F.R. § 99.31(a)(9)(i), reasonable effort must be made to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek a protective order;
9. Persons who need to know in cases of health and safety emergencies;
10. State and local authorities, within a juvenile justice system, pursuant to specific State law;
11. A foster family agency with jurisdiction over a currently enrolled or former student, a short-term residential treatment program staff responsible for the education or case management of a student, and a caregiver (regardless of whether the caregiver has been appointed as the student's educational rights holder) who has direct responsibility for the care of the student, including a certified or licensed foster parent, an approved relative or nonrelated extended family member, or a resource family, may access the current or most recent records of grades, transcripts, attendance, discipline, and online communication on platforms established by the YES Charter Academy for students and parents, and any individualized education program ("IEP") or Section 504 plan that may have been developed or maintained by the YES Charter Academy; and/or
12. A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceedings conducted by the YES Charter Academy with respect to that alleged crime or offense. The YES Charter Academy discloses the final results of the disciplinary proceeding regardless of whether the YES Charter Academy concluded a violation was committed.

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

1. Student's name
2. Student's address
3. Parent's/guardian's address
4. Telephone listing
5. Student's electronic mail address
6. Parent's/guardian's electronic mail address

7. Photograph/video
8. Date of birth
9. Dates of attendance
10. Grade level

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

Please notify the Human Resource Director at YES Charter Academy 530-692-2210. A copy of the complete Policy is available upon request at the main office.

Please note that data collected and reported by YES Charter Academy to the California Longitudinal Pupil Achievement Data System ("CALPADS"³) pursuant to state law, will be shared with the California College Guidance Initiative ("CCGI"⁴) and will:

- 1) Be used to provide pupils and families with direct access to online tools and resources.
- 2) Enable a pupil to transmit information shared with the CCGI to both of the following:
 - a. Postsecondary educational institutions for purposes of admissions and academic placement.
 - b. The Student Aid Commission for purposes of determining eligibility for, and increasing uptake of, student financial aid.

Please visit the CCGI website at CaliforniaColleges.edu to access resources that help students and their families learn about college admissions requirements.

Surveys About Personal Beliefs

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

Teacher Qualification Information

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

1. Whether the student's teacher:
 - a. Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - b. Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - c. Is teaching in the field of discipline of the certification of the teacher; and
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Upon request, the YES Charter Academy will provide the information to the parents/guardians in a timely manner. Parents/guardians may contact the Human Resource Director or Principal at YES Charter Academy at 530-692-2210 to obtain this information.

³ CALPADS is a database maintained by the CDE which consists of pupil data from elementary and secondary schools relating to, among other things, demographic, program participation, enrollment, and statewide assessments data.

⁴ CCGI is an authorized provider of an institutional service to all California local educational agencies and part of the state's efforts to make college-going a more streamlined experience for students. The CCGI currently receives enrollment data for all public-school students enrolled in grades six through twelve from the California Department of Education ("CDE").

Tobacco-Free Schools

Ample research has demonstrated the health hazards associated with the use of tobacco products, including smoking and the breathing of secondhand smoke. The YES Charter Academy provides instructional programs designed to discourage students from using tobacco products. The YES Charter Academy's Council of Directors recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with the goals of the YES Charter Academy to provide a healthy environment for students and staff.

In the best interest of students, employees, and the general public, the Council therefore prohibits the use of tobacco products at all times on YES Charter Academy property and in YES Charter Academy vehicles. This prohibition applies to all employees, students, visitors, and other persons at school or at a school-sponsored activity or athletic event. It applies to any meeting on any property owned, leased, or rented by or from the YES Charter Academy.

Smoking or use of any tobacco-related product or disposal of any tobacco-related waste is prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. Smoking or use of any tobacco-related product is also prohibited within 250 feet of the youth sports event in the same park or facility where a youth sports event is taking place. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited.

The Principal or Human Resource Director or designee shall inform students, parents/guardians, employees, and the public about this policy. All individuals on YES Charter Academy premises share in the responsibility of adhering to this policy. Additionally, the YES Charter Academy will post signs stating "Tobacco use is prohibited" prominently at all entrances to school property.

Uniform Complaint Procedure ("UCP")

The YES Charter Academy is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. The YES Charter Academy shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedure ("UCP") adopted by the Council of Directors for the following types of complaints:

1. Complaints alleging unlawful discrimination, harassment, intimidation, or bullying against any protected group on the basis of the actual or perceived characteristics of age, ancestry, color, mental disability, physical disability, ethnic group identification, immigration status, citizenship, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, medical condition, marital status, sex, or sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any YES Charter Academy program or activity. Unlawful discrimination includes, but is not limited to, noncompliance with Education Code section 243(a) or 244(a).
2. Complaints alleging a violation of state or federal law or regulation governing the following programs:
 - Accommodations for Pregnant, Parenting or Lactating Students;
 - Career Technical and Technical Education;
 - Career Technical and Technical Training;
 - School Readiness Program
 - Education of Students in Foster Care, Students who are Homeless, former Juvenile Court Students now enrolled in a public school, Migratory Children and Children of Military Families;
 - Every Student Succeeds Act;
 - School Safety Plans; and
3. Complaints alleging noncompliance with laws relating to pupil fees. A student enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following:

- A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory or is for credit.
- A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
- A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

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

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

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

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

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

Louise Miller, Principal at 530-692-2210

Only complaints regarding pupil fees, LCAP, or noncompliance with Education Code section 243 or 244 may be filed anonymously and only if the anonymous complainant provides evidence or information leading to evidence to support an allegation of noncompliance with the respective applicable laws.

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

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

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

1. The YES Charter Academy failed to follow its complaint procedures.
2. Relative to the allegations of the complaint, the YES Charter Academy's Decision lacks material findings of fact necessary to reach a conclusion of law.

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

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

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

Complaints alleging noncompliance with Education Code section 243 or 244 may be filed with the SSPI directly, and the SSPI may directly intervene without waiting for an investigation by the YES Charter Academy. The complainant shall present the SSPI with evidence that supports the basis for the direct filing and why immediate action is necessary.

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

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

A complainant may pursue available civil law remedies outside of the YES Charter Academy's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, however, a complainant must wait until sixty (60) calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the YES Charter Academy has appropriately, and in a timely manner, apprised the complainant of the complainant's right to file a complaint in accordance with 5 C.C.R. § 4622.

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

School Meals and Student Wellness

Pursuant to California law, the YES Charter Academy shall make available a nutritionally adequate breakfast and a nutritionally adequate lunch free of charge and with adequate time to eat, during each school-day to any student who requests a meal without consideration of the student's eligibility for a federally funded free or reduced-price meal, with a maximum of one (1) free breakfast meal and one (1) free lunch meal during each school-day. This shall apply to all pupils in kindergarten through grade twelve (12). YES Charter Academy offers the National School Lunch Program under the guidance of USDA and the California Dept of Nutrition Service.

Alternate income forms are distributed to those families who are not on the direct county certification list. Income eligibility guidelines for federally funded free and reduced-price meals are available at: <https://www.cde.ca.gov/ls/nu/rs/>

Based on a parent/guardian's annual earnings, a parent/guardian may be eligible to receive the Earned Income Tax Credit from the Federal Government (Federal EITC). The Federal EITC is a refundable federal income tax credit for low-income working individuals and families. The Federal EITC has no effect on certain welfare benefits. In most cases, Federal EITC payments will not be used to determine eligibility for Medicaid, Supplemental Security Income, food stamps, low-income housing, or most Temporary Assistance For Needy Families payments. Even if you a

parent/guardian does not owe federal taxes, they must file a federal tax return to receive the Federal EITC. Be sure to fill out the Federal EITC form in the Federal Income Tax Return Booklet. For information regarding your eligibility to receive the Federal EITC, including information on how to obtain the Internal Revenue Service (IRS) Notice 797 or any other necessary forms and instructions, contact the IRS by calling 1-800-829-3676 or through its website at www.irs.gov.

A parent/guardian may also be eligible to receive the California Earned Income Tax Credit (California EITC) starting with the calendar year 2015 tax year. The California EITC is a refundable state income tax credit for low-income working individuals and families. The California EITC is treated in the same manner as the Federal EITC and generally will not be used to determine eligibility for welfare benefits under California law. To claim the California EITC, even if you do not owe California taxes, you must file a California income tax return and complete and attach the California EITC Form (FTB 3514). For information on the availability of the credit eligibility requirements and how to obtain the necessary California forms and get help filing, contact the Franchise Tax Board at 1-800-852-5711 or through its website at www.ftb.ca.gov.

YES Charter Academy shall allow students, teachers, and staff to bring and carry water bottles. Water bottles may be excluded from libraries, computer labs, science labs, and other places where it is deemed dangerous to have drinking water. YES Charter Academy may develop additional policies regarding the types of water bottles that may be carried.

YES Charter Academy adheres to all applicable requirements regarding placement and maintenance of water bottle refilling stations on campus.

YES Charter Academy shall encourage water consumption through promotional and educational activities and signage that focus on the benefits of drinking water and highlight any water bottle filling stations that are located on campus.

A copy of the complete Policy, which includes the YES Charter Academy's meal charge policy, is available upon request at the main office. The YES Charter Academy also maintains a School Wellness Policy pursuant to state and federal requirements.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, YES Charter Academy is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
fax:
(833) 256-1665 or (202) 690-7442; or
email:
Program.Intake@usda.gov

YES Charter Academy is an equal opportunity provider.

Use of Student Information Learned from Social Media

The YES Charter Academy complies with all federal, state, and local guidelines regarding the gathering and/or maintenance of information about any enrolled student obtained from social media in the student's educational record.

The YES Charter Academy gathers student information from social media. Such information shall be maintained in the YES Charter Academy's records with regard to the student and shall be destroyed within one (1) year after a student turns 18 years of age or within one (1) year after the student is no longer enrolled in the YES Charter Academy, whichever occurs first. A non-minor student or a student's parent or guardian may access the student's records for examination of the information, request the removal of information or corrections made to information gathered or maintained by the YES Charter Academy by contacting the Human Resource Director.

Workplace Readiness Week and Work Permits

The week of each year that includes April 28 shall be known as "Workplace Readiness Week." All public high schools, including YES Charter Academy's, shall annually observe that week by providing information to students on their rights as workers.

Beginning August 1, 2024, any minor seeking the signature of a YES Charter Academy verifying authority on a Statement of Intent to Employ a Minor and Request for a Work Permit-Certificate of Age will be issued, before or at the time of receiving the signature of the verifying authority, a document clearly explaining basic labor rights extended to workers. An infographic explaining these rights are available at:

<https://laborcenter.berkeley.edu/wp-content/uploads/2024/05/Know-Your-Rights-FINAL.pdf>

APPENDIX B: COMPLETE POLICIES

Title IX Policy Prohibiting Discrimination on The Basis of Sex

This Title IX Policy Prohibiting Discrimination on the Basis of Sex (“Policy”) contains the policies and grievance procedures of Yuba Environmental Science YES Charter Academy (“YES CHARTER ACADEMY” or “YES Charter Academy”) to address sex discrimination, including but not limited to sexual harassment, occurring within YES CHARTER ACADEMY’s education program or activity.

YES CHARTER ACADEMY does not discriminate on the basis of sex and prohibits any acts of sex discrimination in any education program or activity that it operates, as required by California law, Title IX (20 U.S.C. § 1681 *et seq.*) and the Title IX regulations (34 C.F.R. Part 106), including in admission and employment.⁵

This Policy applies to conduct occurring in YES CHARTER ACADEMY’s education programs or activities including but not limited to incidents occurring on the school campus, during school-sponsored events and activities regardless of the location, and through school-owned technology, whether perpetrated by a student, parent/guardian, employee, volunteer, independent contractor or other person with whom YES CHARTER ACADEMY does business.

Inquiries about the application of Title IX and 34 C.F.R. Part 106 (hereinafter collectively referred to as “Title IX”) may be referred to the YES CHARTER ACADEMY Title IX Coordinator, the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

Definitions

Prohibited Sex Discrimination

Title IX and California law prohibit discrimination on the basis of sex, including sex-based harassment and differences in the treatment of similarly situated individuals on the basis of sex with regard to any aspect of services, benefits, or opportunities provided by YES CHARTER ACADEMY.

Prohibited Sexual Harassment

Under Title IX, “sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:

- An employee of YES CHARTER ACADEMY conditioning the provision of an aid, benefit, or service of YES CHARTER ACADEMY 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 YES CHARTER ACADEMY’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).

Under California Education Code section 212.5, 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

⁵ YES CHARTER ACADEMY complies with all applicable state and federal laws and regulations and local ordinances in its investigation of and response to reports and complaints of misconduct prohibited by this Policy.

any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through YES CHARTER ACADEMY.

Examples of conduct that may fall within the Title IX or the Education Code definition of sexual harassment, or both:

- Physical assaults of a sexual or sex-based nature, such as:
 - Rape, sexual battery, molestation or attempts to commit these assaults.
 - Intentional physical conduct that is sex-based or sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, poking another's body, violence, intentionally blocking normal movement or interfering with work or school because of sex.
- Unwanted sexual advances or propositions, derogatory sex-based comments, or other sex-based conduct, such as:
 - Sexually oriented or sex-based gestures, notices, epithets, slurs, 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.
 - Retaliation against an individual who has articulated a good faith concern about sex-based harassment.
- 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 above are not to be construed as an all-inclusive list of sex-based harassment acts prohibited under this Policy.

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

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

Party means a complainant or respondent.

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

Supportive Measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a party before or after the filing of a formal complaint of sexual harassment or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to YES CHARTER ACADEMY's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or YES CHARTER ACADEMY's educational environment, or deter sexual harassment.

Title IX Coordinator

The Council of Directors of YES CHARTER ACADEMY ("Council") has designated the following employee as the Title IX Coordinator ("Coordinator"):

Louise Miller, Principal
9841 Texas Hill Road
Oregon House, CA 95962
530-692-2210 lmiller@yescharteracademy.org

In the event the above-named individual becomes unavailable or unable to serve as the Coordinator, the Council has designated the following employee to serve as a temporary or interim Coordinator:

Michele Goldberg
Programs Director, MSW
9841 Texas Hill Road
Oregon House, CA 95962
530-692-2210
mgoldberg@yescharteracademy.org

The Coordinator is responsible for coordinating YES CHARTER ACADEMY's efforts to comply with the requirements of Title IX, receiving reports and complaints of sex discrimination, formal complaints of sexual harassment, and inquiries about the application of Title IX to YES CHARTER ACADEMY, coordinating the effective implementation of supportive measures, and taking other actions as required by this Policy. The Coordinator or designee may serve as the investigator for formal complaints of sexual harassment.

Reporting Sex Discrimination

All employees must promptly notify the Coordinator when the employee has knowledge of or notice of allegations of sex discrimination or sexual harassment occurring within YES CHARTER ACADEMY's education program or activity.

Students are expected to report all incidents of misconduct prohibited by this Policy. Any student who feels they are a target of such behavior should immediately contact a teacher, counselor, the Principal, 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.

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. YES CHARTER ACADEMY will promptly and effectively investigate and respond to all oral and written complaints and reports of misconduct prohibited by this Policy. Reports may be made anonymously, but formal disciplinary action cannot be based solely on an anonymous report.

Privacy

YES CHARTER ACADEMY acknowledges and respects every individual's right to privacy. All reports and complaints 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 but is not limited to keeping the identity of the reporter and other personally identifiable information 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 designee on a case-by-case basis.

Retaliation

YES CHARTER ACADEMY 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.

Response to Sexual Harassment

YES CHARTER ACADEMY will respond promptly and in a manner that is not deliberately indifferent when it has actual knowledge, as defined in 34 C.F.R. § 106.30(a), of sexual harassment occurring in its education program or activity against a person in the United States.

YES CHARTER ACADEMY's response will treat complainants and respondents equitably by offering supportive measures to a complainant, and by following the grievance procedures for formal complaints of sexual harassment that are listed below before imposing any disciplinary sanctions or other actions that are not supportive measures on a respondent for sexual harassment under Title IX.

Supportive Measures

Once notified of sexual harassment or allegations of sexual harassment occurring in YES CHARTER ACADEMY's education program or activity against a person in the United States, the Coordinator will promptly contact the complainant to discuss the availability of supportive measures, 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, and explain to the complainant the process for filing a formal complaint of sexual harassment.

Supportive measures may include but are not limited to: counseling; extensions of deadlines or other course-related adjustments; modifications of work or class schedules; mutual restrictions on contact between the parties; changes in work or on-campus housing locations; leaves of absence; increased security and monitoring of certain areas of the campus; and other similar measures.

Supportive measures will not unreasonably burden either party or be imposed for punitive or disciplinary reasons. YES CHARTER ACADEMY will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair YES CHARTER ACADEMY's ability to provide the supportive measures. The Coordinator is responsible for coordinating the effective implementation of supportive measures.

Grievance Procedures

Scope and General Requirements

YES CHARTER ACADEMY has adopted and published grievance procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited under Title IX and a grievance process that complies with 34 C.F.R. § 106.45 for formal complaints of sexual harassment.

Complaints of misconduct prohibited by this Policy that do not constitute a formal complaint of sexual harassment will be addressed in accordance with YES CHARTER ACADEMY's Uniform Complaint Procedures, its employment discrimination complaint procedures, or the grievance procedures set forth in its Harassment, Intimidation, Discrimination, and Bullying Policy, as applicable. The following grievance procedures will apply to formal complaints of sexual harassment.

Upon receipt of a formal complaint of sexual harassment, the Coordinator or designee will promptly initiate these grievance procedures, or the informal resolution process if available, appropriate, and requested by all parties.

YES CHARTER ACADEMY requires that any Title IX Coordinator, investigator, decisionmaker, and any person designated by YES CHARTER ACADEMY to facilitate an informal resolution process not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

YES CHARTER ACADEMY will treat complainants and respondents equitably. YES CHARTER ACADEMY presumes that the respondent is not responsible for the alleged sexual harassment until a determination is made at the conclusion of its grievance procedures.

YES CHARTER ACADEMY may consolidate formal complaints of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, where the allegations of sexual harassment arise out of the same facts or circumstances.

YES CHARTER ACADEMY allows for the temporary delay of the grievance process or limited extension of timeframes on a case-by-case basis for good cause. Requests for extensions must be submitted to the Coordinator in writing at least

one (1) business day before the expiration of the timeframe. If the grievance process is temporarily delayed or a timeframe is temporarily extended by YES CHARTER ACADEMY, the Coordinator or designee will notify the parties of the reason for the delay or extension in writing.

YES CHARTER ACADEMY will objectively evaluate all evidence that is relevant and not otherwise impermissible, including both inculpatory and exculpatory evidence.⁶ Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.

Dismissal

YES CHARTER ACADEMY must dismiss a formal complaint of sexual harassment for purposes of sexual harassment under Title IX if the conduct alleged:

- Would not constitute sexual harassment under Title IX even if proved;
- Did not occur in YES CHARTER ACADEMY's education program or activity; or
- Did not occur against a person in the United States.

YES CHARTER ACADEMY may dismiss a formal complaint of sexual harassment or any of the allegations therein if:

- The respondent is no longer enrolled or employed by YES CHARTER ACADEMY;
- A complainant notifies the Coordinator in writing that the complainant would like to withdraw the complaint or any allegations therein; or
- Specific circumstances prevent YES CHARTER ACADEMY from gathering sufficient evidence to reach a determination as to the complaint or allegations therein.

Upon dismissal, the Coordinator or designee will promptly send written notice of the dismissal and reason(s) therefore simultaneously to the parties. Dismissal under Title IX does not preclude action under another applicable YES CHARTER ACADEMY policy.

Notice of the Allegations

Upon receipt of a formal complaint of sexual harassment, the Coordinator or designee will provide written notice of the allegations to the parties whose identities are known. The notice will include:

- YES CHARTER ACADEMY's grievance procedures and any informal resolution process;
- The allegations of sexual harassment including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details includes the identities of the parties involved in the incident(s), if known, the conduct allegedly constituting sexual harassment under Title IX, and the date(s) and location(s) of the alleged incident(s), if known;
- A statement that the respondent is presumed not responsible for the alleged conduct and a determination regarding responsibility is made at the conclusion of the grievance process;
- A statement that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence; and
- A statement that YES CHARTER ACADEMY prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

Emergency Removal

YES CHARTER ACADEMY may place a non-student employee respondent on administrative leave during the pendency of the grievance procedures in accordance with YES CHARTER ACADEMY's policies.

YES CHARTER ACADEMY may remove a respondent from YES CHARTER ACADEMY's education program or activity on an emergency basis, in accordance with YES CHARTER ACADEMY's policies, provided that YES CHARTER ACADEMY undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any person 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 must not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

Informal Resolution

At any time after a formal complaint of sexual harassment is filed and prior to determining whether sexual harassment occurred under YES CHARTER ACADEMY's Title IX grievance procedures, YES CHARTER ACADEMY may offer an informal

⁶ Inculpatory means tending to impute guilt or fault, and exculpatory means tending to absolve from guilt or fault.

resolution process to the parties. YES CHARTER ACADEMY will not offer or facilitate informal resolution to resolve allegations that an employee sexually harassed a student, or when such a process would conflict with Federal, State, or local law. Parties will not be required or pressured to agree to participate in the informal resolution process.

Before initiation of the informal resolution process, YES CHARTER ACADEMY will obtain the parties' voluntary, written consent to participate in the informal resolution and provide the parties with a written notice that explains:

- The allegations;
- The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint of sexual harassment arising from the same allegations;
- The right to withdraw and initiate or resume the grievance procedures at any time prior to agreeing to a resolution; and
- Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Investigation

In most cases, a thorough investigation will take no more than thirty (30) business days. YES CHARTER ACADEMY has the burden to conduct an investigation that gathers sufficient evidence to determine whether sexual harassment occurred. The investigator will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance in accordance with Title IX.

The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be used, accessed, considered, or disclosed), regardless of whether they are relevant:

- A party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless YES CHARTER ACADEMY obtains that party's voluntary, written consent to do so for these grievance procedures; and
- Evidence about the complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

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 from gathering and presenting 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.

Before the investigator completes the investigative report, YES CHARTER ACADEMY 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 to consider prior to completing the investigation report.

The investigator will complete an investigation report that fairly summarizes 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.

Determination of Responsibility

Before making a determination of responsibility, the decisionmaker must afford each party the opportunity to submit written, relevant questions that a party wants to ask of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decisionmaker must explain to the party proposing the questions any decision to exclude a question as not relevant.

Determinations will be based on an objective evaluation of all relevant and not otherwise impermissible evidence and credibility determinations will not be based on a person's status as a complainant, respondent, or witness. The standard of evidence used to determine responsibility is the preponderance of the evidence standard.

Within twenty (20) business days after YES CHARTER ACADEMY sends the investigation report to the parties, the decisionmaker, who will not be the same person as the Coordinator or investigator, will simultaneously send the parties a written determination of whether sexual harassment occurred. The written determination will include:

- The allegations of sexual harassment;
- A description of the 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 regarding the application of YES CHARTER ACADEMY's code of conduct to the facts;
- The decision and rationale for each allegation;
- Any recommended disciplinary sanctions for 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.

The determination regarding responsibility becomes final either on the date that YES CHARTER ACADEMY provides the parties with the written appeal decision, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Appeals

Either party may, within five (5) business days of their receipt of YES CHARTER ACADEMY's written determination of responsibility or dismissal of a formal complaint of sexual harassment, submit a written appeal to the **Chair (President) of the YES CHARTER ACADEMY Council of Directors**, who will serve as the decisionmaker for the appeal or designate a decisionmaker for the appeal.

The complainant and respondent may only appeal from a determination regarding responsibility or YES CHARTER ACADEMY's dismissal of a formal complaint of sexual harassment or any allegations therein, on one or more of 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; or
- The Coordinator, investigator(s), or decisionmaker(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.

The decisionmaker for the appeal will not be the same person as the Coordinator, the investigator or the initial decisionmaker.

The decisionmaker for the appeal will: 1) notify the other party of the appeal in writing; 2) implement appeal procedures equally for the parties; 3) allow the parties to submit a written statement in support of, or challenging, the outcome within five (5) business days of notice of the appeal; and 4) within fifteen (15) business days of the appeal, provide a written decision simultaneously to the parties describing the result of the appeal and the rationale for the result.

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 YES CHARTER ACADEMY or termination of employment. If there is a determination that sexual harassment occurred, the Coordinator is responsible for effective implementation of any remedies ordered by YES CHARTER ACADEMY.

Training

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 Title IX Coordinators, investigators, decisionmakers, and any person who facilitates a Title IX informal resolution process will receive Title IX training and/or instruction concerning sexual harassment as required by law.

Recordkeeping

YES CHARTER ACADEMY 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 complaint or sexual harassment and the results of that appeal;
- Records of any informal resolution of a formal complaint or sexual harassment and the results of that informal resolution;
- All materials used to train Title IX Coordinators, investigators, decisionmakers, and any person who facilitates an informal resolution process; and
- Records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment.

The above records will be maintained in a secure location until destroyed in accordance with applicable laws and regulations.

Title IX Sex Discrimination and Harassment Complaint Form

Your Name: _____ Date: _____

Email Address: _____

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 and conduct; what, if any, physical contact was involved; any verbal statements etc.) (Attach additional pages, if needed):

I hereby authorize YES CHARTER ACADEMY 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 or expulsion from YES CHARTER ACADEMY.

Signature of Complainant

Date: _____

Print Name

To be completed by YES CHARTER ACADEMY:

Received by: _____ Date: _____

Suicide Prevention Policy

The Council of Directors of Yuba Environmental Science YES Charter Academy (“YES CHARTER ACADEMY” or the “YES Charter Academy”) recognizes that suicide is a major cause of death among youth and should be taken seriously. To attempt to reduce suicidal behavior and its impact on students and families, the Council of Directors has developed prevention strategies and intervention procedures.

In compliance with Education Code section 215, this policy has been developed in consultation with YES CHARTER ACADEMY and community stakeholders, YES Charter Academy-employed mental health professionals (e.g., school counselors, psychologists, social workers, nurses), administrators, other school staff members, parents/guardians/caregivers, students, local health agencies and mental health professionals, the county mental health plan, first responders, and community organizations to identify additional resources to ensure this policy is aligned and includes similar research and resources, as well as to assist in planning, implementing, evaluating, and updating the YES CHARTER ACADEMY’s strategies for suicide prevention and intervention. YES CHARTER ACADEMY shall work in conjunction with local government agencies, community-based organizations, and other community supports to identify additional resources. To ensure the policies regarding suicide prevention are properly adopted, implemented, updated, and easily accessible to all. YES CHARTER ACADEMY shall appoint an individual (or team) to serve as the suicide prevention point of contact for YES CHARTER ACADEMY. The suicide prevention points of contact for YES Charter Academy and the Principal shall ensure proper coordination and consultation with the county mental health plan if a referral is made for mental health or related services on behalf of a student who is a Medi-Cal beneficiary. This policy shall be reviewed and revised as indicated, at minimum yearly in conjunction with the previously mentioned community stakeholders.

Suicide Prevention Crisis Team YES CHARTER ACADEMY

1. Louise Miller, Principal
2. Siobhan Searle- Tsiukh, School Counselor
3. Dawn Kaundart, Family Liaison
4. Michele Goldberg, MSW

To ensure the SPCT reflects the student body’s perspective, YES CHARTER ACADEMY has designated the following volunteer student representatives to provide consultative insights:

1. Middle School, Student Representative
2. High School, Student Representative

YES CHARTER ACADEMY designates the following employees to act as the primary and secondary Suicide Prevention Liaisons to lead the SPCT:

- Primary Liaison: Louise Miller, Principal lmiller@yescharteracademy.org 530-692-2210
- Secondary Liaison: Suicide Prevention Team members

The functions of the SPCT are to:

- Review mental health related school policies and procedures;
- Provide annual updates on school data and trends;
- Review and revise school prevention policies;
- Review and select general and specialized mental health and suicide prevention training;
- Review and oversee staff, parent/guardian, and student trainings;
- Ensuring the suicide prevention policy, protocols, and resources are posted on the school website;
- Ensure compliance with Education Code section 215;
- Collaborate with community mental health organizations;

- Identify resources and agencies that provide evidence-based or evidence-informed treatment;
- Help inform and build skills among law enforcement and other relevant partners; and
- Collaborate to build community response.

Employee Qualifications and Scope of Services

Employees of YES CHARTER ACADEMY shall act only within the authorization and scope of their credential or license. While it is expected that school professionals are able to identify suicide risk factors and warning signs, screen and assess and to provide ongoing supports to youth identified at risk, the care or treatment for suicidal ideation is typically beyond the scope of services offered in the school setting.

Suicide Awareness and Prevention Training for School Staff

YES CHARTER ACADEMY, along with its partners, has carefully reviewed available staff training to ensure the curriculum is evidence-based, evidenced informed, aligned with best practices in suicide prevention, and promotes the mental health model of suicide prevention and does not encourage the use of the stress model to explain suicide.

Training and professional development shall be provided for all school staff members (certificated and classified) and other adults on campus (including substitutes and intermittent staff, volunteers, interns, tutors, coaches, and afterschool program staff).

1. All suicide prevention trainings shall be offered under the direction of mental health professionals (e.g., school counselors, school psychologists, other public entity professionals, such as psychologists, social workers, or nurses) who have received advanced training specific to suicide prevention. Charter School has collaborated with [Insert Names of One Or More County and/or Community Mental Health Agencies] to review the training materials and content to ensure it is evidence-based, evidence-informed, and aligned with best practices.
2. Staff training is reviewed and adjusted annually based on previous professional development activities, emerging best practices, and feedback.
3. Charter School shall ensure that training is available for new hires during the school year.
4. At least annually, all staff shall receive training on prevention and protective factors such as the risk factors and warning signs of suicide, suicide prevention, intervention, referral, and postvention.
5. At a minimum, all staff shall participate in training on the core components of suicide prevention (identification of suicide risk and protective factors and warning signs, prevention, intervention, referral, and postvention). Core components of the general suicide prevention training shall include:
 - How to identify youth who may be at risk for suicide including suicide risk factors, warning signs, and protective factors.
 - Appropriate ways to approach, interact, and respond to a youth who is demonstrating emotional distress or having thoughts of suicide including skill building to ask directly about suicide thoughts.
 - Charter-approved procedures for responding to suicide risk (including programs and services in a Multi-tiered System of Support (MTSS) and referral protocols). Such procedures will emphasize the student should be under constant supervision and immediately referred for a suicide risk assessment.
 - Charter-approved procedures identifying the role educators, school staff, and volunteers play in supporting youth and staff after a suicide or suicide death or attempt (postvention).

In addition to core components of suicide prevention, ongoing annual staff professional development for all staff shall include the following components:

1. The impact of traumatic stress on emotional and mental health.
2. Common misconceptions about suicide.
3. Charter School and community mental health and suicide prevention resources.
4. Appropriate messaging about suicide (correct terminology, safe messaging guidelines).
5. Ways to identify youth who may be at risk of suicide including suicide warning signs, risk, and protective factors.

6. Appropriate ways to approach, interact, and respond to a youth who is demonstrating emotional distress or is having thoughts of suicide. Specifically, how to talk with a student about their thoughts of suicide, including skill building to ask directly about suicide thoughts and warm handoffs.
7. Charter School-approved procedures for responding to suicide risk (including multi-tiered systems of support and referrals). Such procedures will emphasize that the student should be constantly supervised until a suicide risk assessment is completed.
8. Charter School-approved procedures for identifying the role educators, school staff, and volunteers play in supporting youth and staff after a suicide or suicide death or attempt (postvention).
9. Information regarding groups of students judged by the school, and available research, to be at elevated risk for suicide.

These groups include, but are not limited to, the following:

- Youth affected by suicide.
- Youth with a history of suicide ideation or attempts.
- Youth with disabilities, mental illness, or substance abuse disorders.
- Lesbian, gay, bisexual, transgender, or questioning youth.
- Youth experiencing homelessness or in out-of-home settings, such as foster care.
- Youth who have suffered traumatic experiences.
- Students identified through state surveys that are vulnerable to depression and suicide:
- YES Charter Academy will follow through with equitable and inclusive best practices focusing on survey results for our lower socio-economic statuses and minority students and provide culturally competency training for all staff.

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

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

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

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

Virtual Screenings for Suicide Risk

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

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

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

Parents, Guardians, and Caregivers Notification, Participation and Education

1. YES CHARTER ACADEMY includes parents/guardians/caregivers in suicide prevention efforts. At a minimum, the Charter School shall share this Policy with parents/guardians/caregivers by notifying them where a complete copy of the policy is available.
2. This Suicide Prevention Policy shall be easily accessible and prominently displayed on the YES CHARTER ACADEMY Web page and included in the parent/student handbook. Parents/guardians/caregivers are invited to provide input on the development, review, and implementation of this policy.
3. YES CHARTER ACADEMY shall notify the parent/guardian/caregiver when a student has been screened or screened/assessed for suicide risk regardless of outcome
4. YES CHARTER ACADEMY shall establish and widely disseminate a referral process to all parents/guardians/caregivers/families, so they are aware of how to respond to a crisis and are knowledgeable about protocols and school, community-based, and crisis resources.
5. Community-based organizations that provide evidence-based suicide-specific treatments shall be highlighted on the Charter School's website with treatment referral options marked accordingly.
6. Staff autoreplies during vacations or absences shall include links to resources and phone/text numbers so parents and students have information readily available.
7. All parents/guardians/caregivers may have access to suicide prevention training that addresses the following:
 - Suicide risk factors, warning signs, and protective factors.
 - How to approach and talk with their child(ren) about thoughts of suicide.
 - How to respond appropriately to the youth who has suicidal thoughts. Such responses shall include constant supervision of any child/youth judged to be at risk for suicide and referral for an immediate suicide risk assessment.
 - Charter School's referral processes and how they or their children can reach out for help, etc.
8. Parent/guardians are provided with information on suicide prevention resources including crisis hotlines, local warmlines, and school and community-based supports and crisis resources including the National Suicide Prevention Lifeline, Crisis text line, and local crisis hotlines and includes information that hotlines/resources are not just for crisis but also for friends/family and referral.
9. Parents/guardians/caregivers are reminded that the Family Educational Rights and Privacy Act ("FERPA") generally protects the confidentiality of student records, which may sometimes include counseling or crisis intervention records. However, FERPA's health or safety emergency provision permits the disclosure of personally identifiable information from a student's education records, to appropriate parties, in order to address a health or safety emergency when the disclosure is necessary to protect the health or safety of the student or other individuals.

Student Participation and Education

Messaging about suicide has an effect on suicidal thinking and behaviors. Consequently, YES CHARTER ACADEMY along with its partners has carefully reviewed and will continue to review potential student curricula to ensure it includes information on recognizing and responding to signs and symptoms (within themselves and friends), learning coping skills, encouraging help-seeking behavior and being knowledgeable of supports and resources.

Suicide prevention strategies may include, but not be limited to, efforts to promote a positive school climate that enhances students' feelings of connectedness with YES CHARTER ACADEMY and is characterized by caring staff and harmonious interrelationships among students.

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

YES CHARTER ACADEMY provides instruction to middle and high school students on general mental health and suicide prevention... YES Charter Academy's instructional curriculum, shall consider the grade level and age of the students and be delivered and discussed in a manner that is sensitive to the needs of young students. The instruction is provided under the supervision of YES Charter Academy employed mental health professionals, with input from county and community mental health agencies, and middle and high school students. The instruction is developmentally appropriate, student-centered, and includes:

Elementary School:

Focus: Building social-emotional skills, teaching problem-solving and coping strategies, and fostering a sense of belonging and connection.

Approach: Age-appropriate lessons on identifying and managing emotions, building positive relationships, and seeking help when needed.

Key Components: Creating a safe and supportive classroom environment, training teachers to recognize signs of distress, and establishing clear communication channels for reporting concerns.

Examples: Classroom discussions about feelings, role-playing scenarios involving conflict resolution, and integrating social-emotional learning into the curriculum.

Middle School: mental health

Focus: Addressing increased risk factors like academic pressure, social issues, and mental health challenges.

Approach: More direct education about suicide, including warning signs, risk factors, and coping mechanisms.

Key Components: Providing access to mental health professionals, offering support groups, and promoting help-seeking behaviors.

Examples: Workshops on stress management, peer support programs, and training for identifying and responding to suicidal thoughts.

High School:

Focus: Addressing complex issues like substance abuse, peer pressure, and mental health conditions.

Approach: Comprehensive suicide prevention programs that include curriculum-based education, training for staff and students, and clear protocols for responding to suicidal ideation.

Key Components: Promoting mental health awareness, providing access to mental health services, and offering support for students at high risk.

Examples: Training for teachers and staff on recognizing warning signs, implementing peer support programs, and providing access to mental health resources like counselors and therapists, [according to the National Institutes of Health \(NIH\)](#).

Student-focused suicide prevention education can be incorporated into classroom curricula (e.g., health classes, orientation classes, science, and physical education). YES CHARTER ACADEMY maintains a list of current student trainings, which is available upon request.

YES CHARTER ACADEMY has shared school-based supports and self-reporting procedures, so students are able to seek help if they are experiencing thoughts of suicide or if they recognize signs with peers. Although confidentiality and privacy are important, students should understand safety is a priority and if there is a risk of suicide, school staff are required to report. YES Charter Academy mental health professionals are legally and ethically required to report suicide risk.

When reporting suicidal ideation or an attempt, school staff must maintain confidentiality and only share information limited to the risk or attempt.

YES CHARTER ACADEMY supports the creation and implementation of programs and/or activities on campus that increase awareness about mental wellness and suicide prevention for example Mental Health Awareness Weeks/Months, Peer Counseling Programs, Freshman Success, and National Alliance on Mental Illness on Campus High School Clubs).

YES Charter Academy will implement programs and activities to increase awareness of the importance of mental health and suicide prevention during each September – Suicide Prevention Awareness month and in May – Mental Health Awareness month. YES Charter Academy will increase awareness throughout the year during SPARRK assemblies to reward kindness and team players and provide resources for staff, students and their families.

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

Charter School will include the following information on all student identification cards:

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

In addition to listing the above resources on student identification cards, Charter School shall include the following language: *"If you or someone you know is struggling emotionally or having trouble coping, there is help. Students in distress or those who just want to talk about their problems, can call or text the phone numbers listed here for free, confidential support."*

Intervention and Emergency Procedures

Whenever a staff member suspects or has knowledge of a student's suicidal intentions, they shall promptly notify the primary designated suicide prevention liaison - Louise Miler, Principal. If this primary suicide prevention liaison is unavailable, the staff shall promptly notify the secondary suicide prevention liaison- Lance Haliday, High School Teacher and teacher in charge when Louise is not available.

The suicide prevention liaison will consult with others on the SPCT, and determine who will notify the student's parent/guardian and if they shall notify the student's parent/guardian if appropriate and in the best interest of the student. Determination of notification to parents/guardians/caregivers should follow a formal initial assessment to ensure that the student is not endangered by parental notification.

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

Action Plan for Suicide Attempts on Campus or During School-Sponsored Activity

YES CHARTER ACADEMY shall implement the following response protocol for suicide attempts during the school day.

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

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

1. Ensure the student's physical safety by one or more of the following, as appropriate:
 - providing immediate first aid as needed, until a medical professional is available.

- Securing law enforcement and/or other emergency assistance if a suicidal act is being actively threatened and report any medications taken, and access to weapons, if applicable.
- Keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene.
- Remaining calm, keeping in mind the student is overwhelmed, confused, and emotionally distressed.
- Moving all other students out of the immediate area.
- Not sending the student away or leaving him/her alone, even to go to the restroom.
- Providing comfort to the student, listening and allowing the student to talk and being comfortable with moments of silence.
- Promising privacy and help, but not promising confidentiality.
- Students should only be released to parents/guardians/caregivers/families or to a person who is qualified and trained to provide help.

2. Document the incident in writing as soon as feasible.

Follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed and coordinate and consult with the county mental health plan if a referral is made for mental health or related services on behalf of a student who is a Medi-Cal beneficiary. **Determination of notification to parents/guardians/caregivers should follow a formal initial assessment to ensure that the student is not endangered by parental notification.**

3. After a referral is made, YES CHARTER ACADEMY shall verify with the parent/guardian that the follow up treatment has been accessed.
4. Parents/guardians will be strongly encouraged to provide documentation of care for the student. YES Charter Academy will follow up to ensure care and assist family to build the understanding of the importance of mental health care. If parents/guardians refuse or neglect to access treatment for a student who has been identified to be at risk for suicide or in emotional distress, the suicide prevention liaisons shall meet with the parent to identify barriers to treatment (e.g., cultural stigma, financial issues) and work to rectify the situation and build understanding of the importance of care. If follow up care is still not provided, YES CHARTER ACADEMY should consider contacting Child Protective Services to report neglect of youth.
5. Provide access to counselors or other appropriate personnel to listen to and support students and staff who are directly or indirectly involved with the incident at YES CHARTER ACADEMY.
6. Provide an opportunity for all who respond to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

B. Action Plan for Off Campus Suicide Attempts

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

In the event a suicide occurs or is attempted off the YES CHARTER ACADEMY campus and unrelated to school activities, the Principal and/or School Counselor shall take the following steps to support the student:

- Contact the parent/guardian and offer support to the family.
- Discuss with the family how they would like YES CHARTER ACADEMY to respond to the attempt while minimizing widespread rumors among teachers, staff, and students.
- Obtain permission from the parent/guardian to share information to ensure the facts regarding the crisis are correct.

- o The suicide prevention liaisons shall handle any media requests.
- o Provide care and determine appropriate support to affected students.

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

Supporting Students during or after a Mental Health Crisis

Students shall be encouraged through the education program and in YES CHARTER ACADEMY activities to notify a teacher, the Principal, another YES CHARTER ACADEMY administrator, psychologist, YES CHARTER ACADEMY counselor, suicide prevention liaisons, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions. YES CHARTER ACADEMY shall implement the following steps during or after a crisis:

1. Treat every threat with seriousness and approach with a calm manner; make the student a priority.
2. Listen actively and non-judgmentally to the student. Let the student express their feelings.
3. Acknowledge the feelings and do not argue with the student.
4. Offer hope and let the student know they are safe, and that help is available. Do not promise confidentiality or cause stress.
5. Explain calmly and get the student to a skilled mental health professional or designated staff to further support the student.
6. Keep close contact with the parents/guardians/caregivers/families and mental health professionals working with the student.

Re-Entry to School After a Suicide Attempt

A student who has verbalized ideation or attempted suicide is at a higher risk for suicide in the months following the crisis. Having a streamlined and well-planned re-entry process ensures the safety and wellbeing of students who have previously attempted suicide and reduces the risk of another attempt. An appropriate re-entry process is an important component of suicide prevention. Involving students in planning for their return to school provides them with a sense of control, personal responsibility, and empowerment.

YES CHARTER ACADEMY shall implement the following steps upon the student's re-entry:

1. The Principal or School Counselor shall obtain a written release of information signed by parents/guardians/caregivers/families and providers.
2. School mental health professionals shall confer with the student and parents/guardians/ caregivers/families about any specific requests on how to handle the situation.
3. School-based mental health professionals shall confer with the student and parents/guardians/caregivers/families to develop a safety plan.
4. School- based mental health professionals shall inform the student's teachers about possible days of absences.
5. Teachers and administrators shall allow accommodations for students to make up work (understanding that missed assignments may add stress to students).
6. Mental health professionals or trusted staff members shall maintain ongoing contact to monitor student's actions and mood.

7. School-based mental health professionals shall work with parents/guardians/caregivers/ families to involve the student in an aftercare plan.
8. School-based mental health professionals shall provide parent's/guardians/caregivers/ families local emergency numbers for after school and weekend emergency contacts.

Messaging About Suicide Prevention

YES CHARTER ACADEMY along with its partners shall:

1. Thoroughly and regularly review with its partners, all materials and resources used in awareness efforts to ensure they align with best practices for safe and effective messaging about suicide.
2. Ensure that all communications, documents, materials related to messaging about suicide focus on warning signs as well as risk, prevention, and protective factors, avoid discussing details about methods of suicide, avoid oversimplifying (i.e. identifying singular cause of suicide), avoid sensational language, and only includes clear, respectful, people-first language that encourages an environment free of stigma, such as people with (..mental illness, personality disorder, depression, etc.)

As part of safe messaging for suicide, we use specific terminology when referring to actions related to suicide or suicidal behavior:

Use	Do Not Use
"Person who has Died by suicide" or "Took their own life"	"Committed suicide" Note: Use of the word "commit" can imply crime/sin
"Person who has experience a suicide attempt"	"Successful" or "unsuccessful" Note: There is no success, or lack of success, when dealing with suicide

0. Provide suicide prevention resources in parent/student handbooks and on school-issued identification cards for staff and students, on school websites, and during any mental health or suicide prevention skill-building activity for students or parents/families and professional development for staff.

Responding After a Suicide Death (Postvention)

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

The suicide prevention liaison shall:

- Coordinate with the Principal to conduct an initial meeting of the Suicide Prevention Crisis Team to:
 - Confirm death and cause.
 - Identify a staff member to contact the deceased's family (within 24 hours).
 - Enact the Suicide Postvention Response.
 - Notify all staff members (ideally in-person or via phone, not via e-mail or mass notification).
- Coordinate an all-staff meeting, to include:
 - Notification (if not already conducted) to staff about suicide death.
 - Emotional support and resources available to staff.

- Notification to students about suicide death and the availability of support services (if this is the protocol that is decided by administration).
 - Share information that is relevant and that which you have permission to disclose
3. Prepare staff to respond to needs of students regarding the following:
 - Review signs of emotional distress and suicide ideation.
 - Review of protocols for referring students for support/assessment.
 - Develop and provide support to staff in responding to student reactions.
 - Talking points for staff to notify students.
 - Share school and community-based resources available to students (on and off campus).
 4. Identify students significantly affected by suicide death and other students at risk of imitative behavior, and immediately refer them to a school-based mental health professional.
 5. Identify students affected by suicide death but not at risk of imitative behavior.
 6. Communicate with the larger school community about the suicide death and availability of support services. Staff shall not share explicit, graphic, or dramatic content, including the manner of death.
 7. Consider, (in consultation with the family) funeral arrangements for the family and school community.
 8. If possible, suggest the funeral occur outside of school hours.
 - Encourage parents/guardians of students to attend funerals/memorial with their children.
 - Request family approval to attend and staff a table for resources to be available at the funeral, if possible, to remind students and the community of available resources.
 - Offer a safe space on campus for students to utilize if needed before/after funeral or memorial service.
 - Acknowledge there may be a high rate of absenteeism on the day of the funeral and school officials should make appropriate accommodations for staff and students to attend.
 -
 - Respond to memorial requests in respectful and non-harmful manner; responses should be handled in a thoughtful way and their impact on other students should be considered.
 -
 - Identify media spokesperson to cover story without the use of explicit, graphic, or dramatic content, if needed.
 -
 - Utilize and respond to social media outlets:
 - Identify what platforms students are using to respond to suicide death.
 - Identify and encourage staff and students to monitor social media outlets.
 - Include long-term suicide postvention responses:
 - Consider important dates (i.e., anniversary of death, deceased birthday, graduation, or other significant event) and how these will be addressed.
 - Support siblings, close friends, teachers, and/or students of the deceased.
 - Consider long-term memorials and how they may impact students who are emotionally vulnerable and at risk of suicide

Staff-Student Interactions Policy

Boundaries Defined

For the purposes of this policy the term “boundaries” is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing beyond the boundaries of a student-teacher relationship is deemed an abuse of power and a betrayal of public trust.

Acceptable and Unacceptable Behaviors

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

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

Unacceptable Behaviors

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

- Giving gifts to an individual student that are of a personal and intimate nature (including photographs); or items such as money, food, outings, electronics, etc. without the written pre-approval of the Principal.
- Kissing of ANY kind
- Massage [Note: Prohibited in athletics unless provided by massage therapist or other certified professional in an open public location. Coaches may not perform massage or rub-down. Permitted in special education only as instructed under an IEP or 504 plan.]
- Full frontal or rear hugs and lengthy embraces
- Sitting students on one’s lap (grades 3 and above)
- Touching buttocks, thighs, chest or genital area
- Wrestling with students or other staff members except in the context of a formal wrestling program
- Tickling or piggyback rides
- Any form of sexual contact
- Any type of unnecessary physical contact with a student in a private situation
- Intentionally being alone with a student away from school
- Furnishing alcohol, tobacco products, or drugs or failing to report knowledge of such
- “Dating” or “going out with” a student
- Remarks about physical attributes or physiological development of anyone. This includes comments such as “Looking fine!” or “Check out that [body part].”

- Taking photographs or videos of students for personal use or posting online
- Undressing in front of a student
- Leaving campus alone with a student for lunch
- Sharing a bed, mat, or sleeping bag with a student
- Making, or participating in, sexually inappropriate comments
- Sexual jokes, or jokes/comments with sexual overtones or double-entendres
- Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator.
- Listening to or telling stories that are sexually oriented
- Discussing your personal troubles or intimate issues with a student
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior
- Giving students a ride to/from school or school activities without the express, advance written permission of the Principal and the student's parent or legal guardian
- Being alone in a room with a student at school with the door closed and/or windows blocked from view
- Allowing students at your home and/or in rooms within your home without signed parental permission for a pre-planned and pre-communicated educational activity which must include another educator, parent, or designated school volunteer
- Staff mirroring the immature behavior of minors
- Sending emails, text messages, social media responses, making phone calls, or sending notes or letters to students if the content is not about school activities. Communication via private social media accounts is not acceptable.

Acceptable Behaviors

- Pats on the shoulder or back
- Handshakes
- "High-fives" and hand slapping
- When age appropriate, touching face to check temperature, wipe away a tear, remove hair from face, or other similar types of contact
- Placing TK through second grade students on one's lap for purposes of comforting the child for a short duration only
- Holding hands while walking with small children or children with significant disabilities
- Assisting with toileting of small or disabled children in view of another staff member
- Touch required under an IEP or 504 Plan
- Reasonable restraint of a violent person to protect self, others, or property

- Obtaining formal written pre-approval from the Principal to take students off school property for activities such as field trips or competitions, including parent's written permission and waiver form for any sponsored after-school activity whether on or off campus
- Emails, text-messages, phone conversations, and other communications to and with students, if permitted, must be professional and pertain to school activities or classes (communication should be initiated via transparent [non-private] school-based technology and equipment)
- Keeping the door wide open when alone with a student
- Keeping reasonable and appropriate space between you and the student
- Stopping and correcting students if they cross your own personal boundaries, including touching legs, or buttocks, frontal hugs, kissing, or caressing
- Keeping administration informed when a significant issue develops about a student, such as a change in demeanor or uncharacteristic behavior
- Keeping after-class discussions with a student professional and brief
- Immediately asking for advice from senior staff or administration if you find yourself in a difficult situation related to boundaries
- Involving your supervisor in discussion about boundaries situations that have the potential to become more severe (including but not limited to: grooming or other red flag behaviors observed in colleagues, written material that is disturbing, or a student's fixation on an adult)
- Making detailed notes about an incident that in your best judgement could evolve into a more serious situation later
- Recognizing the responsibility to stop Unacceptable Behaviors of students and/or co-workers
- Asking another staff member to be present, or within close supervisory distance, when you must be alone with a student after regular school hours
- Prioritizing professional behavior during all moments of student contact
- ***Asking yourself if any of your actions, which are contrary to these provisions, are worth sacrificing your job and career.***

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

Boundaries Reporting

When any staff member, parent, or student becomes aware of a staff member (or volunteer, guest, vendor) having crossed the boundaries specified in this policy, or has a strong suspicion of misconduct, they must report the suspicion to the Human Resources Director or Principal promptly. Reasonable suspicion means something perceived in spite of inconclusive or slight evidence. It is based on facts that would lead a reasonable person to believe the conduct occurred. Prompt reporting is essential to protect students, the suspected staff member, any witnesses, and YES Charter Academy as a whole. Employees must also report to the administration any awareness of, or concern about, student behavior that crosses boundaries, or any situation in which a student appears to be at risk for sexual abuse.

Investigating

The Principal will promptly investigate and document the investigation of any allegation of sexual misconduct or inappropriate behavior by a staff member, using such support staff or outside assistance, as they deemed necessary and appropriate under the circumstances. Throughout this fact-finding process, the investigating administrator, and all

others privy to the investigation, shall protect the privacy interests of any affected student(s) and/or staff member(s) including any potential witnesses, as much as possible. The investigating administrator shall promptly notify the Governing Council in closed session of the existence and status of any investigations. Upon completion of any such investigations, the Principal shall report to the Governing Council any conclusions reached. The investigating administrator shall consult with legal counsel, as appropriate, prior to, during, and after conducting any investigation.

Consequences

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

Suspension and Expulsion Policy and Procedures

This Pupil Suspension and Expulsion Policy has been established in order to promote learning and protect the safety and well-being of all students at YES CHARTER ACADEMY. In creating this policy, the YES Charter Academy has reviewed Education Code Section 48900 *et seq.* which describe the offenses for which students at non-YES Charter Academy's may be suspended or expelled and the procedures governing those suspensions and expulsions in order to establish its list of offenses and procedures for suspensions, expulsions and involuntary removal. The language that follows is largely consistent with the language of Education Code Section 48900 *et seq.* The YES Charter Academy is committed to annual review of policies and procedures surrounding suspensions, expulsions, and involuntary removals, and, as necessary, modification of the lists of offenses for which students are subject to suspension, expulsion, or involuntary removal.

Consistent with this Policy, it may be necessary to suspend or expel a student from regular classroom instruction. This shall serve as the YES Charter Academy's policy and procedures for student suspension, expulsion, and involuntary removal, and it may be amended from time to time without the need to seek a material revision of the YES Charter Academy so long as the amendments comport with legal requirements. YES Charter Academy staff shall enforce disciplinary policies and procedures fairly and consistently among all students. This policy and its procedures will be printed and distributed annually as part of the Student Handbook which will clearly describe discipline expectations.

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

The Principal or designee ensures that students and their parents/guardians⁷ are notified in writing upon enrollment of all discipline and involuntary removal policies and procedures. The notice shall state that this policy and its procedures are available upon request at the Principal's office.

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

A student identified as an individual with disabilities or for whom YES CHARTER ACADEMY has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Improvement Act of 2004 ("IDEA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to general education students except when federal and state law requires additional or different procedures. The YES Charter Academy will follow all

⁷ The Charter School shall ensure that a homeless child or youth's educational rights holder; a foster child or youth's educational rights holder, attorney, and county social worker; and an Indian child's tribal social worker and, if applicable, county social worker have the same rights as a parent or guardian to receive a suspension notice, expulsion notice, manifestation determination notice, involuntary transfer notice, involuntary removal notice, and other documents and related information. For purposes of this Policy and its Procedures, the term "parent/guardian" shall include these parties.

applicable federal and state laws including but not limited to the applicable provisions of the California Education Code, when imposing any form of discipline on a student identified as an individual with disabilities or for whom YES CHARTER ACADEMY has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

No student shall be involuntarily removed by the YES Charter Academy for any reason unless the parent/guardian of the student has been provided written notice of intent to remove the student no less than five (5) school days before the effective date of the action. The written notice shall be in the native language of the student or the student's parent/guardian, and shall inform the student, and the student's parent/guardian, of the basis for which the student is being involuntarily removed and the student's parent/guardian's, right to request a hearing to challenge the involuntary removal. If a student's parent/ guardian requests a hearing, the YES Charter Academy shall utilize the same hearing procedures specified below for expulsions, before the effective date of the action to involuntarily remove the student. If the student's parent/ guardian requests a hearing, the student shall remain enrolled and shall not be removed until the YES Charter Academy issues a final decision. As used herein, "involuntarily removed" includes disenrolled, dismissed, transferred, or terminated, but does not include removals for misconduct which may be grounds for suspension or expulsion as enumerated below. Students may be involuntarily removed for reasons including, but not limited to, failure to comply with the terms of the student's independent study Master Agreement pursuant to Education Code Section 51747(c)(4).

Alternative Means of Correction

For a student facing discipline for a discretionary offense listed below, the Principal may, whenever possible and practicable, provide alternatives to suspension or expulsion. These alternatives shall use a research-based framework with age-appropriate strategies that improve behavioral and academic outcomes while addressing and correcting the student's specific misbehavior.

YES Charter Academy shall not suspend or expel any student based solely on the fact that they are truant, tardy, or otherwise absent from school activities. Violations of the school's attendance expectations shall be addressed in accordance with YES Charter Academy Attendance and Truancy Policy and/or Independent Study Policy, as applicable.

No student may be suspended or expelled for willful defiance or disruption. Alternatively, YES Charter Academy staff may refer a student who engages in willful defiance and/or disruption to the Principal or designee for appropriate and timely in-school interventions or supports. Within five (5) business days, the Principal or designee shall:

- 1) Document the actions taken and save the document to the student's record
- 2) Inform the referring staff member what actions were taken and if none, the rationale used for not providing any appropriate or timely in-school interventions or supports.

For a student who has been suspended, or for whom other means of correction have been implemented, for an incident of racist bullying, harassment, or intimidation, YES Charter Academy may require both the victim and perpetrator to engage in restorative justice practices. YES Charter Academy may also require perpetrators to engage in culturally sensitive programs that promote racial justice and equity to combat racism and ignorance.

YES Charter Academy may utilize its Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, to help students gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community.

Procedures

A. Grounds for Suspension and Expulsion of Students

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

B. Enumerated Offenses

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

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

- q) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this policy, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This provision shall apply to students in any of grades 4 to 12, inclusive.
- r) Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in Education Code Section 233(e). This provision shall apply to students in any of grades 4 to 12, inclusive.
- s) Intentionally harassed, threatened or intimidated school personnel or volunteers and/or a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the rights of either school personnel or volunteers and/or student(s) by creating an intimidating or hostile educational environment. This provision shall apply to students in any of grades 4 to 12, inclusive.
- t) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
 - 1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
 - i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of their age, or for a person of their age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
 - ii. Causing a reasonable student to experience a substantially detrimental effect on their physical or mental health.
 - iii. Causing a reasonable student to experience substantial interference with their academic performance.
 - iv. Causing a reasonable student to experience substantial interference with their ability to participate in or benefit from the services, activities, or privileges provided by the YES Charter Academy.
 - 2) "Electronic Act" means the creation or transmission originated on or off the school-site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - i. A message, text, sound, video, or image.
 - ii. A post on a social network Internet Web site including, but not limited to:
 - (a) Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of Creating a credible impersonation of another actual student for the purpose of having one or more of the effects listed in subparagraph

- (1) above. "Credible impersonation" means to knowingly and without consent impersonate a student for the purpose of bullying the student and such that another student would reasonably believe, or has reasonably believed, that the student was or is the student who was impersonated.
- (b) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph 1 above.
- iii. An act of cyber sexual bullying.
 - (a) For purposes of this policy, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a student to another student or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (i) to (iv), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
 - (b) For purposes of this policy, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
- 3) Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- u) A student who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a student who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1)(a)-(b).
- v) Possessed, sold, or otherwise furnished any knife or other dangerous object of no reasonable use to the student unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal designee's concurrence.
- 2. Non-Discretionary Suspension and Expulsion Offenses: Students must be suspended and recommended for expulsion when it is determined the student:
 - a) Possessed, sold, or otherwise furnished any firearm, explosive, or other destructive device unless, in the case of possession of any device of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.
 - b) Brandished a knife at another person.
 - c) Unlawfully sold a controlled substance listed in Health and Safety Code Section 11053, et seq.
 - d) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 287, 288, or 289 or former Section 288a of the Penal Code, or committed a sexual battery as defined in Penal Code Section 243.4

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

The YES Charter Academy will use the following definitions:

- The term “knife” means (A) any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing; (B) a weapon with a blade fitted primarily for stabbing; (C) a weapon with a blade longer than 3½ inches; (D) a folding knife with a blade that locks into place; or (E) a razor with an unguarded blade.
- The term “firearm” means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.
- The term “destructive device” means any explosive, incendiary, or poison gas, including but not limited to: (A) bomb; (B) grenade; (C) rocket having a propellant charge of more than four ounces; (D) missile having an explosive or incendiary charge of more than one-quarter ounce; (E) mine; or (F) device similar to any of the devices described in the preceding clauses.

C. Suspension Procedure

Suspensions shall be initiated according to the following procedures:

1. Conference

Suspension shall be preceded, if possible, by a conference conducted by the Principal or designee with the student and the student’s parent/guardian and, whenever practical, the teacher, supervisor or YES Charter Academy employee who referred the student to the Principal or designee.

The conference may be omitted if the Principal or designee determines that an emergency situation exists. An “emergency situation” involves a clear and present danger to the lives, safety or health of students or YES Charter Academy personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student’s right to return to school for the purpose of a conference.

At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against the student and shall be given the opportunity to present their version and evidence in their defense, in accordance with Education Code Section 47605(c)(5)(J)(i). This conference shall be held within two (2) school days, unless the student waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. The conference shall be held as soon as the student is physically able to return to school for the conference. Penalties shall not be imposed on a student for failure of the student’s parent/guardian to attend a conference with YES Charter Academy officials. Reinstatement of the suspended student shall not be contingent upon attendance by the student’s parent/guardian at the conference.

2. Notice to Parents/Guardians

At the time of the suspension, an administrator or designee shall make a reasonable effort to contact the parent/guardian in person, by email, or by telephone. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense(s) committed by the student as well as the date the student may return to school following the suspension. If YES Charter Academy officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

3. Suspension Time Limits/Recommendation for Expulsion

Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension. Upon a recommendation of expulsion by the Principal or designee, the student and the student’s parent/guardian will be invited to a conference to determine if the suspension for the student should be extended pending an expulsion hearing. In such instances when YES Charter Academy has determined a suspension period shall be extended, such extension shall be made only after a conference is held with the student and the student’s parent/guardian, unless the student and the student’s parent/guardian fail to attend the conference.

This determination will be made by the Principal or designee upon either of the following: 1) the student’s presence will be disruptive to the education process; or 2) the student poses a threat or danger to others. Upon either

determination, the student's suspension will be extended pending the results of an expulsion hearing.

4. Homework Assignments During Suspension

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

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

D. Authority to Expel

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

A student may be expelled either by the YES Charter Academy Council of Directors following a hearing before it or by the YES Charter Academy Council of Directors upon the recommendation of a neutral and impartial Administrative Panel, to be assigned by the Council as needed. The Administrative Panel shall consist of at least three (3) members who are certificated and neither a teacher of the student nor a member of the YES Charter Academy's governing Council. The Administrative Panel may recommend expulsion of any student found to have committed an expellable offense, and the Council of Directors shall make the final determination.

E. Expulsion Procedures

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Principal or designee determines that the student has committed an expellable offense and recommends the student for expulsion.

In the event an Administrative Panel hears the case, it will make a recommendation to the Board for a final decision whether to expel. The hearing shall be held in closed session (complying with all student confidentiality rules under the Family Educational Rights and Privacy Act "FERPA") unless the student makes a written request for a public hearing in open session three (3) days prior to the date of the scheduled hearing.

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the student. The notice shall include:

1. The date and place of the expulsion hearing.
2. A statement of the specific facts, charges and offenses upon which the proposed expulsion is based.
3. A copy of the YES Charter Academy's disciplinary rules which relate to the alleged violation.
4. Notification of the student's or parent/guardian's obligation to provide information about the student's status at the YES Charter Academy to any other school district or school to which the student seeks enrollment.
5. The opportunity for the student and/or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor.
6. The right to inspect and obtain copies of all documents to be used at the hearing.
7. The opportunity to confront and question all witnesses who testify at the hearing.
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

F. Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses

The YES Charter Academy may, upon a finding of good cause, determine that the disclosure of either the identity of the

witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations that shall be examined only by the YES Charter Academy or the hearing officer. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the student.

1. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of their right to (a) receive five (5) days' notice of their scheduled testimony; (b) have up to two (2) adult support persons of their choosing present in the hearing at the time the complaining witness testifies, which may include a parent/guardian or legal counsel; and (c) elect to have the hearing closed while testifying.
2. The YES Charter Academy must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.
3. At the discretion of the entity conducting the expulsion hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which the complaining witness may leave the hearing room.
4. The entity conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.
5. The entity conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours the complaining witness is normally in school, if there is no good cause to take the testimony during other hours.
6. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the entity presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The entity conducting the hearing may permit any one of the support persons for the complaining witness to accompany the complaining witness to the witness stand.
7. If one or both of the support persons is also a witness, the YES Charter Academy must present evidence that the witness' presence is both desired by the witness and will be helpful to the YES Charter Academy. The entity presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising their discretion to remove a person from the hearing whom they believe is prompting, swaying, or influencing the witness.
8. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony.
9. Especially for charges involving sexual assault or battery, if the hearing is to be conducted in public at the request of the student being expelled, the complaining witness shall have the right to have their testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television.
10. Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the entity conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstances can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

G. Record of Hearing

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

H. Presentation of Evidence

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

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

I. Expulsion Decision

The decision of the Administrative Panel shall be in the form of written findings of fact and a written recommendation to the Council who makes a final determination regarding the expulsion. The final decision by the Council is made within ten (10) school days following the conclusion of the hearing. The Decision of the Council is final.

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

J. Written Notice to Expel

The Principal or designee, following a decision of the Board of Directors to expel, shall send written notice of the decision to expel, including the Council of Directors adopted findings of fact, to the student and student's parent/guardian. This notice shall also include the following: (a) notice of the specific offense committed by the student; and (b) notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the YES Charter Academy.

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

K. Disciplinary Records

The YES Charter Academy shall maintain records of all student suspensions and expulsions at the YES Charter Academy. Such records shall be made available to the YES Charter Academy's authority upon request.

L. No Right to Appeal

The student shall have no right of appeal from expulsion from the YES Charter Academy as the YES Charter Academy Council's decision to expel shall be final.

M. Expelled Students/Alternative Education

Students who are expelled shall be responsible for seeking alternative education programs including, but not limited to, programs within the County or their school County Office of Education of residence. The YES Charter Academy shall work cooperatively with parents/guardians as requested by parents/guardians or by the Yuba County Office of Education or district of residence to assist with locating alternative placements during expulsion.

N. Rehabilitation Plans

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

O. Readmission or Admission of Previously Expelled Student

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

P. Notice to Teachers

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

Q. Involuntary Removal for Truancy

As YES Charter Academy's are schools of choice and as a YES Charter Academy student who fails to attend school is potentially depriving another student of their opportunity to enroll, a student may be involuntarily removed as described within the YES Charter Academy's Board adopted Attendance Policy for truancy and only after the YES Charter Academy follows the requirements of the Attendance Policy and only in accordance with the policy described above which requires notice and an opportunity for a parent, guardian, educational rights holder to request a hearing prior to any involuntary removal. Students who are involuntarily removed for truancy will be given a rehabilitation plan and will be subject to the readmission procedures set forth herein.

In accordance with Education Code Section 51747 and the YES Charter Academy's Board policy on independent study, after two missed assignments, an evaluation is held to determine whether it is in the best interest of the student to remain in independent study. If it is determined that it is not in the student's best interest to remain in independent study, the YES Charter Academy may involuntarily remove the student after the YES Charter Academy follows the requirements of the Missed Assignment Policy and only after providing notice and an opportunity for a parent, guardian, educational rights holder to request a hearing prior to any involuntary removal as forth herein. Students who are involuntarily removed for truancy shall be given a rehabilitation plan and shall be subject to the readmission procedures set forth herein.

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

1. Notification of County Office of Education

The YES Charter Academy shall immediately notify the County Office of Education and coordinate the procedures in this policy with the County Office of Education of the discipline of any student with a disability or student that the YES Charter Academy or County Office of Education would be deemed to have knowledge that the student had a disability.

2. Services During Suspension

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

3. Procedural Safeguards/Manifestation Determination

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

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

If the YES Charter Academy, the parent/guardian, and relevant members of the IEP/504 Team determine that either of the above is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability.

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

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

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

4. Due Process Appeals

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

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

in an interim alternative educational setting, unless the parent/guardian and the YES Charter Academy agree otherwise.

In accordance with 20 U.S.C. Section 1415(k)(3), if a parent/guardian disagrees with any decision regarding placement, or the manifestation determination, or if the YES Charter Academy believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, the parent/guardian or YES Charter Academy may request a hearing.

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

5. Special Circumstances

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

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

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

6. Interim Alternative Educational Setting

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

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

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

The YES Charter Academy shall be deemed to have knowledge that the student had a disability if one of the following conditions exists:

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

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

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

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

Attendance Recovery Policy

Purpose

The purpose of this Attendance Recovery Policy is to provide students with an opportunity to recover lost instructional time due to absences. This program ensures students remain on track academically while enabling the school to recover instructional minutes for apportionment purposes, in accordance with Education Code § 4621.1.

Eligibility

Students are eligible to participate in attendance recovery for excused and unexcused absences, including chronic absenteeism. Students participating in long term independent study or non-classroom-based instruction **are not eligible** to participate in attendance recovery.

Participation in attendance recovery **is optional** and will not be required of any student. However, failure to remediate chronic absenteeism, including via participation in voluntary attendance recovery sessions, may result in consequences for chronic absenteeism pursuant to the YES Charter Academy Attendance Policy. These consequences may include, but are not limited to truancy letters and/or mandated reporting to the Department of Health and Human Service.

Recovery Sessions

- Sessions must be voluntary and held outside of the student's regular instructional day (e. g., during the summer, during school breaks and Intercessions (Holiday Breaks), before and/or after school during the regular school year..
- A single attendance recovery session will not exceed five (5) hours in duration. Attendance recovery that takes place before or after school during the regular school year will typically not exceed one (1) hour in duration with the exception of Friday early out days.
- Instructional content during recovery must consist of educational activities and content aligned to grade level standards that are substantially equivalent to the student's regular instructional program, which may include one-on-one, small group tutoring, homework help and online learning activities.
- Students may make up to 10 days' worth of attendance in a school year, or the number of days they were absent, whichever is less.
 - Attendance recovery sessions will be offered throughout the school year, and at least once per term. Sessions will be In-person on campus. Attendance recovery cannot be completed via Independent Study.
- Documentation:
 - To receive apportionment credit under Education Code Section 4621.1 m.
 - Attendance must be documented with a daily sign-in sheet, including student name, date, time-in and time-out, and staff signature.
 - The documentation must demonstrate the student-to-certificated teacher ratio.
 - A record of the absence being recovered must be maintained.
 - Participation records will be retained for audit purposes in compliance with California

Department of Education (CDE) requirements.

- Attendance recovery participation will be tracked and reported separately from regular school day attendance— The supervising teacher of an attendance recovery classroom documents each students' participation hourly or full-day increments.
- A student may accrue time over multiple sessions on multiple days of participation in attendance recovery— For example, a student may need to participation in several 1 -2-hour attendance recovery sessions to earn attendance credit that is the equivalent of one full day of school attendance—
Minimum Instructional minutes that count for one (1 full day of attendance are as follows

- **Tk/K (180 minutes)**
- **Grades 1 -3 (230 minutes)**
- **Grades 4-1 2 (240 minutes)**

- For students with disabilities, an alternative minimum day requirement may be established by their IEP,

- **Limitations**

- A student may not recover more time than was originally lost due to excused absences.
- Attendance recovery cannot be used to supplant regularly scheduled instruction.
- No fees shall be charged to students participating in recovery sessions.

- **Staffing and Supervision**

Recovery sessions must be supervised by certificated staff members qualified to provide instruction or academic support. A student-to-certificated teacher ratio of 10 to 1 for transitional kindergarten and kindergarten or 20 to 1 for grades 1 to 1 2, inclusive, shall not be exceeded.

- **Program Monitoring**

The Principal or designated administrator such as a program manager is responsible for

- Coordinating session schedules
- Identifying eligible students
- Ensuring compliance with attendance and instructional guidelines

- **Review and Updates**

This policy shall be reviewed annually and updated to reflect changes in law regulation or as YES Charter Academy needs.

Before and After School Program Policies

The YES Charter Academy Governing Council of Directors desires to provide learning opportunities for students beyond the regular school day that supports the regular education program in a supervised environment. In order to increase the academic achievement of participating students, the content of such programs shall be coordinated with the Academy's vision and goals for student learning, local control and accountability plan, curriculum, and academic

standards.

Each program offered by the district shall be planned through a collaborative process as required by law. (Education Code 8422, 8482.5, 8484.75, 46120)

To the extent feasible, the district shall give priority to establishing expanded learning opportunities beyond the regular school day for underrepresented groups such as foster and homeless student populations as directed by law.

Any expanded learning opportunities, including but not limited to After School Education and Safety Program (ASES), Expanded Learning Opportunities Program (ELO) or any other program to be established pursuant to Education Code 8421, 8482.3, 8484.75, or 46120, shall be approved by the Board.

The Principal or designee shall ensure that all staff who directly supervise students in the district's expanded learning opportunity programs possess appropriate knowledge and experience. As needed, staff and volunteers shall receive ongoing training related to their job responsibilities.

Each before-school, after-school, summer, vacation or inter-sessional expanded learning opportunity program shall include academic and enrichment elements in accordance with law and administrative regulation. In addition, each program may include support services that reinforce the educational component and promote student health and well-being.

No fee shall be charged for participation in YES Charter Academy's after-school or enrichment programs as directed by law.

For ASES and/or ELO s programs, no fee shall be charged for a student who is eligible for free or reduced-price meals, or a student who the district knows is a homeless youth or in foster care.

YES Charter Academy does not charge fees for any of their before or after school programming.

Definitions

Expanded learning opportunities means before school, after school, summer, vacation, and/or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of students through hands-on, engaging learning experiences. Expanded learning opportunities does not mean an extension of instructional time, but rather, opportunities to engage students in enrichment, play, nutrition, and other developmentally appropriate activities. (Education Code 8482.1, 46120)

Intersession program means an expanded learning program offered by a district on non-school days, including, but not limited to, summer school. (Education Code 48853.5)

Offer access, with regard to an Expanded Learning Opportunities Program (ELO), means to recruit, advertise, publicize, or solicit through culturally and linguistically effective and appropriate communication channels. (Education Code 46120) -

Provide access, with regard to an ELO, means enrolling a student in an ELO. If a parent/guardian has signed an ELO registration form and that form is on file, the student shall be considered enrolled in the ELO. (Education Code 46120)

Unduplicated student means a student enrolled in a district who is either classified as an English learner, eligible for a free or reduced-price meal, or is a foster youth. (Education Code 42238.02, 46120)

Grades Transitional Kindergarten-9

The district's After-School Education and Safety Program (ASES) shall serve students in any of grades Transitional Kindergarten (TK)-9 as the district may determine based on local needs. (Education Code 8482.3, 8484.7, 8484.75, 8484.8)

The district's ELO shall serve students in grades TK-6. (Education Code 46120)

The district's programs shall be planned through a collaborative process that includes parents/guardians, students, representatives of participating schools, governmental agencies, including city and county parks and recreation departments, local law enforcement, community organizations, and the private sector. As appropriate, the Superintendent or designee may include other stakeholders in such a collaborative process. (Education Code 8422, 8482.5, 8483.3, 8484.75, 46120)

The district shall offer access to ELO to all unduplicated students in grades TK-6 and provide access to such a program to at least 50 percent of enrolled unduplicated students. (Education Code 46120)

The district shall offer access to ELO to all classroom-based unduplicated students in grades TK-6. The district shall provide access to any unduplicated student whose parent/guardian requests placement in an ELO.

The district shall provide transportation to any student who attends a school that is not operating an ELO so that the student may attend a location that is providing an ELO and return to the original location or another location that is established by the district (Education Code 46120) — YES Charter Academy operates their ELP programming on site and does not have additional sites of operation.

YES Charter Academy's operational site for before/after school programming is located at 9841 Texas Hill Road, Oregon House, CA 95962.

The Superintendent or designee shall ensure that the plan to provide access to full-day learning programs the year before kindergarten addresses the needs of children and their families as specified in Board Policy 6170.1 - Transitional Kindergarten. (Education Code 8322)

The district's ASES, and ELO program(s) shall be operated in accordance with the following:

1. Program Elements

1. The program shall include an educational and literacy element in which tutoring or homework assistance is provided in language arts, mathematics, history and social science, computer training, and/or science (Education Code 8482.3, 8484.75, 46120)
2. The program shall include an educational enrichment element which may include, but is not limited to, fine arts, career technical education, recreation, technology, physical fitness, and prevention activities (Education Code 8482.3, 8484.75, 46120)

2. Nutrition

1. Snacks or meals made available in the program shall conform to nutrition standards specified in Education Code 49430-49434 or 42 USC 1766 as applicable (Education Code 8482.3, 8484.75, 46120; 42 USC 1766-1766a; 7 CFR 226.17)
2. The district's before-school program shall offer a breakfast meal as described in Education Code 49553 for all program participants (Education Code 8483.1, 8484.75)

3. Location of Program

1. The program may be offered at one or multiple school sites and/or at an easily available and accessible off-campus facility (Education Code 8482.3, 8484.75) YES Charter operates only at one school site at 9841 Texas Hill Road, Oregon House, CA 95962.
2. When there is a significant barrier to student participation in either the before-school or after-school component of a program at the school of attendance, the Superintendent or designee may, with the approval of the Superintendent of Public Instruction, provide services at another school site.

Such a transfer of services shall occur only if the school to which the program will be transferred agrees to receive students from the transferring school and has an existing grant of the same type as the transferring school, or does not have a 10-percent lower percentage of students eligible for free or reduced-price meals than the transferring school. A significant barrier includes any of the following: (Education Code 8482.8, 8484.75)

1. Fewer than 20 students participate in the program component.
2. Extreme transportation constraints, including, but not limited to, desegregation busing, busing for magnet or open enrollment schools, or student dependence on public

transportation

3. A reduction in the program grant of an existing school due to its merging into a new school opened by the district or the splitting of its students with a new school

In such cases, the district shall arrange for safe, supervised transportation between school sites; ensure communication among staff in the regular school program, staff in the before-school or after-school program, and parents/guardians; and ensure alignment of the educational and literacy elements with the regular school program of participating students. (Education Code 8482.8, 8484.75)

4. Staffing

1. All staff members who directly supervise students shall, at a minimum, meet the qualifications for an instructional aide. (Education Code 8483.4, 8484.75, 45330, 45344, 45344.5)
2. All program staff and volunteers shall be subject to the health screening and fingerprint clearance requirements in law and Board policy (Education Code 8483.4, 8484.75)
3. The student-to-staff ratio shall be no more than 20 to 1, except that programs serving TK or kindergarten students shall maintain a student-to-staff member ratio of no more than 10 to 1 (Education Code 8483.4, 8484.75, 46120)

5. Hours of Operation

1. <https://meet.google.com/mpw-oqnb-gmu>
2. An after-school program shall begin immediately upon the conclusion of the regular school day and shall operate a minimum of 15 hours per week and at least until 6 p.m. on every regular school day (Education Code 8483, 8484.75)
3. An ELO shall provide in-person before or after school expanded learning opportunities that, when added to daily instructional minutes, recess, and meals, shall not be less than nine hours of combined instructional time, recess, meals, and expanded learning opportunities per instructional day (Education Code 46120)

6. Admissions

1. Every student attending a school operating a program is eligible to participate in the program, subject to program capacity (Education Code 8482.6, 8484.75)
2. If the number of students wishing to participate in the program exceeds program capacity, students shall be selected for enrollment based on the following guidelines:
 1. First priority for enrollment shall be given to students who are identified as homeless youth, as defined by the McKinney-Vento Homeless Assistance Act (42 USC 11434a), at the time they apply for enrollment or at any time during the school year, to students who are identified by the program as being in foster care, and to students who are eligible for free or reduced-price meals (Education Code 8483, 8483.1, 8484.75)

The district is not required to disenroll a current student in order to secure the enrollment of a student who has priority for enrollment. (Education Code 8483, 8483.1)

The district shall inform the parent/guardian of a student experiencing homelessness or foster youth, or student eligible for free or reduced price meals, of the right of the child to receive priority enrollment and how to request priority enrollment. (Education Code 8483, 8484.75)

If a student experiencing homelessness or a foster youth will be moving during an intersession period, the student's educational rights' holder, or in the case of an American Indian Student, an Indian custodian, may determine which school the student attends for the intersession period. (Education Code 48850, 48853.5)

2. Second priority for enrollment of middle or junior high school students shall be given to students who attend daily (Education Code 8483, 8483.1, 8484.75)
3. Third priority for enrollment shall be given to students identified as in need of academic remediation or support in accordance with Board policy or administrative regulation.
4. Any remaining capacity shall be filled by students selected at random.
5. A waiting list shall be established to accommodate additional students if space becomes available.

7. Attendance/Early Release

1. Each student admitted into a district program shall be expected to attend the full number of hours that the program is in operation every day that the student participates.

An ELO offered pursuant to Education Code 46120 does not have an attendance requirement, but the district may track student attendance for safety and continuous quality improvement purposes.

2. When necessary, a student's parent/guardian may request, in writing, that the Superintendent or designee approve the reasonable late daily arrival for the before-school program or the reasonable early daily release from the after-school program

The Superintendent or designee shall not approve such a request if the student would be attending less than one-half of the daily program hours.

8. Summer/Intersession/Vacation Programs

1. ELOs shall offer no less than nine hours of in-person expanded learning opportunities per day for at least 30 non-school days, during extended school year or intersession periods currently lacking a fixed, regular, and adequate nighttime residence (Education Code 46120)
2. If a school operates a before-school program operating during summer, intersession, and/or vacation days shall be offered for a minimum of two hours per day.

An after-school program offered during summer, intersession, and/or vacation days may be operated for either three hours or six hours per day in accordance with Education Code 8483.76. When both before-school and after-school programs are offered for the same students on such days, they shall be operated for a minimum of four and one-half hours per day. (Education Code 8483, 8483.1, 8483.2, 8483.76)

3. A program offered during summer, intersession, and/or vacation periods may open eligibility to every student attending a school in the district, with priority for enrollment given to students

enrolled in the school that received the grant (Education Code 8483.76)

4. To address the needs of students and school closures, the program may be conducted at an off-site location or an alternate school site.

When a district is temporarily prevented from operating an ELO because of a school or program site closure due to emergency conditions specified in Education Code 8482.8 or 41422, the Superintendent or designee shall complete and submit to the California Department of Education (CDE) any necessary forms or records substantiating the need for closure, including a resolution adopted by the Governing Board. (Education Code 46120)

The program shall notify CDE of the change of location and shall include a plan to provide safe transportation pursuant to Education Code 8484.6. (Education Code 8483.76)

5. Any program operating for six hours per day shall provide at least one nutritionally adequate free or reduced-price meal to each eligible student during each program day (Education Code 8483.76)
6. For any program operating six hours per day, district procedures pertaining to student attendance and early release as specified in Item #7 above shall apply (Education Code 8483.76)

Volunteers

The Superintendent or designee may establish a registry of volunteer after-school physical recreation instructors and other before-school and after-school program volunteers. (Education Code 35021.3)

To be included in the registry, a volunteer shall submit to a criminal background check pursuant to Education Code 45125. The volunteer shall also submit current contact information to the district and shall update that information whenever the information changes. (Education Code 35021.3)

The Superintendent or designee may use a volunteer registered with the district or may select another person to provide physical recreation to students after school hours or to provide other services. (Education Code 35021.3)

Tobacco Policy

The Council of Directors recognizes the serious health risks presented by tobacco use and desires to ensure that, through adoption of consistent policies, district students are made aware of those risks and, to the extent possible, protected from them. The Superintendent or designee shall establish a coordinated school health system which includes a comprehensive behavioral health education component that teaches students the knowledge, skills, and attitudes they need in order to lead healthy lives and avoid high-risk behaviors, such as tobacco use.

The Superintendent or designee shall provide prevention, intervention, and cessation education, information, activities, and/or referrals to district students and shall ensure consistent enforcement of district policies prohibiting student possession and use of tobacco products.

Prohibition Against Tobacco Use

Students shall not possess, smoke, or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. Students' possession or use of nicotine delivery devices, such as electronic cigarettes, is also prohibited. (Education Code 48901) (Education Code 48900, 48901)

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)

Tobacco products include: (Business and Professions Code 22950.5; Education Code 48901)

1. A product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff
2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah
3. Any component, part, or accessory of a tobacco product, whether or not sold separately

These prohibitions do not apply to a student's possession or use of his/her own prescription products. However, student possession or use of prescription products in school shall be subject to the district's policy and regulation for addressing the administration of medications on campus. (Education Code 48900)

Prevention Instruction

The district shall provide developmentally appropriate tobacco-use prevention instruction for students at selected grade levels from K-12 pursuant to Education Code 51202. Such instruction shall be aligned with state content standards and the state curriculum framework for health education and with any requirements of state and/or federal grant programs in which the district participates.

Intervention/Cessation Services

The district may provide or refer students to counseling, intensive education, and other intervention services to assist in the cessation of tobacco use. Such intervention services shall be provided as an alternative to suspension for tobacco possession.

Program Planning

The district's tobacco-use prevention and intervention program shall be based on an assessment of tobacco-use problems in district schools and the community, an examination of existing services and activities in the community, and a determination of high-risk student populations that are most in need of district services.

The Superintendent or designee shall coordinate with the local health department and county office of education in program planning and implementation. He/she may establish an advisory council including students, parents/guardians, district staff, representatives of the local health department and community organizations, law enforcement professionals, and/or others with demonstrated expertise in tobacco prevention and cessation.

The Superintendent or designee also shall coordinate the district's tobacco-use prevention and intervention program with other district efforts to reduce students' use of illegal substances and to promote student wellness.

The Superintendent or designee shall select tobacco-use prevention programs based on the model program designs identified by the California Department of Education (CDE) and may adapt the model to meet district needs. (Health and Safety Code 104420)

The Superintendent or designee shall not accept for distribution any materials or advertisements that promote the use or sale of tobacco products. He/she also shall not accept tobacco-use prevention or intervention funds or materials from the tobacco industry or from any entity which is known to have received funding from the tobacco industry.

Program Evaluation

To evaluate the effectiveness of the district's program and ensure accountability, the Superintendent or designee shall biennially administer the California Healthy Kids Survey or other appropriate student survey at selected grade levels in order to assess student attitudes toward tobacco and student use of tobacco. He/she also shall annually report to the Board, and to the CDE if required, the data specified in Health and Safety Code 104450.

The results of program evaluations shall be used to refine program goals and objectives and make changes as needed to strengthen program implementation.

CHROMEBOOK/TECHNOLOGY ACCEPTABLE USE POLICY

The students of YES Charter Academy Charter School may be issued Chromebooks for use in and out of school. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

Students and their parents/guardians are reminded that use of technology is a privilege and not a right and that everything done on any device, network, or electronic communications device may be monitored by the school at all times. Inappropriate use of the technology can result in limited or banned computer use, disciplinary consequences, removal from school, receiving a failing grade, and/or legal action. Students and their parents/guardians are responsible for reviewing/signing the Chromebook Acceptable Use Policy prior to use.

OWNERSHIP of the CHROMEBOOK:

YES Charter Academy Charter School retains sole right of possession of the Chromebook. YES Charter administration and faculty retain the right to collect and/or inspect Chromebooks at any time.

General Guidelines For Chromebook Use:

1. You will be solely responsible for the Chromebooks issued to you.
2. Comply with the Chromebook Acceptable Use Policy and all policies of the school when using your Chromebook.
3. Treat your device with care and make all efforts to keep it from being lost or damaged.
4. Promptly report any problems with Chromebooks to the teacher or a staff member.
5. Do not remove or damage the serial number or other identification.
6. Do not attempt to remove or change any part of the Chromebook, including the keys, screen cover or casing.
7. Do not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the school.
8. Do not sign into any account other than your YES Charter Google account and do not use another person's account. You will be solely responsible for what happens on your own account.
9. No food or drink should be placed next to your Chromebook while the screen is open.
10. Chromebooks should be shut down when not in use to conserve battery life and

device longevity.

11. Screens are fragile, be careful when putting your chromebook into a desk, locker, bag, or storage cart.

12. Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time.

Repair and Replacement Policies

Device Maintenance and Responsibility

A. Students have a responsibility to keep their assigned device functional and in good condition. If a student's device is lost or non-functional, the student's parent or guardian may be invoiced for the cost of repairs. Any damage inflicted may require payment or a commitment to pay before another device will be issued to the student. Included is a non-exhaustive list of circumstances where payment may be required. The amount will depend on the extent of the damage and the parts necessary to repair.

Examples of damage due to negligence

1. Leaving a device on the floor where it could be stepped on
2. Dropping the device
3. Putting the device in a backpack and then throwing the backpack
4. Placing open containers of liquid near the device, resulting in spills
5. Placing a heavy object on top of the device
6. Losing the device
7. Repeated damage due to accidents

Examples of Intentional damage

1. Pulling keys off the keyboard
2. Inserting objects (such as pencils or pens) into the external ports
3. Hitting or throwing the device
4. Intentionally scratching or stabbing the device
5. Closing the device or placing it down hard enough to cause damage
6. Vandalism such as writing or drawing on the device
7. Attempts to bypass account restrictions, install unapproved software, or modify the device in any way that requires intervention

B. Damage should be reported as soon as possible after it occurs, any unreported damage discovered after the fact will be considered intentional.

RESPONSIBILITY for ELECTRONIC DATA:

Users of school technology should not have expectations of privacy to any data stored or accessed on the Chromebook. The school uses third-party applications to monitor content and use of student devices.

COPYRIGHT and FILE SHARING:

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media

is against the Acceptable Use Policy.

MANAGING YOUR FILES and SAVING YOUR WORK:

Students may save documents to their Google Drive which will make the files accessible from any computer with Internet access.

ORIGINALLY INSTALLED SOFTWARE:

The software originally installed on the Chromebook must remain on the Chromebook. Any attempts to remove preinstalled software or install unapproved software is against the Acceptable Use Policy.

INSPECTION:

Students may be required to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care, maintenance and inappropriate use.

DIGITAL CITIZENSHIP:

Students must follow the six conditions of being a good digital citizen:

1. **RESPECT YOURSELF** I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the personal information and images that I post online. I will NOT be inappropriate. I will not visit sites that are inappropriate or banned. I will not attempt to get around school content filters.
2. **PROTECT YOURSELF** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or schedule of my activities. I will report any inappropriate behavior directed at me. I will protect passwords, accounts, and resources.
3. **RESPECT OTHERS** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or bother other people. I will show respect for other people in my choice of websites.

PROTECT OTHERS I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations.

5. **RESPECT INTELLECTUAL PROPERTY** I will request permission to use resources. I will cite any and all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information.
- CONSEQUENCES FOR VIOLATIONS OF THE STUDENT CHROMEBOOK ACCEPTABLE USE POLICY**

1. Violations of these policies may result in one of the following but not limited to these disciplinary actions:

- Restitution (money paid in compensation for theft, loss, or damage)
- Student/Parent Conference with school administrator/principal
- Removal of unauthorized files and folders
- Restriction of Internet and Chromebook privileges*
- Detention, suspension, or expulsion
- Police referral

2. If a violation of the Student Chromebook Acceptable Use Policy violates other rules of the Student Code of Conduct, consequences appropriate for violation of those rules may also be imposed.

*If a student's Internet privileges are restricted, this means that for the period of the restriction, the student may only access specific approved websites and will not be permitted to access the Internet without strict teacher supervision.

WEBSITE and SOCIAL MEDIA GUIDELINES:

THINK before you act because your virtual actions are real and **permanent!**

GUIDELINES
Be aware of what you post online. Anything you post publicly will live online forever. Do not post anything you wouldn't want friends, parents, teachers, future colleges, or employers to see.
Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. <u>Do not</u> share your password with anyone besides your teachers and parents.
Do your own work! Do not use other people's work without their permission. Be aware that it's considered plagiarism to copy and paste other's thoughts. It is good practice to hyperlink to your sources.
How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.

Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation.

If you come across inappropriate material that makes you feel uncomfortable or is not respectful, tell an adult right away.

By signing below, the student and their parent/guardian understand, accept, and agree to the following:

1. Chromebook Acceptable Use Policy
2. Website and Social Media Guidelines
3. The Chromebook and software is owned by YES Charter Academy
4. The technology repair and replacement policies

PRINT STUDENT NAME: _____

SIGNATURE: _____

DATE: _____

PRINT PARENT/GUARDIAN NAME: _____

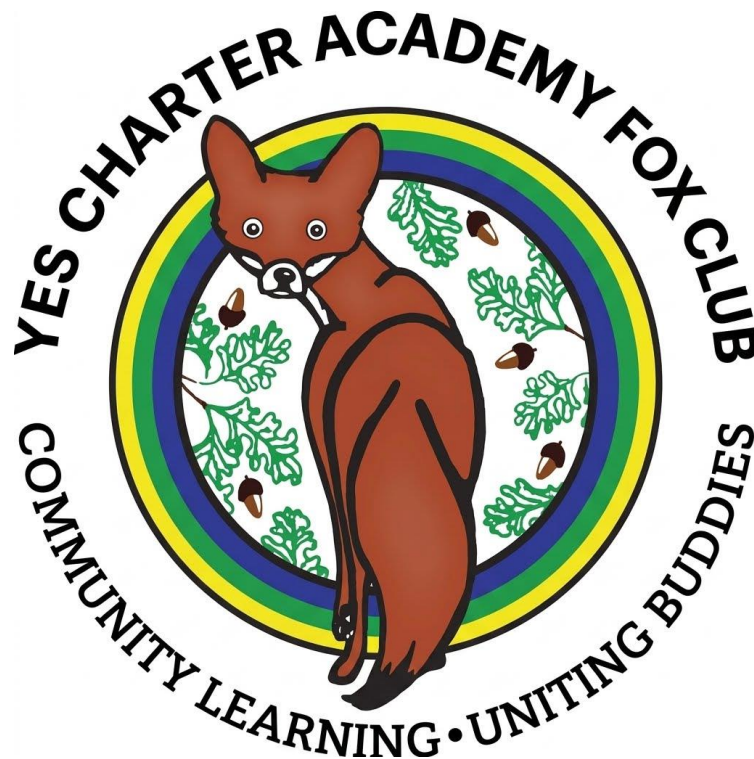
SIGNATURE: _____

DATE: _____

Expanded Learning Opportunities Program (ELO-P) Plan

Prepared by:

Michele Goldberg
Program Manager
YES Charter Academy
9841 Texas Hill Road
Oregon House, CA 96080
530-292-2210



Local Educational Agencies and Expanded Learning Opportunities

Program Plan Sites

Local Educational Agency (LEA) Name:Yuba Environmental Science Charter Academy
Contact Name: Louise Miller
Contact Email: lmiller@yescharteracademy.org
Contact Title: Principal/Superintendent
Contact Phone: 530-692-2210

Instructions: Please list the school sites that your LEA selected to operate the Expanded Learning Opportunities Program (ELO-P). Add additional rows as needed.

1. Yuba Environmental Science Charter Academy

Governing Board Date of Adoption/Approval Date: 06/26/25
Review/Revision Date: 7/30/2025

Definitions

“Expanded learning”:

Expanded Learning refers to before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. It is the intent of the Legislature that expanded learning programs are pupil-centered, results driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year. (See [EC Section 8482.1(a).])

“Expanded Learning Opportunities”:

Expanded Learning Opportunities has the same meaning as “expanded learning” as defined in EC Section 8482.1. “Expanded learning opportunities” does not mean an extension of instructional time, but rather, opportunities to engage pupils in enrichment, play, nutrition, and other developmentally appropriate activities. (See [EC Section 46120(g)(1)]).

Expanded Learning is currently funded through After School Education and Safety (ASES), 21st Century Community Learning Center (CCLC), and ELO-P.

Educational Element:

An educational enrichment element may include, but need not be limited to, fine arts, career technical education, recreation, physical fitness, and prevention activities. Activities may also include hiring literacy coaches, high-dosage tutors, school counselors, and instructional day teachers and aides to assist pupils as part of the local educational agency’s program enrichment activities. (See [EC Section 46120(d)(3)])

Enrichment Element:

These opportunities may include arts, career technical education, recreation, technology, and more. The United States government has provided examples of tools and resources that can support positive youth development. Those tools and resources can be found at <https://youth.gov/youth-topics/positive-youth-development>.

Off-Site Locations:

Off-Site or Non-LEA Sites include a physical location other than a school campus or other facility associated and operated by the LEA.

1—Safe and Supportive Environment

Physical Safety

Describe how the program will provide opportunities for students to experience a safe and supportive environment. Include if the program will be offered on the school site or off campus. If not onsite, describe where in the community it will be and how students will be supported to get there. Additionally, describe the elements such as staff training, incident reporting, and maintenance of health records.

Emotionally Safe & Supportive

Describe how the program provides an emotionally safe and supportive environment for students. This may include how the program incorporates social emotional learning.

Site Safety Operations/ Communication Systems/ Emergency Preparedness/ Positive

Behavioral Supports : YES Charter Academy will ensure that students experience a safe and supportive environment by operating every day after school program until 6:00pm by trained school staff. Our after-school program is held on the school site and in spaces that are utilized during school. Staff are trained in CPR & First Aide. Outside recreational and play areas have been evaluated for safety. Trained staff and aides are equipped with walkie talkies to communicate with the office in cases of emergency and for rapid response. YES has security cameras to observe and record events to keep students safe. YES follows Extreme Weather protocols for high heat index and air quality safety. Staff offer full time supervision along with nutritious snacks, homework help, and organized and free recreational time with peers. Staff are trained yearly on our safety plan protocols and mandatory emergency response such as lockdown, earthquake and fire protocols. Staff are identified by wearing lanyards with our YES Logo and staff's name.

Social- Emotional Support: To foster an emotionally safe environment, all after school and summer staff are trained in conflict resolution and positive behavior systems of support, specifically Conscious Discipline, Nurtured Heart and Restorative Practices and promoting growth mindset. At the start of each school year, staff participate in professional development and mandatory training such as mandated reporting, bloodborne pathogens, trauma approached care and protocols for identifying and supporting students experiencing crises to promote an emotionally safe environment.

Academic Support- YES ELO-P provides structured academic support through daily homework assistance, project- based learning that is embedded with an environmental science lens. Our program dedicates one hour for homework help, tutoring or other guided lessons by a credentialed teacher. Other educational programming/ art and project-based learning is offered. When students do not have homework, or finish early, we offer a library of books, games and educational handouts for students to access for reading practice and enjoyment.

2-Active and Engaged Learning

Explain how the program will provide opportunities for students to experience active and engaged learning that either supports or supplements, but does not duplicate, the instructional day.

YES Expanded Learning Opportunity Programs are designed to provide students with active and engaging learning experiences that supplements but does not duplicate their instructional day.

Key Components: YES uses engaging and relevant content through an environmental science lens. We support a nurturing educational environment with an emphasis on project based real life learning. We combine rigorous scientific inquiry with strong academic expectations and high moral conduct.

YES is committed to following the quality standards for our expanded learning and utilizing best

practices for youth development and enrichment.

3—Skill Building

Detail how the program will provide opportunities for students to experience skill building.

After school programming focuses on homework help, tutoring and other extended learning opportunities that support academic skill building in the areas of literacy, writing, math, environmental and scientific inquiry and exploration.

In addition to homework help, after-school providers also expose students to a variety of educational literacy and enrichment activities.

- STEAM lessons
- Creative writing
- Art projects and lessons
- Project-based learning activities
- Lego building/Magnets and other kinetic building materials
- Board games, checkers, chess to engage with each other in a positive way.

Playing board games like chess offer remarkable cognitive benefits, including sharper critical thinking, enhanced memory, and improved problem-solving skills. These strategy-driven games require one to anticipate one's opponent's moves and are scientifically proven to help preserve brain health.

Building with LEGOs, magnets, and other blocks teaches critical cognitive, physical, and social skills. It develops **spatial awareness** (3D visualization), **fine motor skills** (hand-eye coordination), and early **STEM concepts** like geometry and physics. It also builds patience, problem-solving, and collaboration. The main types of learning and skill development that come from this type of play include:

- **STEM & Math (Science, Technology, Engineering, Math):**
 - **Geometry:** Recognizing and combining 2D and 3D shapes.
 - **Physics & Engineering:** Learning about balance, weight distribution, gravity, and how structures stand or fall.
 - **Magnetism:** Exploring poles (attraction vs. repulsion) and magnetic forces.
- **Cognitive Development:**
 - **Spatial Reasoning:** Learning how objects relate to each other and visualizing how pieces fit together.
 - **Planning & Critical Thinking:** Figuring out how to turn an idea into a physical reality and using trial and error when designs collapse.
- **Physical Skills:**
 - **Fine Motor Dexterity:** Pinching, grasping, and snapping pieces together, which helps build hand strength needed for writing.
 - **Hand-Eye Coordination:** Synchronizing vision with hand movements.
- **Creativity & Imaginative Play:**
 - Using abstract shapes and bricks to create pretend worlds, vehicles, and stories, which expands vocabulary and language skills.
- **Social & Emotional Growth:**
 - **Patience & Persistence:** Learning frustration tolerance when a tower falls and figuring out how to rebuild it.
 - **Collaboration:** Working with others to share pieces, negotiate designs, and communicate ideas

Students participated in a curriculum designed in part by Wolf Creek Alliance, with other materials and

supporting lessons designed by YES teachers. The curriculum overview is linked [here](#).

1. Water Quality Monitoring & Watershed Science

Students would learn how to assess creek health through hands-on water quality testing, including pH, dissolved oxygen, turbidity, and conductivity. Lessons would connect these measurements to broader concepts such as watershed dynamics, water movement, and ecosystem health.

2. Aquatic Ecology & Creek Health

Through field investigations, students would explore what makes a healthy creek. Activities may include studying benthic macroinvertebrates using field microscopes and analyzing biodiversity as an indicator of water quality. Students will focus on macroinvertebrates and build understanding of ecological relationships, adaptations, and evolution in aquatic systems.

3. Native Plants, Pollinators & Food Webs

Students would investigate plant-pollinator relationships and food chains, including how native plants support butterflies, birds, and other wildlife. Interactive activities could include matching pollinator traits (like tongue shape) with flowers, using visual aids and cards, and observing ecological relationships in the field. We can also incorporate exploration of the native plant trail at YES.

4. School-Based Habitat Stewardship Projects

We will support hands-on stewardship at YES, such as maintaining or enhancing the milkweed garden and food garden, updating native plant signage, and contributing to restoration efforts (e.g., pond restoration). These activities help students build a sense of ownership and environmental responsibility.

5. Fire Ecology & Forest Health

Students will visit a nearby area affected by recent or historical fire to observe fire scars, understand combustion processes, and discuss fire's ecological role in forest systems.

6. Salmon & River Ecology

Salmon health can be brought into the curriculum for watershed science, as measuring pH and dissolved oxygen specifically tells us whether salmon can survive in a certain river.

Student Outcomes

Across these programs, students will:

- Understand watershed systems and water movement
- Develop skills in scientific data collection and analysis
- Explore biodiversity and ecological relationships
- Investigate human impacts on environmental health
- Engage in stewardship and solution-oriented thinking

4—Youth Voice and Leadership

Describe how the program will provide opportunities for students to engage in youth voice and leadership. Consider and describe what opportunities youth have to lead activities or provide mentorship within the program. Address how youth are included in program quality assessment and improvement.

The after school program will provide opportunities for students to engage in youth

voice and leadership because students choose which homework or skills to ask for help with. The summer program and field trips provide students with opportunities to make choices as they choose projects and activities and are given opportunities to give input through surveys and informal conversations.

5—Healthy Choices and Behaviors

Explain how the program will provide opportunities for students to engage in healthy choices and behaviors. Include the plan to provide nutritious meals and snacks and how opportunities for physical activity will be provided.

The program will provide opportunities for students to engage in healthy choices and behaviors as they will have decisions to make about being indoors vs outdoors. When outdoors, students are led in cooperative play and fitness challenges. They will be given opportunities to make choices about hydration breaks as well as game and exercise choices. Students are encouraged to wash their hands and use hand sanitizer. During the summer programming students are offered breakfast and lunch that adhere to the **California Universal Meals Program** and follow **Federal Nutrition Guidelines**: YES Charter participates in the National School Lunch Program (NSLP) and School Breakfast Program (SBP), meeting USDA requirements for whole grains, lean proteins, fruits, vegetables, and low-fat milk. YES Charter promotes fresh fruits and vegetables that we grow ourselves or purchase from local farmers and pride ourselves in our Farm to Fork programming. Students have healthy nutritional choices to make during the recess fresh fruit and vegetable snack and at the lunch salad bar stocked with local fresh fruits and vegetables.

6—Diversity, Access, and Equity

Describe how the program is designed to address cultural and linguistic diversity and provide opportunities for all students to experience diversity, access, and equity. Include how the ELO-P will provide access for students with disabilities.

YES Charter Academy's ELO Program is designed to ensure equitable access for all students and to support the needs of our diverse student population. As a rural school that serves students from our county seat, we are limited in capacity to keep students until 6:00 PM unless parents can pick up their student(s). YES has and will continue to improve on their efforts to provide needed transportation to students by adding extra busing, and routes with YES Charter available vehicles. If and when capacity is reached, students are placed on a waitlist. Priority enrollment is provided to foster youth, students experiencing homelessness, students facing hardships, English learners, and students who need and qualify for attendance recovery to support attendance improvement. Students with IEPs or 504 Plans are supported to ensure success in the program with collaborations with Special Education teachers to ensure safety and appropriate programming for students with diverse needs. YES Charter Academy is committed to quality improvement and providing advertisements for enrollment and program materials in Spanish and other languages.

"YES Charter Academy acknowledges that the land on which we gather today is the ancestral, traditional, and unceded homeland of the **Nisenan "nish-eh-nan" Tribe** and the **Maidu "my-doo" people**, who have been the stewards of this region since time immemorial. We commit to learning, listening, and partnering with local Indigenous communities to respect and protect this earth."

YES Charter Academy acknowledges Native American and Black History Month, and Hispanic Heritage Month promoting influential and heroic figures of all cultures through following a History Social Science Framework.

This Program Plan Template Guide is required by California *Education Code (EC)* Section 46120(b)(2).

7—Quality Staff

Staff Engagement

Detail how the program will provide opportunities for students to engage with quality staff.

The program will provide opportunities for students to engage with quality staff in several ways. Before and after school homework help and tutoring staff are current YES staff members and are trained and demonstrate attributes of quality staff. YES staff for all programs are selected based upon qualifications and experience. Most summer staff are continuing staff members whose high quality is known to YES. Finally summer program staff are trained in the summer school STEAM program by the STEAM program designer.

Minimum Staff Qualifications

What are the minimum qualifications of an instructional aide pursuant to the policies of the LEA? Describe the process for health and safety screening for staff. Describe how your program will maintain minimum staffing ratios. (See [EC Section 46120(b)(2)(D)]).

The program maintains minimum staffing ratios by comparing enrollment and attendance with the number of staff to create adequate staffing ratios. The program will maintain a 10:1 ratio with an Afterschool program coordinator and one instructional aide. Anytime the program would have more than 40 students another aide will be added or the student will be placed on a waitlist. The minimum qualifications for an instructional aide are High school diploma or equivalency. Previous experience working with TK- 8th grade students preferred, participation in YES and state mandatory training, DOJ fingerprint clearance, TB clearance, and any other legal requirements.

Previous experience in after school recreation programs is preferred. Must possess a desire to have a positive impact on students. See job description here: [Afterschool Coordinator](#) [Instructional Aide](#)

Staff Development

Describe your staff training and development plan. Include the tools and resources offered to staff to provide them with the competencies needed to engage and enrich students. LEAs operating ASES, 21st CCLC, and/or the ELO Program, may close programs to offer up to 3 days of staff development. This activity is allowable during the instructional days or the non school days. (See [EC Section 46120(b)(8)]).

Staff development in the beginning of the year is a minimum of three days with professional development opportunities throughout the year. This includes training in Restorative Practices for all staff, and Positive Behavior Intervention and Supports (PBIS) for teachers. Mandated reporter training, noticing the signs of abuse, appropriate student and staff conduct, conflict management, de-escalation techniques, sexual harassment and abuse prevention, drug free workplace, youth suicide awareness and general ethics.

8—Clear Vision, Mission, and Purpose

Explain the program's clear vision, mission, and purpose.

YES Charter Academy has created one comprehensive and universal Expanded Learning Program to raise the academic achievement of students while supporting students' development of Social and Emotional Learning (SEL) skills. The SEL is about helping students develop a range of skills they need

for school and life. Social-Emotional skills include the ability to:

- Set and achieve positive goals;
- Feel and show empathy for others;
- Establish and maintain positive relationships;
- Make responsible decisions; and
- Understand and manage emotions.

All of these skills are necessary—both for educators and students—to function well in the classroom, in the community, and in college and careers.

Student Outcomes for ELO- programming:

We foster the whole-child development model by providing intentional opportunities for students to cultivate communication, perseverance, problem-solving, leadership, collaboration, time management, self-awareness, accountability and self-regulation.

YES Charter Academy's comprehensive and universal ELO- Program focuses on two core pillars: academic support and youth enrichment. Expected outcomes include increased regular school-day attendance, improved homework completion rates, academic gains in English/Math, and the development of positive social-emotional behaviors like leadership and teamwork.

Specific, measurable goals and outcomes for YES students:

1. Academic & Literacy Achievement

- **Homework Completion:** 85% of our students who attend after school programming will complete daily homework before leaving the program to improve overall academic grades.
- **State Standards Alignment:** Opportunities to work in IXL will increase typing skills, computer literacy which in turn will increase overall standardized test scores in ELA and Mathematics.
- **Reading Fluency:** Students who participate in ELO/ASES will show an increase of growth in independent reading levels and literacy-based activities as measured by reading fluency evaluation and IXL benchmarks/ new skills mastered results.

2. Educational Enrichment & Life Skills

- **STEM/STEAM Engagement:** Students will participate in hands-on, project-based learning resulting in tangible culminating products during after school programming.
- **Healthy Habits:** Students will adopt improved nutritional practices and increase daily physical activity in alignment with our wellness plan.
- **Youth Leadership:** Students in 6th grade and up will develop civic engagement and leadership skills through service-learning projects and opportunities to lead activities.

3. School Engagement & Social Emotional Well-Being

Fostering Sense of Belonging and School Connectedness

- **Goal:** Create an inclusive program environment where every student feels emotionally safe, valued, and connected to their school community.
Objectives:
 - By June, 85% of participating students will report feeling "highly connected" and safe at school on the annual program survey.
 - Maintain a staff-to-student ratio that allows for strong, positive, and sustained mentor-mentee relationships.

2. Social-Emotional Skill Development (SEL)

- **Goal:** Equip youth with the core competencies of Social and Emotional Learning (SEL)—including self-awareness, self-management, social awareness, relationship skills, and responsible decision-making.
Objectives:
 - Staff will integrate evidence-based SEL frameworks (such as Conscious Discipline, Nurtured Heart Approach, Growth Mindset and Restorative Practices) into 100% of weekly enrichment

lessons.

- 80 % of student surveys will show students feel connected and safe while at afterschool and summer programming.

3. Enhancing School Day Attendance and Engagement

- Goal: Increase regular school-day attendance, minimize chronic absenteeism, and re-engage at-risk youth.

Objectives:

- Students enrolled in the ELO/ASES program will maintain a school-day attendance rate that is at least 10% higher than a matched peer group not enrolled in the program.
- YES Charter will collaborate monthly with school-day administration to identify chronically absent students and prioritize them for ELO/ASES enrollment.

4. Promoting Youth Voice and Leadership

- Goal: Empower students to take ownership of their learning, lead program initiatives, and develop agency.

Objectives:

- Students will be given the opportunity to lead an activity with 25% leading an activity or taking on a leadership role for their peers by the end of the school year.
- Ensure at least 50% of the enrichment activities offered are student-selected or student-designed, providing authentic choices that drive intrinsic motivation.

The program will also complement the YES Charter Academy vision and mission.

Mission: YES CHARTER ACADEMY educates TK-10 students in a school culture that values the scientific method and a curricular focus on environmental studies. The highest Common Core State Standards, as well as high standards of moral conduct. YES CHARTER ACADEMY educates TK-12 students of the Sierra Foothills through a self motivating, individualized, and comprehensive curriculum that connects learners with learning via a program, teaching staff, and school culture that value scientific methods of inquiry.

9—Collaborative Partnerships

Students and Families

Describe how students and families were involved in the creation of the program plan and how they are engaged throughout the year.

Families are invited to our yearly Road Map meeting and in developing the LCAP. Our afterschool program coordinator along with our Family Liaison and principal engage in conversations to ask how the program is meeting expectations and if there are additional needs. Students are involved with naming our program and leading program activities of their choice. The summer program directors survey both parents and students for opportunities for change and growth with the program and to gauge what is going well and where improvement needs to be made.

Community Based Organizations and other Non-LEA Partners

Describe how the LEA engaged Community Based Organizations and other non-LEA partners to design the program plan and how they will be included in the administration/implementation of the program. Include how ELO-P will be coordinated with other initiatives such as Community Schools, Multi-Tiered Systems of Support.

YES collaborates with community based organizations to provide a well rounded, community based education. YES is collaborating with Collaborative Education Advisors, which provides a high quality, engaging STEAM summer program as well as training on using the program. We collaborate with YFACA Yuba Foothills Agricultural Community Association, a local agricultural organization, to provide community gardening experiences. We have collaborate with Yuba Watershed Protection and Fire Safe Council to provide fire safe lessons and field trips. We have collaborations with Wolf Creek Community Alliance and Mobile Ed Productions for summer programming. The after-school program

acts as an extension of your Community School model, ensuring students have access to health, mental health, wellness, or family engagement resources. YES Charter Academy employs a school social worker, counselor and family liaison who assist these needs. ELO-P staff are trained in YES Charter Academy's MTSS strategies (e.g., using positive behavioral supports or restorative practices instead of suspensions).

10—Continuous Quality Improvement

Describe the collection and use of student social, behavioral, or skill development data to support CQI, to engage in reflection and be intentional about program management practices and activities delivered to students. Data outcomes may relate to specific social-emotional competencies, including, but not necessarily limited to, social skills, self-control, academic mindset, perseverance, conflict resolution, and school connectedness. More information on CQI can be found on the CDE Quality Standards and CQI web page, as previously provided.

The program's Continuous Quality Improvement plan to collect data for CQI is to use IXL data in reading and math to track change over time in students' academic achievement. Our program manager along with our program coordinator will track student participation in skill building and development in the areas addressed. Student surveys will also be implemented twice a year to make sure we meet the social emotional needs of our students.

11—Program Management

Policies and Procedures

Include as an addendum (or hyperlink) any approved program policies, procedures, or manuals. This should include documentation and record-keeping practices, including enrollment/registration, attendance tracking, etc.

YES Charter Academy, keeps a record of attendance digitally and on paper of all ELO_P students. Every student is enrolled in our SIS Powerschool. Every student is also registered and signs an acknowledgement policy. [Before/After School Program Policy 5148.2](#) [Before/After School Program Regulation 5148.2](#) [Registration bit.ly/yessummercamp](#) [2026-27 Summer Camp Registration and Acknowledgement 2026-27](#) [Empire Mine Curriculum](#)

Budget

Provide your budget for the program including cost-share items. The LEA is required to ensure all costs charged to the program are reasonable, necessary, and allowable in accordance with applicable statutes, regulations, and program plans for the Expanded Learning Opportunities Program³. How does this budget reflect the needs of students and families within the community?

Our budget for ELO-P goes beyond our grant dollars received and is available for viewing upon request. YES Charter Academy complies with the grant benefactor to ensure costs to the program are reasonable, necessary and allowable in accordance with applicable statutes and regulations and program plans for ELO-P. The budget reflects the needs of students and families through data collection and survey analysis along with listening to stakeholders during Road Map, Board and community meetings. Keeping the program staffed to meet staff to student ratios, transportation staffing and costs, along with program materials, vendors and field trips are among the reasonable and necessary allowable expenditures YES Charter Academy utilizes to meet stakeholder recommendations.

Provide a detailed description of how the LEA will ensure the proper implementation of the above requirements.

YES Charter Academy assigned Program Manager and coordinator of ELOP keeps all records of attending students by name, grade and days attended of each summer session digitally and on paper. The Program Manager and Coordinator collaborates with our Business Manager who ensures expenditures are within statutory guidelines. Our back office management company submits all expenditures to the CDE. The Program Manager assures the Program follows policies and procedures and collects data with survey data from students, parents and staff. Data is reviewed to evaluate program effectiveness and to address any concerns for program improvement for the following year.

¹ (California Public Contract Code (CPCC) 20110- 20118; CSAM including but not limited to 101, 405, 410; California Code of Regulations (CCR) Title IV 70; GC 1090; EC 14500-14509; EC 41010-41024)

² (California School Accounting Manual (CSAM) Procedure 905; Education Code (EC) 14500-14509; EC 41010-41024; California Government Code (GC) 13401-13407)

³ (EC 46120[b][8]; 46120 [d][3]; 46120 [d][8][A-B])

General Questions

Existing After School Education and Safety (ASES) and 21st Community Learning Centers (21st CCLC) Elementary and Middle School grantees

ASES, 21st CCLC Elementary/Middle School, and the ELO-P should be considered a single, comprehensive program. In coordinating all these funding streams to move towards a single program, the expectation is that the most stringent programmatic requirements will be adopted for program guidance.

Do you have an ASES Grant? X Yes No

Do you have a 21st CCLC Grant? ☐ Yes ☒ No

If one or both grants are held, describe how these funding sources will be leveraged with the ELO-P funding to create one comprehensive and universal Expanded Learning Program.

YES Charter Academy received the ASES grant for the upcoming 2026-27 school year. We have integrated the ELO-P and ASES program at YES Charter Academy as a single comprehensive program by extending our service hours until 6:00pm for after school programming, integrating all the components and requirements of the ASES guide that include the adopted Quality Standards and requirements for Continuous Quality Improvement (CQI) to help programs to engage in reflection and be intentional about program management practices and activities delivered to students.

Fiscal program management over funding resources will be kept separate with the assistance of our back office to keep grant resource numbers coded and separate. We are currently using our ASES funding for afterschool programming, where ELO-P funding is focused on our summer programming.

Fund Braiding & Cost Sharing: Funds will not be used for the exact same cost simultaneously, but they will be layered to cover different program days, hours, separate students, or YES Charter Academy activities.

Comprehensive Registration: Families complete a single, universal enrollment process. YES Charter Academy utilizes the most stringent compliance standards of the held grants across the entire program such as adhering to ASES early release policies and ELO-P priority enrollment criteria.

Expanded Hours and Days: ASES will fund the core after-school day (homework help, recreation, snack). YES Charter Academy will use ELO-P to cover "gap" services, such as before-school programs, full-day summer sessions, and intercession days, which ASES does not cover.

Enriched Staffing and Services: YES Charter Academy will blend the apportionments and grants to fund credentialed teachers, specialized enrichment vendors, and robust student transportation, creating a unified experience without duplicating payments.

Transitional Kindergarten and Kindergarten

Programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1. (See [EC Section 46120(b)(2)(D)]). Please address the proposed schedule and plan for recruiting and preparing staff to work in the program, including supporting them to understand how to work with younger children. How will the lower pupil-to-staff ratio be maintained? How will the curriculum and program be developmentally informed to address this younger age group?

TK-K schedule Monday -Friday ELOP is from 1:00PM until 3:00PM only after the first of the year following our Holiday break. The TK-K classroom will adhere to the 10:1 ratio. We have recruited a teacher and aide. The teacher is our TK-K teacher who continues with our extended learning opportunities in the afternoon with a focus on project based learning. We will have another aide if our TK-K expands over 20 or has a waitlist. Our ASES program for TK-K students begins at 3:00PM and ends at 6:00PM. We have Lead Staff and one aide and do not go over 10:1. During the summer TK-K class is separated from the rest of the group to provide specialized instruction for this age group to be developmentally appropriate.

Offer and Provide Access

Describe how your LEA will offer ELO-P to their pupils and families using culturally and linguistically effective/appropriate communication channels. Describe how your LEA will provide access to the ELO-P by describing the enrollment process. Include the distribution of the form, signature process, and how the forms are stored. Will transportation be provided?

Transportation will be provided. We advertise in diverse parts of the county as during the regular school year and post in Parent Square and our website for access. field trip

Field Trips

Field trips for entertainment purposes are not allowable. However, field trips can be a valuable educational and enrichment experience for youth. Field trips should be connected to the academic or enrichment program and provide an educational experience from which students can grow academically or culturally.

ELO-P funding can only be used for educational field trips that are coordinated and provided by the ELO-P. The educational field trips should be directly connected to the academic or enrichment components of the ELO-P. ELO-P funding cannot be used for field trips provided or coordinated by the core instructional day. ELO-P Field trips must follow ELO-P program requirements, such as maintaining ratios and ensuring staff meet the minimum requirements for an instructional aide based on district policies. The LEA should also follow local policies and procedures related to field trips.

Describe the purpose of the field trip and learning outcomes intended. Include the specific knowledge and skills students will develop. Include the field trip location and its educational significance. Include the anticipated dates(s), duration of the trip,

grade level(s) participating, and transportation arrangements.

YES Charter offers educational field trips throughout summer programming. Some examples are:

Lake Francis

Students (grades 6-11) joined with a local biologist for the hands-on experience of sampling this local lake and testing the water for various qualities such as pH, dissolved oxygen and more. Students compared their findings to the water at our school's pond.

Nelson Pool

Following learning about our local watershed and how water filters naturally, students (grades TK-11) visited a life-guard chaperoned pool which includes a splash pad water feature. Students gained knowledge about the differences between naturally fed water sources and municipal or filtered waters.

Bullards Bar Reservoir

Students (grades 7-11) collected plant specimens and made sketches of fauna as they hiked through the Bullards Bar reservoir. They then reflected and discussed the differences between native and invasive species.

Empire Mine

Students (grades TK-11) visited Empire Mine, a local State Park, which is home to a museum that showcases the mining history and the ecology of this area. Students also have the opportunity to examine plant life in a slightly different microclimate and higher elevation than previously visited sites, making comparisons.

Parks Bar (BLM)

Students (grades 6-11) are tasked with discovering and answering "What is a macroinvertebrate?" and "How can macroinvertebrates tell scientists how healthy a body of water is?" Students will collect samples from the Yuba River by gently placing macroinvertebrates in water cups. Students will learn what species are an indication of a healthy river and watershed.

YES Charter Academy partnered with Mobile Ed Productions who comes to our campus and provides the following up to three times:

Portable STEAM & Tech Labs: They provide skilled guides and tech hardware so students can engage in project-based learning.

Planetariums & Science Labs: SkyDome Planetarium or STEAM Museum. These programs cover everything from space science to hands-on arts.

Virtual Expeditions: Gave students 360-degree interactive tours of the globe without leaving

the classroom, such as exploring the Red Planet via NASA's Access Mars and joining expert-led presentations on Discovery Education Virtual Field Trips.

Program Fees

Every student attending a school operating a program is eligible to participate in the program. Programs may charge family fees. Programs that charge family fees shall waive the cost of these fees for students who are eligible for free or reduced-price meals, for a child that is a homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11434a), or for a child who the program knows is in foster care. A program that charges family fees shall schedule fees on a sliding scale that considers family income and ability to pay.

If applicable, describe your fee structure, including the process for waiving fees as outlined above and your sliding scale. If no fees will be collected please write that in the space provided.

No fees will be collected.

Sample Program Schedule- Regular School Day

Please include a sample program schedule that describes how the ELO-P or other fund sources, including the California State Preschool Program for children enrolled in transitional kindergarten or kindergarten, and all other grades, will be combined with the instructional day to create a minimum of nine hours per day of programming (instructional day plus ELO-P or other supports). **Programs are required to include both an educational and enrichment element; the sample program schedule should clearly identify that this requirement is met.**

Additional Legal Requirements

Below are additional legal requirements for the ELO-P. Please ensure your Program Plan meets all of these legal requirements:

Operations, Sites, ELO Program Plan, Family Fees, Ratio EC Section 46120(b)(2):

Local educational agencies operating expanded learning opportunity programs pursuant to this section may operate a before school component of a program, an after school component of a program, or both the before and after school components of a program, on one or multiple school sites, and shall comply with subdivisions (c), (d), and (g) of Section 8482.3, including the development of a program plan based on all of the following:

- (A) The department's guidance.
- (B) Section 8482.6.
- (C) Paragraphs (1) to (9), inclusive, and paragraph (12) of subdivision (c) of Section 8483.3.
- (D) Section 8483.4, except that programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1.

Regular Schooldays and Hours EC Section 46120(b)(1)(A):

On schooldays, as described in Section 46100 and Sections 46110 to 46119, inclusive, and days on which school is taught for the purpose of meeting the 175-instructional-day offering as described in Section 11960 of Title 5 of the California Code of Regulations, in-person before or after school expanded learning opportunities that, when added to daily instructional minutes, recess, and meals, are no less than nine hours of combined instructional time, recess, meals, and expanded learning opportunities per instructional day.

Nonschool Days and Hours EC Section 46120(b)(1)(B):

- (A) For at least 30 non school days, inclusive of extended school year days provided pursuant to paragraph (3) of subdivision (b) of Section 56345, no less than nine hours of in-person expanded learning opportunities per day.
- (B) Extended school year days may include in-person before or after school expanded learning opportunities that, when added to daily instructional minutes, recess, and meals, are not less than nine hours of combined instructional time, recess, meals, and expanded learning opportunities per instructional day.

Prioritizing School Sites
EC Section 46120(b)(3):

Local educational agencies shall prioritize services provided pursuant to this section at schoolsites in the lowest income communities, as determined by prior year percentages of pupils eligible for free and reduced-price meals, while maximizing the number of schools and neighborhoods with expanded learning opportunity programs across their attendance area.

Grades Served
EC Section 46120(b)(4):

Local educational agencies may serve all pupils, including elementary, middle, and secondary school pupils, in expanded learning opportunity programs provided pursuant to this section.

Partners
EC Section 46120(b)(6):

Local educational agencies are encouraged to collaborate with community-based organizations and childcare providers, especially those participating in state or federally subsidized childcare programs, to maximize the number of expanded learning opportunity programs offered across their attendance areas.

Audit
EC Section 46120(c)(1):

Commencing with the 2023–24 fiscal year, a local educational agency shall be subject to the audit conducted pursuant to Section 41020 to determine compliance with subdivision (b).

Snacks and Meals
EC Section 8482.3(d)(1-2):

- (A) [Local educational agencies] shall agree that snacks made available through a program shall conform to the nutrition standards in Article 2.5 (commencing with Section 49430) of Chapter 9 of Part 27 of Division 4 of Title 2.
- (B) [Local educational agencies] shall agree that meals made available through a program shall conform to the nutrition standards of the United States Department of Agriculture's at-risk afterschool meal component of the Child and Adult Care Food Program (42 U.S.C. Sec. 1766).

Program Capacity, Family Fees, Sliding Scale
EC Section 46120(b)(5):

Local educational agencies may charge pupil fees for expanded learning opportunity programs provided pursuant to this section, consistent with Section 8482.6.

Staff Minimum Qualifications, Ratio

EC sections 8483.4(a) and 46120(b)(2)(D):

The administrator of every program established pursuant to this article shall establish minimum qualifications for each staff position that, at a minimum, ensure that all staff members who directly supervise pupils meet the minimum qualifications for an instructional aide, pursuant to the policies of the school district. Selection of the program site supervisors shall be subject to the approval of the school site principal.

The administrator shall also ensure that the program maintains a pupil-to-staff member ratio of no more than 20 to 1, except that programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1. All program staff and volunteers shall be subject to the health screening and fingerprint clearance requirements in current law and district policy for school personnel and volunteers in the school district.

Program Components
EC Section 8482.3(c)(1)(A–B):

Each component of a program established pursuant to this article shall consist of the following two elements:

- (A) An educational and literacy element in which tutoring or homework assistance is provided in one or more of the following areas: language arts, mathematics, history and social science, computer training, or science.
- (B) An educational enrichment element that may include, but need not be limited to, fine arts, career technical education, recreation, physical fitness, and prevention activities.

Third Party Notifications
EC Section 8483.4(b-d):

- (A) When a local educational agency contracts with a third party to operate a program pursuant to this article, the local educational agency shall require the third party to notify the local educational agency by the next working day following, and to submit a written report within seven days of, the occurrence of any health- or safety-related issues, including, but not limited to, issues involving criminal background clearances for employees, building safety, and any event specified in subdivision (c).
- (B) For purposes of this section, an “event” includes any of the following:
 - (1) Death of a child from any cause.
 - (2) Any injury to a child that requires medical treatment.
 - (3) Any unusual incident or child absence that threatens the physical or emotional health or safety of a child.

- (4) Any suspected child abuse or neglect, as defined in Section 11165.6 of the Penal Code.
- (5) Epidemic outbreaks.
- (6) Poisonings.
- (7) Fires or explosions that occur in or on the premises.
- (8) Exposure to toxic substances.
- (9) The arrest of an employee of the third party.

Any other event as specified by the local educational agency.

When a local educational agency contracts with a third party, the local educational agency shall require the third party to request from parents or guardians pupil health information, such as whether a pupil has allergies or asthma, before pupil enrollment.

Parents or guardians may provide this information at their discretion and are not required to provide pupil health **Plan Instructions**

Development/Review of the Plan

Collaborating with Partners

LEAs are encouraged to work collaboratively with partners and staff to develop and review the program plan. The LEA is responsible for the plan and the oversight of any community partners or subcontractors. The LEA should include partners in the development and review of the plan.

Quality Programs

The Expanded Learning Division adopted the Quality Standards for Expanded Learning in California and introduced requirements for Continuous Quality Improvement (CQI) to help programs reflect on **program goals, program content, and outcome measures**. Additionally, to be intentional about program management practices and activities delivered to students, LEAs should download and reference the Quality Standards to provide ongoing improvements to the program. You can find information about the Quality Standards on the California Department of Education Quality Standards and CQI web page at <https://www.cde.ca.gov/ls/ex/qualstandcqi.asp>

Completing the Program Plan

To create the program plan, provide a narrative description in response to all of the prompts listed under each Quality Standard (Program Goal) and General Question below. The LEA may customize and include additional prompts, such as describing SEL activities or refining the plan.

In addition to the narrative response, include tables, charts, or other visual representations that contribute to the understanding of the ELO-P. As needed, include attachments as addenda to further illustrate and respond to the prompts.

Due Date, Approval, and Posting of the Plan

Program Plan Due Dates

All LEAs currently operating an ELO-P should have a Program Plan in place. See below for requirements for revising. It is the CDE's guidance that LEAs who receive ELO-P Funding for the first time must adopt a program plan within six months of the first apportionment of funding. The CDE may issue guidance on the development of a program plan (See [EC Section 46120(b)(C)(2)]).

Approving and Posting Program Plans

It is the CDE's guidance that this Program Plan needs to be approved by the LEA's Governing Board in a public meeting and publicly posted on the LEA's website within 30 days of approval.

Revisions/Changes

Reviewing and Revising Program Plans

The LEA is responsible for creating, reviewing, and updating the program plan every three years in accordance with EC Section 8482.3(g)(1). The program plan template guide is considered a living document that is periodically reviewed and adjusted to reflect the needs of the community, updates to the law, and to provide continuous improvement in the development of an effective ELO-P.

It is recommended that the plan be reviewed annually. If there are substantive changes to any aspect of this plan it should be updated sooner than the three year timeline.

(C) information for the pupil to receive services pursuant to this article.



YES Charter Academy Workplace Violence Prevention Plan

Effective: August 1, 2026/ COD to approved July 30, 2026

Policy Statement

- **Objective:** To create and maintain a safe and secure work environment for all employees within the YES Charter Academy by preventing and addressing workplace violence.
- **Commitment:** YES Charter Academy is committed to the prevention of workplace violence and will take necessary steps to protect its employees. As such, this Workplace Violence Prevention Plan shall be in effect at all times and in all work areas overseen by YES Charter Academy

Responsibility

- The Director of Operations, or designee, is responsible for the implementation of the Workplace Violence Prevention Plan.

Employee Involvement

- YES Charter Academy employees and authorized employee representatives are actively involved in developing and implementing the plan, including, but not limited to:
 - participating in identifying, evaluating, and correcting workplace violence hazards;
 - designing and implementing training;
 - in reporting and investigation of workplace violence incidents; and
 - reviewing and revising the plan as needed.

Communication Plan

- The Workplace Violence Prevention Plan is available for employees via the YES Charter Academy website and in paper copy upon request to the YES Charter Academy administrative offices 9840 Texas Hill Road, Oregon House, California.
- YES Charter Academy encourages employees to engage in open and constructive communication with YES Charter Academy regarding the Workplace Violence Prevention Plan by contacting the Director of Operations.



- YES Charter Academy coordinates the implementation of this plan with other employers through contractual agreement, when applicable, to ensure employers and employees understand their respective roles in provision of training and the reporting, investigation and recordkeeping of workplace violence incidents.
- YES Charter Academy provides employees annual, and as needed, training covering the topics listed in the [“Training and Education”](#) section of this document.
- YES Charter Academy will notify reporting employees via written communication of workplace violence incident investigation results and, if applicable, corrective actions.
- YES Charter Academy employees and authorized representatives may request copies of the workplace violence hazard identification, evaluation and correction (See [Appendix III: Workplace Violence Hazard Inspection Form](#)), YES Charter Academy Violent Incident Log (See [Appendix II: Violent Incident Log](#)) and workplace violence prevention training documentation (See [Appendix I: Training Record](#)) through written request to the Director of Operations.
 - YES Charter Academy makes available these records within 15 calendar days of a request to employees and their representatives, upon request and without cost, for examination and copying.



Definitions

- “Threat of violence” means any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.
- “Workplace violence” means any act of violence or threat of violence that occurs in a place of employment including, but is not limited to, the following:
 - The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
 - An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
 - “Workplace violence” does not include lawful acts of self-defense or defense of others.
 - The following four workplace violence types:
 - “Type 1 violence,” which means workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.
 - “Type 2 violence,” which means workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
 - “Type 3 violence,” which means workplace violence against an employee by a present or former employee, supervisor, or manager.
 - “Type 4 violence,” which means workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Emergency Response



- YES Charter Academy takes effective procedures to respond to actual or potential workplace violence emergencies, including, but not limited to, all of the following in accordance with emergency operations procedures:
 - YES Charter Academy uses Phones, Walkie Talkies, & Intercoms to alert employees of the presence, location, and nature of workplace violence emergencies.
 - YES Charter Academy maintains emergency operation procedures that include evacuation and sheltering plans that are appropriate and feasible for the worksites.
 - YES Charter Academy consults and coordinates with local law enforcement and emergency services experts in the creation and maintenance of emergency operation procedures.
 - YES Charter Academy obtains help from staff assigned to respond to workplace violence emergencies, and law enforcement through annual, and as needed, written assignment of duties and via the approved methods of communication and/or by calling 9-1-1.

Reporting Procedures

- YES Charter Academy employees may make a report of potential workplace violence without fear of retaliation.
- YES Charter Academy encourages employees to report a potential workplace violence incident, threat, or other workplace violence concern to the Director of Operations, Human Resource Director, Principal or to the YES Charter Academy Office in writing, by phone call or email.

Workplace Violence Investigation Procedures

- YES Charter Academy implements procedures for post incident response and investigation.
 - **Impartial Investigation:** Administration will impartially and confidentially investigate all incidents and near-miss incidents to identify the root cause of the incident.
 - **Corrective Action:** YES Charter Academy implements prompt corrective action to repair and/or make procedural changes to prevent the reoccurrence of an incident and near-miss incident due to an identified worksite hazard.



- **Notification of Investigation Results:** YES Charter Academy reporting employees will be notified via written communication of workplace violence incident investigation results and, if applicable, corrective actions.
- **Documentation of Incidents:** YES Charter Academy workplace violence incidents are documented on the YES Charter Academy's [Violent Incident Log](#). (See [Appendix II: Violent Incident Log](#))

Workplace Violence Hazard Inspections

- YES Charter Academy implements procedures to identify and evaluate workplace violence hazards, including, but not limited to scheduled periodic inspections to identify unsafe:
 - conditions;
 - work practices; and
 - employee reports and concerns.
- YES Charter Academy conducts workplace violence hazard inspections when:
 - the plan is first established;
 - after each workplace violence incident; and
 - whenever the YES Charter Academy is made aware of new or previously unrecognized hazards.
- YES Charter Academy documents Workplace Violence Hazard Inspections on the Workplace Violence Hazard Inspections Form (See [Appendix III: Workplace Violence Hazard Inspection Form](#))

Workplace Violence Hazard Correction

YES Charter Academy implements procedures to correct identified and evaluated workplace violence hazards in a timely manner consistent with paragraph (6) of subdivision (a) of Section 3203 of Title 8 of the California Code of Regulations.

YES Charter Academy implements procedures to correct workplace violence hazards under California law (Labor Code 6401.9, referencing T8 §3203) require immediate action for imminent hazards and rapid correction of serious hazards, typically within seven days.



- Corrective actions or plans, including suitable timetables for completion, for identified and evaluated workplace violence hazards are the responsibility of the Site Administrators.
- YES Charter Academy documents hazard correction actions on the Workplace Violence hazard Inspection Form (See [Appendix III: Workplace Violence Hazard Inspection Form](#))

Employee Support Services

- YES Charter Academy encourages employees to report to Human Resources if they believe that a problem could lead to violent behavior and for those who may be victims or witnesses of workplace violence.
- YES Charter Academy has secured an Employee Assistance Program through Charter Safe for employee who need additional support if needed.

Training and Education

- YES Charter Academy provides effective workplace violence prevention training to employees with materials that are appropriate in content and vocabulary to the educational level, literacy, and language of employees.
- YES Charter Academy provides employees with initial training when the plan is first established, and annually thereafter, on all of the following:
 - **What the Plan is:** The YES Charter Academy Workplace Violence Prevention Plan, how to obtain a copy of the plan, and how to participate in development and implementation of the plan.
 - **Basic Definitions in the Plan:** The definitions and requirements of the Plan.
 - **Reporting Procedures:** How to report workplace violence incidents or concerns to YES Charter Academy or law enforcement without fear of reprisal.
 - **Investigative Procedures:** How reported incidents will be investigated impartially, prompt and appropriate corrective action, how incidents will be documented (See [Appendix II: Violent Incident Log](#)), Workplace violence hazards specific to the employees' jobs, the corrective measures YES Charter Academy has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.



- **Employee Resources:** Health benefits, leave information, and support resources available to employees.
- **Plan Documentation Procedures:** How Human Resources documents training and incidents and how employees can access those reporting documents.
- YES Charter Academy provides additional training when a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.
- YES Charter Academy provides regular training to employees on recognizing and preventing workplace violence.
- YES Charter Academy provides Site Administrators and Staff training for effective implementation of the Workplace Violence Prevention Plan in accordance with leadership position expectations and legal obligations.

Record Keeping

- YES Charter Academy creates and maintains records of workplace violence hazard identification, evaluation, and correction for a minimum of five years.(See [Appendix III: Workplace Violence Hazard Inspection Form](#))
- YES Charter Academy creates and maintains training records for a minimum of one year inclusive of training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions.(See [Appendix I: Training Record](#))
- YES Charter Academy creates and maintains a violent incident log for a minimum of five years.(See [Appendix II: Violent Incident Log](#))
- YES Charter Academy records of workplace violence incident investigations are maintained for a minimum of five years. YES Charter Academy investigation records do not contain “medical information,” as defined in subdivision (j) of Section 56.05 of the Civil Code.
- YES Charter Academy makes available required records in accordance with Cal/OSHA standards and state and federal law to the division upon request for examination and copying.
- YES Charter Academy makes available workplace violence hazard identification, evaluation and correction (See [Appendix III: Workplace Violence Hazard Inspection](#))



[Form](#)), YES Charter Academy Violent Incident Log (See [Appendix II: Violent Incident Log](#)) and workplace violence prevention training documentation (See [Appendix I: Training Record](#)) through written request to the Director of operations, to employees and their representatives, upon request and without cost, for examination and copying within 15 calendar days of a request.

Review and Revision

- YES Charter Academy reviews and revises the Workplace Violence Prevention Plan annually and when a deficiency is observed or becomes apparent, after a workplace violence incident and as needed to maintain its effectiveness.



YES Charter Academy Workplace Violence Prevention Plan Appendix

Appendix I: Training Record Template

YES Charter Academy **Workplace Violence Prevention Training Record**

The purpose of this training is to provide employees with information and knowledge of the YES Charter Academy Workplace Violence Prevention Plan and workplace violence recognition and prevention strategies, systems and supports. Training documents are attached for documentation and will be maintained for a minimum of 1 year.

Training Topics: Workplace Prevention Policy and Procedures/ Workplace Safety Training video – Vector Solutions

Presenter Name: Michele Goldberg, Bre Partridge, Dawn Kaundart

Presenter Title: Policy and Procedure Coordinator, Programs Director, Human Resource Director, Family Liaison, Transportation Director, Safety Committee Lead

Date of Training- August 2026	Name of Attendee - Job Title



Appendix II: Violent Incident Log

YES Charter Academy Workplace Violence Incident Log Content

Workplace violence is any act of violence or threat of violence that occurs in a place of employment and includes, but is not limited to the threat or use of physical force against an employee that results in, or has a high likelihood of resulting in injury, psychological trauma or stress OR an incident involving the threat or use of a firearm or other dangerous weapon including the use of common objects as weapons.

Lawful acts of self-defense are not considered workplace violence.

* Indicates required question

1. Date of Incident*: _____

Example: January 7, 2019

2. Time of Incident*: _____

Example: 8:30 AM

3. Exact location of Incident*

--

4. Type of Violence*

Mark only one.

- ☐ Type 1: Violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime
- ☐ Type 2: Violence directed at employees by customers, clients, patients, students, inmates, or visitors
- ☐ Type 3: Violence against an employee by a present or former employee, supervisor, or manager
- ☐ Type 4: Violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee



5. Detailed description of Incident*

6. Classification of the person against whom allegations are being reported:*

Mark only one.

- ☐ Student
- ☐ Family or Acquaintance of Student
- ☐ Stranger
- ☐ Supervisor
- ☐ Fellow employee
- ☐ Former employee
- ☐ Family or Acquaintance of Employee or Former Employee
- ☐ Consultant or Independent Contractor
- ☐ Other: _____

7. Classification of where Incident occurred. Please check all that apply.*

Check all that apply.

- ☐ workplace (office, classroom, etc.)
- ☐ playground
- ☐ parking lot
- ☐ Other: _____



8. Did the incident involve any of the following? Please check all that apply.*

Check all that apply.

- ☐ Physical attack without a weapon
- ☐ Physical attack with a weapon
- ☐ Threat of physical force or threat of use of weapon
- ☐ Sexual assault or threat of sexual assault
- ☐ Animal attack
- ☐ Other: _____

9. What was the consequence of the incident? Please include a detailed description below including whether or not security or law enforcement was called and what actions were taken to protect employees from any continuing threat.*

10. Name of person completing this log: _____

11. Title of person completing this log: _____

12. Contact phone and email of the person completing this log: _____

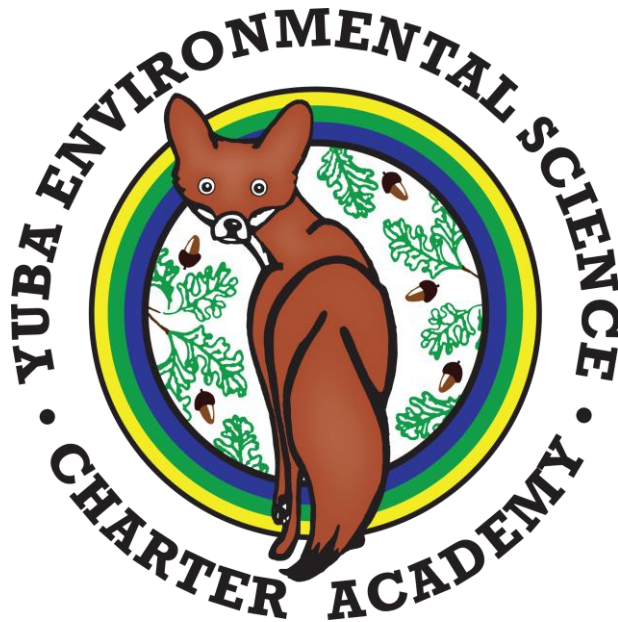
13. Date of this entry into log:

AFTER SCHOOL EDUCATION AND SAFETY PROGRAM PLAN

2026-27

Prepared by:

Michele Goldberg
Program Director
YES Charter Academy
9841 Texas Hill Road
Oregon House, CA 96080
530-692-2210



This Program Plan Guide is required by California *Education Code (EC)* 8482.3(g)(1). It must be completed in its entirety and submitted as part of the After School Education and Safety (ASES) Grant Renewal application process.

After School Program Plan Guide

Include the following information along with your ASES Program Plan:

1. Grant Identification Number:2025-26 58-24239-C990-EZ
2. County District School (CDS) Code:58105870117242
3. Authorized Signatory (Fiscally responsible for the program)
Debbie Campbell
Business Administrator
530-692-2210

Governing Board Date of Adoption/Approval Date: 7-30-2026

Name of After School Program Site

Instructions: Use the following worksheet example to list the site name and the projected daily attendance for the expanded learning program.

Site Name	Project Daily Attendance
1. Yuba Environmental Science Academy	The after school program averages 20-30 Monday through Thursday with up to 40 on early out on Fridays.

Instructions: Use the following worksheet example to indicate the target population for each program. (For example: Homeless, Foster Care, English Language Learner, etc.)

Target Population	Percentage of School Population
➤ SED Working Families	75%
➤ Homeless	5 %
➤ Foster	5%
➤ Low Academic Performing Students	25%
➤ Chronically Absent Students	20%

Site Overview: YES Charter Academy is located in the Yuba foothills of Yuba County. We are located in a rural area with limited access to community services. YES Charter Academy serves approximately 200 students in TK-12 yearly. With over half of all students utilizing and needing transportation. One third of students who attend rely on transportation (30%) from the lower Yuba County areas of Marysville. Over 75% of students come from low socioeconomic households and working parents.

Our program runs 3:00pm to 6:00pm Monday through Thursday, and 1:00-6:00pm on Friday, which provides a safety net for students to be supervised.

YES Charter is staffed with two trained aides with an additional credentialed teacher for a minimum of one hour daily. Our program takes place in our large heated and cooled cafeteria, with a recess area that provides playground equipment and other areas to run and play and areas such as our “parts” play area where students engage in creative individual or collaborative play.

What steps are taken to recruit and select students from the target population?

The ASES program serves the needs of the students and the local community by providing a safe and enriched after school environment. The ASES program is advertised through our school website, Parent Square communication platform and social media sites, with posters and flyers. Enrollment is offered electronically and on paper. While students are generally enrolled on a first come first served basis, accommodations are made based on students’ academic needs or specific family needs. Site administration and ASES staff work together to target the most “at-risk” students for priority enrollment. If and when YES Charter Academy’s ELO-P was at capacity we would then create a waiting list. YES Charter’s would like to recruit and provide inclusive programming for those families who speak Spanish and those who are looking for a higher level of education for Gifted and Talented students.

After School Education and Safety Program Plan Guide

Purpose

The purpose of the program plan is to create an operational design of an after school program within the framework of the requirements defined in *EC* sections 8482 et seq., and to describe program activities which support students' development of Social and Emotional Learning (SEL) skills. The SEL is about helping students develop a range of skills they need for school and life. Social-Emotional skills include the ability to:

- Set and achieve positive goals;
- Feel and show empathy for others;
- Establish and maintain positive relationships;
- Make responsible decisions; and
- Understand and manage emotions.

All of these skills are necessary—both for educators and students—to function well in the classroom, in the community, and in college and careers.

Instructions

The program plan is considered a living document that is periodically reviewed and adjusted to reflect the needs of the community and to provide continuous improvement in the development of an effective after school program.

The after school grantee is responsible for creating, reviewing, and updating the program plan every three years (*EC* Section 8482.3[g][1]). The grantee must work collaboratively with after school partners and staff to develop and review the program plan. If the grantee subcontracts with an outside provider to operate the after school program, the grantee is ultimately responsible for the plan. The grantee should include the subcontractor in the development and review of the plan and provide a copy of the document to the subcontractor. It is recommended that the plan be reviewed annually.

The Expanded Learning Division adopted the Quality Standards and introduced requirements for Continuous Quality Improvement (CQI) to help programs to engage in reflection and be intentional about program management practices and activities delivered to students. To create the program plan, provide a narrative description in response to the prompts listed under each Quality Standard section. The grantee may customize and include additional prompts, such as describing SEL activities, to refine your plan. In addition to the narrative response, it may be useful to include tables, charts or other visual representations that contribute to the understanding of the before and after school program.

1—Safe and Supportive Environment

YES Charter Academy school district is determined to provide all students with a safe, supportive and engaging learning environment during our After School Education and Safety (ASES) program. The program starts immediately after school for TK-12 grade.

The foothills communities surrounding YES Charter Academy do not operate recreational areas that provide supervision for school age children. Statistics out of the California Health Kids Survey, report 94% of youth face mental health challenges of depression and anxiety. Providing a safety net of our program gives students a safe and supportive environment reducing engagement in risky behaviors such as crime, use drugs or alcohol or becoming a teen parent (Afterschool Alliance 2014).

After School Education and Safety Program Plan Guide

- YES provides developmentally varied programming to serve all students and give students choices that they are comfortable with, never forcing but encouraging student participation. Some of our program participants have special education needs and with varying emotional and mental health abilities.
- YES embeds social emotional learning and growth mindset with an emphasis on our school PBIS matrix: SPARRK; Environmental Steward, Positive Team Player, Academic Master, Responsible Citizen, Resourceful and Kind. Becoming responsible for our own feelings and how we express them promotes accountability and becoming a positive team player that shows kindness. Restorative practices promote a win-win solution where both sides can be heard and repair of relationships can occur.
- Nutritious snack, promotes water intake with our hydration stations (to fill water bottles or use our water foundations). Recreational time outdoors for group or individual play when the weather is not extreme. YES has an extreme weather policy and monitors the heat, cold and Air Quality Index for additional safety measures. YES grows their own and purchases locally grown fruits and vegetables, and food to serve our students. YES snacks are nutritious and offered with milk. YES has cameras recording in the cafeteria and outside play areas. Staff are required to stay with students the entire time outside to keep students in eye sight.
- YES Charter Academy's ASES program only serves one snack after school for enrolled students. Our cafeteria provides them and adheres to the California Nutritional Guidelines and SNIPS guidelines.

2—Active and Engaged Learning

- Provide examples of best practices, including research or evidence-based practices that were used to guide the planning of educational literacy and educational enrichment activities that will align with the regular school day to enhance academic achievement and positive youth development.

YES Charter Academy provides active and engaged learning through problem based learning in small and large groups during school hours while continually engaging to keep students curious and motivated. YES provides opportunities to create and build and be creative. YES embeds STEAM through Science, Technology, Engineering Arts and Math based themes to increase a student's academic performance and positive peer experiences.

Cooperative play, conflict resolution

Students regularly engage in collaborative assignments, cooperative group play, and team-style games that encourage communication, strategic thinking, and peer support.

After School Education and Safety Program Plan Guide

3—Skill Building

- Describe how the program educational literacy and educational enrichment activities are expected to contribute to the improvement of student academic achievement as well as overall student success.

Although homework help is offered daily, a minimum of one hour is dedicated to instructional time with a credentialed teacher who leads in collaborative STEAM programming.

- STEM lessons and hands-on experiments Friday curriculum
- Writing prompts and creative storytelling- creating tangible results to share or display
- Reading/Math practice and reinforcement on IXL lessons
- Art lessons - display art on walls that are completed by students
- Project-Based Learning activities - Friday curriculum
- Lego/ Magnets/ Knex Education
- Individual Reading for Pleasure - keep track of books read/pages read and create recognition program
- Typing and computer literacy - students keep track of wpm and can see growth

Planned activities for the ELO & ASES programs are designed to meet the needs of all students. A large portion of our students live 30-40 minutes away from our school, but many have the opportunity for a nutritious snack and expanded learning opportunities up to 4:30pm. We do not start our homework help, tutoring and academic programming until the Highschool lets out at 3:30pm. We provide transportation to home for students who live locally in smaller vehicles, so they can attend until 4:30pm.

Student Outcomes for After School programming:

We foster the whole-child development model by providing intentional opportunities for students to cultivate communication, perseverance, problem-solving, leadership, collaboration, time management, self-awareness, accountability and self-regulation.

YES Charter's After School Education and Safety (ASES) program focuses on two core pillars: academic support and youth enrichment. Expected outcomes include increased regular school-day attendance, improved homework completion rates, academic gains in English/Math, and the development of positive social-emotional behaviors like leadership and teamwork.

Specific, measurable goals and outcomes for YES students in the ASES Program:

1. Academic & Literacy Achievement

- **Homework Completion:** 85% of our students will complete daily homework before leaving the program to improve overall academic achievement.
- **State Standards Alignment:** Opportunities to work in IXL will increase typing skills, computer literacy which in turn will increase overall standardized test scores in ELA and Mathematics.
- **Reading Fluency:** Students who participate in ELO/ASES will show an increase of growth in independent reading levels and literacy-based activities as measured by reading fluency evaluation and IXL benchmarks/ new skills mastered results.

After School Education and Safety Program Plan Guide

2. Educational Enrichment & Life Skills

- **STEM/STEAM Engagement:** All students will participate in hands-on, project-based learning resulting in tangible culminating products during after school programming.
- **Healthy Habits:** All students will adopt improved hygiene, nutritional and increase daily physical activity in alignment with our wellness plan.

3. School Engagement & Social Emotional Well-Being

1. Fostering Sense of Belonging and School Connectedness

Goal: Create an inclusive program environment where every student feels emotionally safe, valued, and connected to their school community.

Objectives:

- By June, 85% of participating students will report feeling "highly connected" and safe at school on the annual program survey.
- Maintain a staff-to-student ratio that allows for strong, positive, and sustained mentor-mentee relationships.

2. Social-Emotional Skill Development (SEL)

Goal: Equip youth with the core competencies of Social and Emotional Learning (SEL)—including self-awareness, self-management, social awareness, relationship skills, and responsible decision-making.

Objectives:

- Staff will integrate evidence-based SEL frameworks (such as Conscious Discipline, Nurtured Heart Approach, Growth Mindset and Restorative Practices) into 100% of weekly enrichment lessons.
- 80 % of student surveys will show students feel connected and safe while at afterschool and summer programming.

3. Enhancing School Day Attendance and Engagement

Goal: Increase regular school-day attendance, minimize chronic absenteeism, and re-engage at-risk youth.

Objectives:

- Students enrolled in the ASES program will maintain a school-day attendance rate that is at least 10% higher than a matched peer group not enrolled in the program.
- YES Charter will collaborate monthly with school-day administration to identify chronically absent students and prioritize them for ASES enrollment.

4. Promoting Youth Voice and Leadership

Goal: Empower students to take ownership of their learning, lead program initiatives, and develop agency.

Objectives:

- Students will be given the opportunity to lead an activity, and/or participate in a leadership role and 25% leading an activity for their peers or taking on a leadership role by the end of the school year.
- Ensure at least 50% of the enrichment activities offered are student-selected or student-designed, providing authentic choices that drive intrinsic motivation.

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4—Youth Voice and Leadership

Student voice and Leadership is important to YES Charter's ASES Program and is embedded throughout program planning and Continuous Quality Improvement (CQI) efforts. Student feedback is collected formally and informally to ensure programming reflects student interests and needs. At a minimum of once through the school year, students and staff complete surveys using Google Forms. Surveys ask about interests, sense of safety, relationships with staff, program satisfaction, and suggestions for improvement. All students are given a choice in the activities they would like to participate in and with whom they want to participate so as to promote personal preferences and interests. Results of surveys are reviewed by our program director and principal and are used to guide project based programming adjustments. Informal feedback is gathered daily through conversations, collaborations, and choice-based activities. Older students have opportunities for leadership and sharing their voice with their own experience to younger students and leading activities they are skilled in.. These opportunities are at the core of YES Charter's mission to become stewards of the environment for generations to come.

5—Healthy Choices and Behaviors

- **Describe the types of healthy practices and program activities that will be aligned with the school wellness plan.**

All students are screened for up to date immunizations prior to entering any of our extended learning opportunity programs. No students who do not have up to date vaccines will be admitted to YES Charter Academy programs. Students are encouraged to use the bathroom and wash their hands prior to coming to after school programs and before eating. Hand sanitizer is available in the cafeteria during program hours. Nutritious low sugar snacks are provided with milk. YES Charter Academy has been deemed a Blue Zone. Becoming a "Blue Zones Approved" school means our campus has successfully integrated specific lifestyle and environmental changes, to improve the physical, emotional and social well-being of our students. We provide:

- **Nutritional Improvements:** Offering healthier cafeteria options, establishing school gardens, and banning unhealthy sugary foods or drinks for fundraisers and rewards.
- **Active Movement:** Encouraging "brain breaks," incorporating stretch time in classrooms, and other areas for resetting, cooling down and restoring from fight or flight trauma responses.
- **Mental and Emotional Health:** Integrating mindfulness programs, creating quiet spaces, and emphasizing social connection.
- **Campus Policy:** Enforcing tobacco-free grounds and setting a culture that makes healthy choices easier for both faculty and students

Our afterschool program embeds social emotional learning by creating a safe and consistent environment where the students are given clear boundaries of behavior and program expectations. Staff are trained in Conscious Discipline, Nurtured Heart , Growth Mindset and Restorative practices which are evidence based and best practices that provide fair and consistent discipline that is aimed at teaching accountability and repair of relationships.

Conscious Discipline in schools is a brain-based, social-emotional learning framework that replaces

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traditional punishments with self-regulation and empathy. It is built on three core pillars:

Safety (reducing stress to assist students to be in a ready to learn state of mind).

Connection (building trust through greeting rituals and giving students some ownership of the program).

Problem-Solving (teaching life skills such as assertive communication, positive life choices and conflict resolution).

Nurtured Heart Approach (NHA) in schools is a relationship-focused methodology designed to help challenging and intense students channel their energy into success. It is built on three core pillars known as "The Three Stands"

Stand 1: Absolutely No! (Refuse to Energize Negativity)

Stand 2: Absolutely Yes! (Purposefully Energize Success)

Stand 3: Absolutely Clear! (Clear Rules & Consequences)

Growth Mindset in school is built on four core pillars: believing that intelligence can be developed, embracing challenges, persisting through setbacks, and learning from criticism and feedback. These pillars help students build resilience and motivation in the classroom

Practical, school-based examples of these pillars in action include:

- **The Power of "Yet":** When a student says, "I can't do this math problem," a teacher helps them reframe it by adding "yet": *"I can't solve this complex calculus equation **yet**, but I will figure it out with more practice."*
- **Embracing Challenges:** Choosing to tackle a more difficult reading passage or volunteering to solve a complex problem on the whiteboard, rather than sticking to easy assignments out of a fear of getting a wrong answer.
- **Learning from Feedback:** Rather than feeling insulted when a teacher marks up a rough draft, a student reads the constructive criticism as a tool to improve their writing and submits a revised paper for increased skill building.
- **Praising the Process Over Intelligence:** Teachers and parents shift praise away from innate talent (e.g., saying "You're so smart") to effort and strategy (e.g., *"I am so impressed by the different strategies you tried to find the right answer"*)

Restorative Practices in schools shift the focus of discipline from punishment to accountability and repairing harm. The core pillars—relationship building, repairing harm, restoring community, and providing equitable student voice—are achieved through actionable strategies like community circles, restorative questions, affective statements, and peer mediation.

These pillars are the goal of YES Charter Academy instructional day, and after-school programming

- **Community Building:** Instead of jumping straight into academics, teachers or aides may use circle time where students pass a "talking piece" to share feelings or answer prompts (e.g., "What was the best part of your weekend?"). This builds empathy and trust.

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- **Restorative Questioning:** When rules are broken, educators avoid punitive measures by asking a specific set of prompts:
 - "What happened?"
 - "What were you thinking of at the time?"
 - "Who has been affected by what you did?"
 - "What do you need to do to make things right?"
- **Affective Statements:** Teachers and aides model healthy communication by expressing how a student's behavior impacts others using "I" statements, such as, "I feel frustrated when students talk over each other because it prevents everyone from learning."
- **Describe how the program will incorporate healthy nutritional practices, and the types of daily developmentally appropriate and/or research-based physical activities the program will conduct. Include any collaborative partnerships with wellness organizations.**

YES Charters' ASES Program promotes lifelong healthy habits through nutrition, physical activity, and wellness education aligned with our Student Wellness Policy. The program will provide opportunities for students to engage in healthy choices and behaviors as they will have decisions to make about being indoors vs outdoors. When outdoors, students are led in cooperative play and fitness challenges. They will be given opportunities to make choices about hydration breaks as well as game and exercise choices. Students are encouraged to wash their hands and use hand sanitizer. Snacks are provided by the **California Universal Meals Program** and YES Charter follows the **Federal Nutrition Guidelines:** meeting USDA requirements for whole grains, lean proteins, fruits, vegetables, and low-fat milk. YES Charter promotes fresh fruits and vegetables that we grow ourselves or purchase from local farmers and pride ourselves in our Farm to Fork programming.

Daily physical activity is embedded through recreation, structured games, and fitness challenges. After school participants have outdoor individual and structured time on early out Fridays. Staff are trained in first aid and CPR with first aid kits on-site. Staff are equipped with walkie talkies to coordinate with office staff and are allowed to carry their cell phones for emergency assistance.

6—Diversity, Access, and Equity

- Describe how the program will create an environment that promotes diversity and provides activities and opportunities to celebrate students' cultural and unique backgrounds.
- Describe how the program will reach out and provide support to students with disabilities, English language learners, and other students who have potential barriers to participate in the program.

YES Charter Academy's ASES Program is designed to ensure equitable access for all students and to support the needs of our diverse student population. As a rural school that serves students from our county seat, we are limited in capacity to keep students until 6:00 PM unless parents can pick up their student(s). YES has and will continue to improve on their efforts to provide needed transportation to students by adding extra busing, and routes with YES Charter available vehicles. If and when capacity is reached, students are placed on a waitlist. Priority enrollment is provided to foster youth, students experiencing homelessness, students facing hardships, English learners, and students who need and qualify for attendance recovery to support attendance improvement. Students with IEPs or 504 Plans are supported to ensure success in the program with collaborations with Special Education teachers to ensure safety and appropriate programming for students with diverse needs. YES Charter Academy is

After School Education and Safety Program Plan Guide

committed to quality improvement and providing advertisements for enrollment and program materials in Spanish and other languages.

"YES Charter Academy acknowledges that the land on which we gather today is the ancestral, traditional, and unceded homeland of the **Nisenan "nish-eh-nan" Tribe** and the **Maidu "my-doo" people**, who have been the stewards of this region since time immemorial. We commit to learning, listening, and partnering with local Indigenous communities to respect and protect this earth." .

YES Charter Academy acknowledges Native American and Black History Month, promoting influential and heroic figures of all cultures through following a History Social Science Framework.

7—Quality Staff

YES Charter Academy is responsible for hiring, training, and evaluating all after-school program employees. It is YES Charter Academy's goal to have all of their staff meeting federal, state, and local LEA requirements to work with students. YES Charter hires instructional aides that have the following:

YES Charter Academy recruits and retains high-quality employees through a competitive application and interview process, comprehensive onboarding, ongoing training, and regular evaluations.

Employees are compensated according to the paraeducator salary schedule, with opportunities for pay increases based on years of service and educational attainment. Benefits include 40 hours a year paid sick time off, on-going professional development and opportunities for program development creativity and advancement assist support staff retention and long-term commitment to the program.

Recruitment efforts include partnerships with Yuba Community College, outreach to aspiring educators, job postings, and participation in local tabling opportunities at community events.

During our interview process, candidates are informed of our schools mission and vision along with our program goals and objectives. YES Charter is mindful of hiring those with a growth mindset and a strong desire for enriching the lives of students. A YES employee, we prefer staff that have a passion for youth and a career in education. Our Human Resource Director along with our principal and other key staff are involved in the interview process. Following the interview process, candidates identified as a strong fit for our school program are recommended for hire.

YES Charter Academy prioritizes hiring highly qualified staff and has recently added team members with bachelor's and master's degrees.

Professional development is a cornerstone of the after-school program. Staff training and workshops are offered multiple times throughout the year, including mandatory sessions and ongoing professional learning opportunities. Staff are compensated for attending required training.

Topics include, but are not limited to:

- CPR, First Aid, and Sexual Harassment Prevention
- Positive Behavioral Interventions and Supports (PBIS)
- Trauma-Informed Practices
- Project-Based Learning
- Youth Development
- Nutrition and Physical Activity
- Emergency Response
- Active Shooter Training
- Classroom and Behavior Management
- Supporting Students with IEPs
- Lesson Planning

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YES Charter Academy provides a minimum of three days of staff training and professional development at the beginning of the school year and throughout the school at monthly staff meetings and other professional development days that occur during instructional days or non-school days. These structured training days are designed to build staff morale and to address questions and concerns, strengthen instructional practices, and refreshers on social emotional learning interventions. Staff are trained on the After School Program Plan Guide, policy and procedures, paperwork requirements.

The Program Director ensures to integrate Continuous Quality Improvement (CQI) standards to support ongoing professional growth for after school program staff. Supervision and team meetings focus on current challenges and relevant topics identified, with intentional opportunities for input on agendas and discussion items. Because meetings occur regularly, staff are able to build on prior learning, reference CQI standards, and make meaningful connections across topics in alignment with the YES adopted PLC framework.

- Describe how the program's administrators will ensure that all staff who directly supervise pupils meet the minimum requirements of an instructional aide. YES Charter Academy recruits and hires quality staff with experience working at a school and with children. Our instructional aides have a minimum of a high school diploma, pass a criminal background check and demonstrate experience working with youth in a school setting. We expect staff to have a growth mindset and show emotional intelligence to implement and model social emotional learning. Staff must possess a desire to have a positive impact on students. See job descriptions here: [Afterschool Coordinator](#) [Instructional Aide](#)
- Describe the type and schedule for the continuous professional development that will be provided to staff.

Staff development in the beginning of the year is a minimum of three days with professional development opportunities throughout the year. This includes training in Nurtured Heart Approach, (NHA) for all staff, and Positive Behavior Intervention and Supports (PBIS) for teachers. Mandated reporter training, noticing the signs of abuse, appropriate student and staff conduct, conflict management, de-escalation techniques, sexual harassment and abuse prevention, drug free workplace, youth suicide awareness.

8—Clear Vision, Mission, and Purpose

- Describe how the needs of the community, students, parents, and school were identified (i.e., assessment scores, number of students performing academically below grade level, school and community safety data, attendance and truancy rates, and juvenile crime rates, etc.), the resources available, and how those needs will be addressed.

The following data was used in determining the ASES program goals and target population for the YES Charter Academy ELO/ASES programming:

CAASPP (SBAC) assessment reporting scores of all students in grades 3-6.
Individual student grades/report cards
SARC Report 2025-26
Teacher and Administrator recommendations and requests
Discipline data from SIS Powerschool
Parent, student, and community surveys

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Ongoing communication with Homeless/Foster Family Liaison/ Principal

- Describe three to five program goals developed from the results of the needs assessment and how data will be collected to evaluate whether program goals are being met.

Specific, measurable goals and outcomes for YES students: Our program manager will collect data throughout the year, utilize data for continuous program improvement and report back to our stakeholders for reflection and other improvement recommendations.

1. Academic & Literacy Achievement

- **Homework Completion:** 85% of our students will complete daily homework before leaving the program to improve overall academic achievement.
- **State Standards Alignment:** Opportunities to work in IXL will increase typing skills, computer literacy which in turn will increase overall standardized test scores in ELA and Mathematics.
- **Reading Fluency:** Students who participate in ELO/ASES will show an increase of growth in independent reading levels and literacy-based activities as measured by reading fluency evaluation and IXL benchmarks/ new skills mastered results.

2. Educational Enrichment & Life Skills

- **STEM/STEAM Engagement:** Students will participate in hands-on, project-based learning resulting in tangible culminating products during after school programming.
- **Healthy Habits:** Students will adopt improved nutritional practices and increase daily physical activity in alignment with our wellness plan.
- **Youth Leadership:** Students in 6th grade and up will develop civic engagement and leadership skills through student advisory groups or service-learning projects.

3. School Engagement & Social Emotional Well-Being:

Fostering Sense of Belonging and School Connectedness

1. Goal: Create an inclusive program environment where every student feels emotionally safe, valued, and connected to their school community.

Objectives:

- By June, 85% of participating students will report feeling "highly connected" and safe at school on the annual program survey.
- Maintain a staff-to-student ratio that allows for strong, positive, and sustained mentor-mentee relationships.

Social Emotional Well-Beng

2. Goal: Equip youth with the core competencies of Social and Emotional Learning (SEL)—including self-awareness, self-management, social awareness, relationship skills, and responsible decision-making.

Objectives:

- Staff will Integrate evidence-based SEL frameworks (such as Conscious Discipline, Nurtured Heart Approach, Growth Mindset and Restorative Practices) into 100% of weekly enrichment lessons.
- Reduce program-level behavioral incidents by 20% through the implementation of positive behavior interventions and supports (PBIS) and restorative practices instead of punitive measures.

After School Education and Safety Program Plan Guide

Enhancing School Day Attendance and Engagement

3. Goal: Increase regular school-day attendance, minimize chronic absenteeism, and re-engage at-risk youth.

Objectives:

- Students enrolled in the ASES program will maintain a school-day attendance rate that is at least 10% higher than a matched peer group not enrolled in the program.
- YES Charter will collaborate monthly with school-day administration to identify chronically absent students and prioritize them for ASES enrollment.

Promoting Youth Voice and Leadership

4. Goal: Empower students to take ownership of their learning, lead program initiatives, and develop agency.

Objectives:

- Students will be given the opportunity to lead an activity and with 25% leading an activity for their peers by the end of the school year.
 - Ensure at least 50% of the enrichment activities offered are student-selected or student-designed, providing authentic choices that drive intrinsic motivation.
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- Describe how the program has engaged or will engage stakeholders (i.e., principal, instructional day teachers and other instructional day staff, families, students, program staff, community members, and other community partners) in the creation of the program's mission, vision, goals, and expected outcomes based on the needs of the specific community.

The YES principal/superintendent met with the program manager to discuss aligning the program's mission and vision with the school's mission and vision, and to align the programs goals and expected outcomes with YES's academic and social emotional goals and expectations.

The program manager met with teachers and instructional day staff to hear ideas of what works with YES students and what program components would be the most impactful.

The program manager surveyed families to hear their needs and expectations for the ASES program.

Students are given opportunities to have their voices heard through surveys, choices on activities, leading activities and

Community members/ Community Partners: Our Council of Directors are presented with this guide for approval and have opportunity for review and input. The community is invited to our Road Map meetings, along with board meetings that are publicly announced.

9—Collaborative Partnerships

- Describe the collaborative partners that will be involved in the process used to plan, implement and update the after school program plan.

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Families are invited to our yearly Road Map meeting and in developing the LCAP. Our afterschool program coordinator along with our Family Liaison and principal engage in conversations to ask how the program is meeting expectations and if there are additional needs. Students are involved with naming our program and leading program activities of their choice. The summer program directors survey both parents and students for opportunities for change and growth with the program and to gauge what is going well and where improvement needs to be made.

YES collaborates with community based organizations to provide a well rounded, community based education. YES is collaborating with Collaborative Education Advisors, which provides a high quality, engaging STEAM summer program as well as training on using the program. We collaborate with YFACA Yuba Foothills Agricultural Community Association, a local agricultural organization, to provide community gardening experiences. We have collaborated with Yuba Watershed Protection and Fire Safe Council to provide fire safe lessons and field trips. We have collaborations with Wolf Creek Community Alliance and Mobile Ed Productions for summer programming. The after-school program acts as an extension of your Community School model, ensuring students have access to health, mental health, wellness, or family engagement resources. YES Charter Academy employs a school social worker, counselor and family liaison who assist these needs. ELO-P staff are trained in YES Charter Academy's MTSS strategies (e.g., using positive behavioral supports or restorative practices instead of suspensions).

10—Continuous Quality Improvement

- Describe how the program will engage in a data-driven CQI process (i.e., assess program quality, plan, and improve program quality) based on the *Quality Standards for Expanded Learning in California*, available on the After School Network web page at (<http://www.afterschoolnetwork.org/post/quality-standards-expanded-learning-california>). Include timelines, roles of staff and other stakeholders, and how the results of the assessment(s) will help refine, improve, and strengthen the program.

Please visit the CDE's Guidelines for a Quality Improvement Process web page at <https://www.cde.ca.gov/ls/ex/cqiguide.asp>.

The program's Continuous Quality Improvement plan to collect data for CQI is to use State Testing and IXL data in reading and math to track change over time in students' academic achievement. Our program manager along with our program coordinator will track student participation in skill building and development in the areas addressed.

YES Charter Academy's Program Manager or other designee will use multiple strategies including self-assessments, review of program policies and manuals, interviews and surveys conducted with staff, youth, and other stakeholders, and observation of program activities twice a year.

Plan: YES Program Manager will reflect on program data and use data to generate and implement an action plan for program improvement. We will utilize these action plans to revise and refine organizational strategies and goals, to direct organizational resources towards areas that need improvement, and to guide professional development for staff.

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Improve Program Quality: YES will implement the action plan at least once yearly, taking time to reflect on progress along the way. Once key goals are met, YES will re-assess and update the action plan accordingly.

11—Program Management

- Describe how the program funding will relate to the program vision, mission, and goals for each site or groups of sites.

YES Charter Academy's program funding directly drives its mission to prioritize environmental studies and the scientific method. Funds are allocated to sustain a rigorous, project-based curriculum that connects students to the Sierra Foothills, requiring targeted investments in specialized, hands-on learning resources.

Alignment of Funding with Vision, Mission, and Goals

- **Curriculum and Project-Based Learning:** To achieve the goal of academic mastery through individualized, self-motivating curricula, funding is dedicated to project materials, technology, and hands-on instructional tools. This directly supports the charter's vision of active inquiry over traditional rote learning.
- **Environmental Studies Focus:** Funding supports field trips, outdoor learning spaces, and environmental science resources. These budget allocations are essential for fulfilling the mission to develop "Environmental Stewards" by connecting learners directly to their natural surroundings in the Sierra Foothills.
- **Highly Qualified Staff:** A portion of the budget is required to recruit and retain teachers who value moral conduct and high California academic standards, ensuring the delivery of individualized educational programs
- Provide the program organizational structure including succinct description of staff roles (e.g., "Staff responsible for homework support for grade three and science activities for grades three through five."), lines of supervision for each site or groups of sites, frequency of meetings, and methods of communication

YES Charter Academy's ASES program has a program manager who is responsible for training staff and providing tools to make sure the program compliance measures are adhered to. The program manager collaborates weekly with the principal, teachers and the after school coordinator in person to implement best practices for academic and SEL programming for all grade levels. The program coordinator has a supervisor who provides oversight and other program details such as scheduling and staff concerns.

- Describe the process and time frames for periodic review of the program plan and how community partners and other external stakeholders were involved in the process.

The program manager along with the principal gather information from our community partners and external stakeholders by attending local board meetings, collaborating with higher education institutions such as Yuba Community College, and other

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- Describe the system in place to address the following program administration requirements:
 - Fiscal accounting and reporting requirements: Our back office Charter School Management Company puts resource codes specifically for each program and works with the school to report financial use of the funds to the state.
 - Attendance tracking, including sign-in and sign-out procedures.- Attendance is tracked and documented digitally and on paper, noted first and last name, grade, time in and out and a parent guardian release signature.
 - Early release and late arrival policies and procedures (*EC* Section 8483[a][1]). Refer to the CDE's Policy Guidance web page at <https://www.cde.ca.gov/ls/ex/earlyreleguidance.asp>. YES Charter Academy utilizes their early release and late arrival policies and procedures for families of students who are able to attend our afterschool program daily and stay for the duration of the programming. YES Charter Academy will track those who have barriers to attending, track these barriers and work towards improvement on eliminating these barriers for better attendance outcomes.

12—Sustainability

- Describe the possible partnerships and funding sources, a schedule for revisiting the sustainability plan, and who is responsible for resource development.

Our Business Manager is responsible for maintaining our funding sources and resource development. YES Charter Academy is continuously looking for partnerships to enhance our sustainability. We have dedicated investors and a YES Charter Academy foundation that are committed to YES Charter Academy's mission and vision for all programming.